



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU7435

This contract entered into this 7th day of May 2026, by JMS Group, LLC dba Epitome Networks, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From May 7, 2026 through May 6, 2027 with nine (9) one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
(2) The following portions of the Request for Proposal RFP KBF-1239 dated October 30, 2025
(a) The Statement of Needs,
(b) The General Terms and Conditions,
(c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions,
(3) The Contractor's Proposal dated December 2, 2025 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
(a) Negotiations Summary, dated April 17, 2026
(b) Attachment A: Master Annual Maintenance Service Agreement for Emergency Responder Communication Enhancement Systems (ERCES)

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:
By: [Signature]
(John M. Street, Jr.)
Title: Managing Member

PURCHASING AGENCY:
By: [Signature]
(Katie Forsyth)
Title: Buyer Senior

**RFP # KBF-1239 Public Safety Distributed Antenna System (DAS)
Negotiation Summary for JMS Group, LLC DBA Epitome Networks
April 17, 2026**

1. Parties agree that items within this Negotiation Summary modify RFP# KBF-1239 and the Contractor’s response to RFP# KBF-1239 and that this Negotiation Summary takes precedence in conflict.
2. Epitome’s *Master Annual Maintenance Service Agreement for Emergency Responder Communication Enhancement Systems (ERCES)* included below as **Negotiation Summary Attachment A**, is hereby incorporated into the contract.
3. For the avoidance of doubt, this contract establishes a vehicle for project work by future mutual agreement on statements of work by request of the agency. There is no guarantee of a particular project purchase or spend under this award.
4. Revised pricing
 - a. Additional updated or new pricing in the negotiations – comprehensive pricing for contract, includes any optional pricing
 - i. Annual Preventative Maintenance (Flat Fee per Building, Per Year): The cost for the comprehensive AMP, which includes the NFPA 1225-mandated annual certification, full reporting, visual inspection, battery load test, and alarm check (Section 8.1), is calculated based on 16 total hours (inclusive of travel and on-site labor) at the discounted maintenance rate. Cost per Building, Per Year (JMU Discounted): \$1,500.00
 - b. Epitome shall waive credit card fees for invoices up to \$10,000, for orders over \$10,000, if paid by credit card, fees shall not exceed 3%.

c. Labor Rates for Ad Hoc/Change Order Services & Will-Call (Inclusive of Travel)

Labor Category	Description	MSRP Rate (Hourly)	JMU Discounted Rate (Hourly)	After-Hours/Emergency Rate
RF Engineer Services	Design, Commissioning, Optimization, Troubleshooting	\$150.00	\$125.00	\$187.50
Technician Labor / Training	Physical Installation, Cable Pulling, Equipment Mounting, End-User Training	\$110.00	\$90.00	\$135.00
Maintenance & Will-Call	Non-Warranty/Non-Maintenance Repairs, Service Calls	\$125.00	\$100.00	\$150.00
Programming / Remote Monitoring	Head-End Software Configuration, SNMP Integration/Troubleshooting	\$135.00	\$110.00	\$165.00

5. Additional clarifications for scope
 - a. Annual Maintenance: In addition to RFP response 10.2.1, Epitome Wireless’ annual maintenance pricing shall cover the full scope of testing required under 2021 IFC Section 510.6.2, which includes verification that each DAS/BDA system continues to meet required coverage levels, confirmation that all equipment is operating as originally tested, inspection of the backup battery system, and testing of all active components (BDA, battery unit, and any device with a power source). In addition to the code-mandated items, Epitome shall also inspect the donor roof antenna, visually inspect accessible

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passive components (splitters, couplers, and service antenna connections within IDF's or accessible ceiling areas), and verify signal levels at each accessible service antenna.

The annual maintenance pricing does not include labor hours or materials required to repair or correct issues outside of minor items that can be corrected by software update, BDA settings updates, loose connections, and other limited items. Any corrective maintenance beyond the IFC-required annual inspection scope is billed under contract Ad Hoc Labor Rates.

Equipment repair costs are not included in the annual maintenance pricing as most DAS/BDA components are not field-repairable and typically require replacement when they fail. Limited service actions can be performed during maintenance such as tightening RF connectors, correcting donor antenna alignment, applying configuration updates, or addressing loose battery connections but non-functional units that are out of warranty generally require complete replacement, all ad hoc repair to be mutually agreed in advance.

For all existing DAS and ERCES systems, Epitome Wireless shall begin by performing a comprehensive engineering audit to establish a current-state baseline for each building. This includes verification of all installed components including make, model, serial number, quantity, and functional status to confirm whether each system is fully operational and compliant with applicable IFC/NFPA requirements.

Following the audit, Epitome shall conduct full maintenance checks, document findings, and generate a unique system report for each building. These reports will clearly identify deficiencies, categorize them by severity and system impact, and outline recommended corrective actions. Epitome Wireless will also provide full quote for options on repairing all identified repairs to JMU. All quotes to be accepted by advance mutual agreement.

As part of the audit, Epitome shall determine each system's capability for remote or local monitoring. This includes confirming whether dry contact alarms can be integrated with the fire alarm system or whether the system supports monitoring via an approved NMS solution. JMU reserves the right to engage optional monitoring services after such report with advance mutual agreement and scope of work.

Through established partnerships with OEMs including Westell, ADRF, and CommScope, Epitome shall maintain available firmware and software upgrades for supported equipment. For units approaching end-of-life or no longer supported by the OEM, Epitome will document those risks and provide upgrade or replacement recommendations to ensure long-term operability and code compliance. Any additional quotes to be accepted by advance mutual agreement.

6. Optional Future Scope
 - a. Full grid test prior to 5 year interval at agency option. Scope and pricing to be provided at request.
 - b. Future turnkey design and installation projects shall include a standard one-year labor warranty and an OEM standard 3-year warranty. All project quotations will clearly reflect this requirement and will also include an optional extended warranty.
7. All quotes, SOWs, etc. shall list the breakdown of hours, rate per labor category, and itemized materials with quantity and cost as agreed upon in this contract instead of as one total labor charge.

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8. Contractor agrees that all exceptions taken within their initial response to RFP# KBF-1239 that are not specifically addressed within this negotiation summary are null and void.
9. Contractor has disclosed all potential fees. Additional charges will not be accepted.

Master Annual Maintenance Service Agreement for Emergency Responder Communication Enhancement Systems (ERCES)

1. Agreement Overview

1.1 Purpose and Scope

This Master Annual Maintenance Service Agreement (the "Agreement") establishes a binding framework for the inspection, preventative maintenance, corrective repair, and regulatory certification of the Public Safety Distributed Antenna Systems (DAS) and Emergency Responder Communication Enhancement Systems (ERCES) at James Madison University (the "Customer" or "JMU"). Executed by Epitome Networks (the "Provider"), this Agreement ensures the continuous operation of critical life-safety communication infrastructure across the campus.

1.2 System Description

The covered infrastructure includes legacy passive Bi-Directional Amplifiers (BDAs) and fiber-optic-based Active DAS architectures. The systems operate on a dual-band frequency configuration supporting the legacy UHF band (450–470 MHz) for campus operations and the 800 MHz band (806–869 MHz) for the Harrisonburg-Rockingham Emergency Communications Center (HRECC) P25 public safety network.

1.3 Governing Codes and Standards

All services executed under this Agreement strictly adhere to the latest life-safety regulations enforced by the Virginia State Fire Marshal (VSFM) and the local Authority Having Jurisdiction (AHJ), including:

- **2021 International Fire Code (IFC):** Section 510 (maintenance and operational readiness).
- **2022 NFPA 1225:** Standard for Emergency Services Communications (signal strength, survivability, battery backup, and periodic testing).
- **FCC Regulations:** 47 CFR Part 90.219 (spectral efficiency and non-interference).

2. Covered Facilities and System Inventory

2.1 Master Facilities Inventory

This Agreement encompasses an Annual Maintenance Program (AMP) across the following twenty (18) Customer facilities:

#	Facility Name	911 Address	System Installation Date	Primary BDA / Repeater Hardware	Covered Under Base Contract
1	CHBS - College of Health and Behavior Studies	235 Martin Luther King Jr Way, Harrisonburg, VA 22807	2016-04-01	Westell CSI-61080 80dB gain 800 MHz BDA	Yes
2	Chesapeake Avenue Parking Deck	421 Chesapeake Ave, Harrisonburg, VA 22807	2018-08-20	Westell PS51080 Public Safety Repeater	Yes
3	COB - A Section (Hartman Hall)	421 Bluestone Dr, Harrisonburg, VA 22807	2021-03-24	Westell PS71090 800 MHz Bi-Directional 90dB	Yes
4	COB - B Section (Showker Hall)	421 Bluestone Dr, Harrisonburg, VA 22807	2020-04-10	Westell PS71090 800 MHz Bi-Directional 90dB	Yes
5	Duke Hall	820 South Main St, Harrisonburg, VA 22807	2013-05-01	BDA Hardware TBD (Legacy System)	Yes
6	Darcus Johnson Hall	58 Bluestone Dr, Harrisonburg, VA 22807	2021-01-19	Axell Wireless D-CSR 3604 (450 MHz) & BSR-3308 (800 MHz)	Yes
7	Madison Hall	100 E Grace St, Harrisonburg, VA 22807	2016-10-20	TX RX Systems Inc / BIRD Signal Booster 1	Yes
8	Mason Street Parking Deck	715 S Mason Street, Harrisonburg, VA 22807	2017-01-26	TX RX Systems RescueLine UHF & 800 MHz	Yes
9	Paul Jennings Residence Hall	831 University Blvd, Harrisonburg, VA 22807	2019-08-14	ADRF PSR-VU-9537 (UHF) & PSR-78-9533 (700/800 MHz)	Yes
10	Phillips Dining Hall	261 E Grace St, Harrisonburg, VA 22807	2020-08-31	Westell PS51080 & ADRF PSR-VU-9537-X	Yes
11	Sheldon Hall	71 Alumnae Dr, Harrisonburg, VA 22807	2021-07-22	ADRF PSR-VU-9537-X & PSR-78-9553-X	Yes
12	Student Success Center (SSC)	738 S Mason St, Harrisonburg, VA 22807	2013-02-19	CommScope Andrew MR8018 LRM 800 MHz	Yes
13	Atlantic Union Bank Center (AUBC)	645 University Blvd, Harrisonburg, VA 22801	2020-10-20	CommScope Node A+ Multi-Band LRM 450 / LMR 800	Yes
14	UREC	701 Driver Dr, Harrisonburg, VA 22807	2014-11-21	Westell 51062-58 PS-SMR	Yes
15	USB Annex	543 Chesapeake Ave, Harrisonburg, VA 22807	2016-11-01	Westell PS51080 800 MHz	Yes
16	West Campus Dining Hall	150 Bluestone Dr, Harrisonburg, VA 22807	2019-05-23	Westell PS51080 PS-SMR 700/800 MHz	Yes
17	Wilson Hall	951 Madison Dr, Harrisonburg, VA 22807	2019-08-14	ADRF PSR-78-9533 700/800 MHz	Yes
18	CONVO Center	895 University Blvd, Harrisonburg, VA 22807	TBD	CorsicoRF Hardware	Yes
19	Potomac Hall	TBD	TBD	ADRF PSR-78-9533-U/PSR-U-9537-U	Pending Addition
20	Carrier Library	TBD	TBD	ADRF PSR-78-9533-U/PSR-U-9537-U	Pending Addition

2.2 Baseline System Acceptance

The Provider shall conduct an initial system audit for all facilities upon Agreement execution. The Provider assumes maintenance responsibilities for legacy buildings "as-is" and disclaims liability for non-compliant designs predating this Agreement. Deficiencies found during the audit will be documented, and remediation proposals will be issued to restore code compliance.

3. Scope of Services

3.1 Annual Maintenance

- **Annual Operational Certification:** Comprehensive testing every 12 months, including:
 - Physical inspection of active and passive components, cabling, and grounding.
 - Battery load testing to verify backup runtime.
 - Active amplifier gain and noise floor validation via spectrum analyzers.
 - Supervisory alarm verification (AC loss, battery failure, component malfunction) with the fire alarm control panel.

3.2 RF Signal Validation

- **Annual Walk Test:** Measurement of RSSI output levels at the BDA and in-building distributed antennas to verify no coverage degradation has occurred.
- **Spot Testing:** Testing in 100% of Critical Coverage Areas (99% reliability required) and a minimum of 25% of General Coverage Areas (95% reliability required).
- **Grid Testing:** Comprehensive full grid testing is mandatory during the initial audit for third-party installed systems, upon significant structural modifications, and on a rolling 5-year interval thereafter.

3.3 AHJ Coordination and Repair Services

The Provider shall coordinate frequency use with the HRECC and AHJ prior to testing to prevent false alarms. Corrective repairs addressing system deficiencies or alarms will be executed utilizing the Provider's internal technical assets and test equipment. Non-warranty repairs are billed under Time and Materials (Will-Call) rates.

3.4 Documentation

Following maintenance, the Provider shall submit an "As-Built" package to JMU ITT, including updated materials lists, configured frequencies, labeled digital images, mapped grid testing results (PDF and iBwave formats), and scanner data comparisons.

4. Standards Integration

- **2021 IFC (Section 510):** Ensures systems are maintained continuously operational, validating 95% general coverage and active signal booster gain settings.
- **2022 NFPA 1225:** Validates Delivered Audio Quality (DAQ) of 3.0, pathway survivability (2-hour fire-rated), and periodic annual operational testing.
- **Macro Network Protection:** The Provider enforces strict RF hygiene, suppressing uplink noise to prevent interference with the HRECC macro network per FCC Part 90 rules.

5. Terms and Conditions

5.1 SLAs and Scheduling

Fault Severity Tier	Description of Service Agreement	Scheduling	On-Air Commitment	Target Report Timeframe
Tier 1 Annual Certification	On-site inspections and annual certification confirming ERCES compliance with applicable codes and standards.	confirming ERCES compliance with applicable codes and standards. Coordinate with JMU to efficiently schedule each building's annual maintenance visit. Maintain and adhere to an agreed-upon recurring schedule for all subsequent visits.	If annual maintenance identifies a critical or service-affecting issue, Epitome Networks will diagnose the condition and attempt immediate corrective action while on site, where feasible. Epitome will promptly notify JMU and develop a corrective action plan as required.	Maintenance report delivered within 7 business days of service completion.

5.2 Term, Pricing, and Invoicing

- **Service Term:** One (1) year initial term with nine (9) optional one-year renewals.
- **Base Pricing:** Fixed flat rate of **\$27,000.00 per year** covering the 18 primary facilities listed in Section 2.1 (\$1,500.00 per building). This covers annual preventative maintenance, AHJ coordination, documentation, walk-tests, and scheduled 5-year grid testing.
- **Invoicing:** Net 30 standard terms or Net 15 via virtual payables. Credit card fees are waived for transactions under \$10,000.00. Fees for transactions over this amount are capped at a maximum of 3%.

5.3 Labor Rates (Time & Materials / Will-Call)

For out-of-warranty repairs and emergency services:

Labor Category	Description of Services Performed	JMU Rate (Hourly)	After-Hours / Emergency Rate
RF Engineer Services	Advanced Design, Optimization, Troubleshooting.	\$125.00	\$187.50
Technician Labor	Physical Installation, Cable Pulling, Training.	\$90.00	\$135.00
Maintenance / Will-Call	Non-Warranty Repairs, Service Calls.	\$100.00	\$150.00
Remote Programming	Software Configuration, Remote Diagnostics.	\$110.00	\$165.00

5.4 Exclusions and Change Orders

Hardware replacements for out-of-warranty systems and damage resulting from *Force Majeure* (including lightning strikes) are excluded from the flat-rate fee and will be billed as separate corrective maintenance events. Any alterations to the scope of this Agreement require a fully executed Change Order Request (COR) authorized by JMU Telecom.

5.5 Customer Responsibilities

JMU shall provide unfettered access to all necessary facilities during scheduled maintenance windows, coordinate internal campus communications, and provide digital building floor plans.

6. Add-On Maintenance Services Offered

The Customer has elected to forgo the following services in the base contract; however, they remain available as optional add-ons:

- **Tier 2 (Routine) Corrective Maintenance:** Next Business Day (NBD) on-site response for non-critical hardware degradation. Labor is billed at standard Will-Call rates.
- **Advanced System Monitoring:** 24/7/365 SNMP monitoring by the Provider's Network Operations Center (NOC) for predictive failure analysis.

7. Order Request Form

7.1 Customer Information

- **Institution:** James Madison University (JMU)
- **Requesting Department:** JMU Information Technology / Telecommunications (JMU ITT)
- **Technical Contact:** Scott Coverstone
- **Phone / Email:** 540-568-6471; telecom@jmu.edu
- **Billing Address:** Procurement Services MSC 5720, 752 Ott Street, Harrisonburg, VA 22807

7.2 Service Selection

Standard Master Portfolio Maintenance (Base Contract: \$27,000.00 / Annually)

Includes the 18 primary buildings listed in Section 2.1. Covers NFPA 1225/IFC 510 testing, battery checks, walk-tests, and scheduled 5-year grid testing.

Additional Building Expansion (Add-On)

Rate: \$1,500.00 per building, per year.

- Building Name(s): _____
- Initial Baseline Audit Required? [] Yes [] No

Optional Add-On: Advanced 24/7/365 SNMP System Monitoring

(Requires custom engineering quote).

Optional Add-On: Tier 2 (Routine) Maintenance SLA

(Next Business Day response; billed at standard Will-Call rates).

7.3 Authorization and Logistics

- **Contract Start Date:** _____
- **Primary Payment Method:** [] Net 30 Invoice [] Virtual Payables (Net 15) [] Credit Card

For the Customer (James Madison University):

Signature: Katie Forsyth Date: 5/11/2026
Printed Name: Katie Forsyth Title: Buyer Senior

For the Provider (Epitome Networks):

Signature: John M Street Jr Date: 05-07-26
Printed Name: John M Street Jr Title: Managing Member

Proposal for Public Safety Distributed Antenna System (DAS) Turn-Key Services RFP# KBF-1239

Prepared For:

Commonwealth of Virginia
James Madison University
Procurement Services MSC
5720
Harrisonburg, VA 22807

Prepared By:

Epitome Networks
4201 Park Pl Ct
Glen Allen, VA 23060
(336) 660-2260
www.epitomenetworks.com



Proposal for Public Safety Distributed Antenna System (DAS) Turn-Key Services

RFP # KBF-1239

Submitted To:

Commonwealth of Virginia

James Madison University

Procurement Services MSC 5720

Harrisonburg, VA 22807

Submitted By: JMS Group LLC DBA Epitome Networks 4201 Park Pl Ct, Glen Allen, VA 23060

Date: December 10, 2025

1. Executive Summary

2. Company Overview and Organizational Capability

2.1. Corporate Profile

Epitome Networks (JMS Group LLC) is a premier systems integrator specializing in the design, deployment, and maintenance of heterogeneous wireless networks. Headquartered in Greensboro, North Carolina, with a focused operational footprint in Virginia, we act as a bridge between the rigid requirements of public safety code and the dynamic needs of modern enterprise and educational campuses. Our website (<https://www.epitomenetworks.com/>) details our extensive portfolio in In-Building Wireless (IBW) solutions, highlighting our expertise in navigating the intersection of cellular (LTE/5G) and Land Mobile Radio (LMR) technologies.

Epitome Networks is a true **Turn-Key** service provider for ERCES and Commercial DAS. Unlike many competitors who rely on fragmented subcontracting for critical phases of deployment, we handle all aspects of the project lifecycle internally. From the initial Site Survey and iBwave Design to Material Procurement, Installation, System Optimization, and the final Acceptance Test Plan (ATP), every step is executed by Epitome Networks personnel. This single-source accountability ensures consistent quality control, tighter adherence to project schedules, and a unified chain of custody for all critical public safety infrastructure. Furthermore, we directly handle all ongoing maintenance and warranty services, providing JMU with a single point of contact for the life of the system.

2.2. Specialized Staffing and Expertise

The success of high-stakes infrastructure projects relies heavily on the caliber of the personnel deployed. In compliance with the RFP's request for staff qualifications, Epitome Networks proposes a dedicated project team comprising industry veterans who have already

demonstrated their proficiency on the JMU campus.

Key Personnel:

- **Froylan Alejo, Lead RF Engineer:** Mr. Alejo serves as the primary technical architect for our JMU engagements. With extensive expertise in heterogenous wireless network design, he will oversee the iBwave propagation modeling, link budget analysis, and final system optimization. His role ensures that the complex UHF and 800 MHz frequency environments are harmonized to prevent interference while achieving the strict DAQ 4.0 standards required by JMU.
- **Jennifer Christianson, Project Executive:** Ms. Christianson brings years of experience in the information technology and communication services industry, specializing in Public Safety DAS and Enterprise DAS solutions. As Project Executive, she provides high-level oversight of the contractual partnership, ensuring resource availability and alignment with JMU's strategic safety goals. Her background in complex project management ensures seamless coordination between university stakeholders and our engineering teams.
- **Jorge Luna, Field Engineer:** Mr. Luna leads the on-site technical execution. His responsibilities include the physical commissioning of the ADXV active components, PIM testing, and the granular grid-testing required for the Acceptance Test Plan (ATP). He serves as the primary technical interface for JMU facilities staff during the installation phase.
- **Field Operations Team:** Our field technicians are specifically trained in the nuances of working within occupied student housing and sensitive academic environments. They adhere strictly to the code of conduct regarding civility in state workplaces required by the Commonwealth of Virginia, ensuring professional and safe execution of all installation tasks.

2.3. Proven Performance at James Madison University and Regional Partners

Epitome Networks is not a theoretical partner; we are a proven commodity. The JMU DAS Inventory (Attachment H) explicitly lists our successful completions, which serve as the most relevant references for this new contract.

Table 2.1: Epitome Networks Project History at JMU

Project Name	Scope & System Type	Operational Insight & Success Metrics
Paul Jennings Residence Hall	Deployment of Advanced RF Technologies (ADRF) PSR-VU-9537 (UHF) and PSR-78-9533 (700/800 MHz) digital repeaters.	"This project demonstrated our ability to manage high-density residential environments. We successfully balanced disparate UHF donor inputs (ranging from -57 dBm

		to -25 dBm) to prevent receiver overload, achieving DAQ 4.0 across 5 floors."
Wilson Hall	Installation of ADRF repeaters in a sensitive, high-profile historic structure.	"The challenge here was aesthetic. We engineered a solution placing high-gain Yagi antennas in the attic cupola to avoid exterior alterations, preserving the building's historic integrity while ensuring full critical area coverage in the basement and lower levels."
Potomac Hall	New Construction, Deployment of ERCES for JMU's newest residence hall.	"Recently commissioned for the Fall 2025 opening, this project utilized the latest architecture, ensuring 100% code compliance for the 24/7 student residency while meeting strict LEED certification aesthetic requirements."

Regional Capability: Virginia Tech Campus ERCES

Beyond our work at JMU, Epitome Networks has successfully implemented a Campus-Wide ERCES at Virginia Tech. This massive undertaking involved the integration of multiple buildings into a cohesive public safety network. Our success at Virginia Tech validates our ability to scale from single-building deployments to complex, multi-node fiber environments required by top-tier research universities. This experience directly correlates to the "Campus Wide Fiber based Public safety system" requested in this RFP.

2.4. Manufacturer Certifications and Partnerships

Epitome Networks is not exclusive to or required to use any single Original Equipment Manufacturer (OEM). We maintain a vendor-agnostic philosophy that allows us to engineer solutions tailored specifically to the customer's technical requirements and budget, rather than pushing a specific product line. We hold certifications and maintain active working relationships with all major equipment manufacturers, including ADRF, Westell, CommScope, Comba, and Honeywell by Fiplex, to list a few. This extensive portfolio allows us to provide solutions that best fit a customer's unique needs, ensuring that JMU receives the technology best suited for its specific architectural and RF environment.

3. Comprehensive Statement of Needs Analysis

3.1. The RF Environment and Frequency Plan

The foundation of any ERCES design is the frequency plan. JMU operates in a dual-band environment that presents unique physics challenges.

- **UHF Band (450-470 MHz):** Used for JMU Operations (Police, Admin, Facilities, Athletics).
- **800 MHz Band (806-869 MHz):** Used for the Regional HRECC P25 Trunking System.

Table 3.1: Critical Frequency Groups

Service Group	Downlink Range (MHz)	Uplink Range (MHz)	Critical Design Note
JMU Police	453.9000	458.9000	Requires extremely high reliability; primary life safety channel.
JMU Admin/FM	453.6250 - 453.8125	458.6250 - 458.8125	High traffic volume; potential for self-interference (Near-Far).
HRECC Public Safety	851.4625 - 853.9250	806.4625 - 808.9250	11 discrete trunked control channels; requires precise filtering.
FirstNet (Future)	758 - 768	788 - 798	System must be "FirstNet Ready" (Band 14 support). While Mitigating LTE interference.

3.2. Critical Area Coverage and DAQ Standards

The standard for success is objective and measurable. The specifications mandate a Delivered Audio Quality (DAQ) of 4.0 for 95% of general areas and DAQ 3.4 for 99% of critical areas.

- **Implication for Fiber DAS:** Achieving 99% coverage in critical areas (Elevators, Stairwells, Pump Rooms) often requires placing Remote Units (RUs) or antennas deep inside the building core. Fiber cabling allows us to place these active units hundreds of feet from the IDF without signal degradation, a feat impossible with passive coax designs.

- **RSSI Targets:** The design target of -95 dBm is the minimum. However, to achieve DAQ 4.0 (little noise/distortion), our designs typically target **-85 dBm** to provide a "fade margin" that accounts for body loss (the absorption of signal by human bodies in crowded hallways) and temporal variations.

3.3. New Installations and Turn-Key Methodology

For new capital projects, the RFP requires a "Turn-Key" approach. This means Epitome Networks assumes liability for the entire signal chain.

- **Phase 1: IFC Mandated Benchmark Grid Test:** Prior to system design, we conduct the initial radio coverage survey mandated by **IFC Section 510.4.1** and **NFPA 1225** to definitively determine if an ERCES is required.
- **Phase 2: iBwave Design:** We utilize industry-standard simulation software to predict coverage. This generates the "Heat Maps" required for Fire Marshal approval *before* a single cable is run.
- **Phase 3: Installation & Commissioning:** We execute the install using the specified UL Listed Equipment and plenum-rated cabling.
- **Phase 4: Acceptance:** We perform the grid testing required by NFPA 1221, documenting pass/fail results for every 20x20 grid square.

4. Technical Solution: Campus-Wide Fiber DAS Architecture

To satisfy the user requirement for a "Fiber based Public safety system," Epitome Networks proposes the deployment of the **ADRF ADXV Series DAS**. This state-of-the-art optical distribution system is specifically engineered to meet the rigid demands of NFPA code while providing the flexibility required by a multi-building university campus.

4.1. Architectural Overview: The ADRF ADX V Series

The ADXV Series represents a paradigm shift from traditional proprietary hardware to a modular, "pay-as-you-grow" platform.

- **The Head-End (HE):** Located in the central JMU Telecom MDF or a designated hub building. The ADXV Head End is a compact, can be rack-mounted or wall mount chassis that accepts RF signals from the donor source (Off-Air or Direct Feed). It digitizes these signals for transport.
- **NEMA 4 / UL 2524 Compliance:** The ADXV Public Safety Remote Units (such as the ADXV-R-3378P-U) come in a **NEMA 4 (watertight) enclosure** as a standard feature. They are also **UL 2524 Listed**, satisfying the "Second Edition" safety standards now referenced by leading Fire Marshals.
- **Dual-Band Capability:** The ADXV platform uniquely supports both **UHF (450 MHz)** and **700/800 MHz** in a unified ecosystem.

- **Auto-Commissioning:** The ADXV Series features a patented "Auto-Commissioning Routine." This software tool automatically balances the optical link budget and crucially, employs proprietary **digital signal processing algorithms** to ensure strict **uplink noise floor compliance**. This rigorous, automated process guarantees the system performs exactly to the Authority Having Jurisdiction (AHJ) standards by actively suppressing noise injection into the public safety network.

4.2. Advantages of the ADRF ADXV Solution for JMU

- **The "Near-Far" Solution (Addressing Dynamic Range):** The ADRF ADXV Fiber DAS utilizes extensive "Optical Dynamic Range" and high-speed digital processing to simultaneously handle high-power "Near" transmissions and low-power "Far" transmissions without desensitization. This capability is paramount for maintaining system reliability, directly supporting the NFPA 1225/1221 requirement for signal stability (e.g., NFPA 1221, Section 11.10.6) and preventing the catastrophic failure scenario seen in older analog systems where a strong signal from a nearby radio crushes the weak signal attempting to transmit from a distant part of the building. By digitizing the signal at the remote unit, the system ensures that critical uplink calls are never dropped due to signal compression.
- **Uplink Noise Floor Management (Ensuring Spectral Integrity):** By utilizing sophisticated software features like "Squelch" and "Noise Gating" at the Head-End, the system actively filters and minimizes unwanted signal/noise transmission. This is non-negotiable, as it enforces FCC Part 90 non-interference rules and the NFPA 1225/1221 mandate (Section 11.10.4) requiring that the amplifier system does not inject excessive noise onto the public safety network. The system only sends signal to the HRECC tower when a radio is actively transmitting within JMU, ensuring the integrity and sensitivity of the county-wide macro network are not degraded by the university's internal infrastructure.
- **24-Hour Survivability (Meeting Code and Exceeding Standards):** System uptime during an emergency is governed by strict codes. NFPA 1225 (Chapter 11) requires a minimum of 12 hours of secondary power for the DAS system, unless specific local AHJ requirements or generator availability dictate otherwise. The JMU RFP's strict mandate for 24-hour runtime is therefore met by utilizing a LiFePO₄ (Lithium Iron Phosphate) battery backup unit which is also UL 2524 certified. This superior chemistry provides higher energy density, superior thermal tolerance, and extended lifespan compared to traditional lead-acid batteries, guaranteeing the required NFPA 24-hour backup requirement and ensuring long-term operational continuity for this life-safety infrastructure.

5. Detailed Design Scenario: Sample Building Analysis

- **Requirement:** Provide a sample quote/design for a 4-story, 40,000 sq. ft. building.
- **Parameters:** Brick/Low-E Glass, Steel Frame, RSSI Roof -85 dBm, Interior -120 dBm.

5.1. Proposed Layout and Bill of Materials (ADRF ADXV Solution)

Core Hardware:

- 1x ADRF ADXV Series Public Safety Remote Unit: Specifically the **ADXV-R-3378P-U** (for 700/800 MHz) and **ADXV-R-25VU** (for UHF) configuration.
- **Distribution:** 1/2" Plenum Rated Coaxial Cable (CommScope CNT-400-P or equivalent).
- **Antennas:** 16x Ultra-Wideband Omni-Directional Dome Antennas (4 per floor).

Placement Logic:

- **Critical Areas:** One antenna is dedicated to the central core (Elevator Lobby/Stairwell) on each floor to guarantee the 99% coverage requirement for these life-safety egress paths.
- **Riser:** The vertical cable run will be installed in a 2-hour fire-rated shaft or protected with 2-hour circuit integrity wrap (e.g., 3M E-Mat) if a shaft is unavailable, meeting the Level 1 survivability standard.

6. Implementation Methodology and Logistics

Epitome Networks employs a militaristic precision in project execution, recognizing that university environments have rigid schedules and low tolerance for disruption. Our internal field operations team handles all aspects of deployment, ensuring consistent quality and adherence to University standards without reliance on external labor.

6.1. Installation Standards

We adhere strictly to the "Public Safety DAS Specifications" and the National Electrical Code (NFPA 70).

- **Conduit & Raceways:** All vertical riser connections will be enclosed in metallic enclosures, Cabling may be in EMT (Electrical Metallic Tubing), Rigid Metal Conduit, or approved metal raceway as required by AHJ.
- **Aesthetic Concealment:** In finished areas (e.g., lobbies), antennas will be low-profile domes.
- **Labeling:** Every cable, junction box, and conduit will be labeled with "**Public Safety DAS**", identifying the specific floor and riser connection as required by the Authority Having Jurisdiction (AHJ).

7. Commissioning, Testing, and Quality Assurance

The "Acceptance" phase is where the system is proven. Epitome Networks follows a scientific validation process performed entirely by our internal engineering staff.

7.1. Pre-ATP Internal Commissioning

- **Sweep Testing:** Every coaxial cable is sweep-tested for Return Loss and VSWR. Any connector showing a Return Loss worse than -25 dB is re-terminated.
- **PIM Testing:** We test the passive distribution network for Passive Intermodulation (PIM). This is critical in a multi-carrier system to ensure that the 450 MHz and 800 MHz signals do not mix to create interference.

7.2. The Acceptance Test Plan (ATP)

We coordinate the formal ATP with JMU ITT, JMUPD, and the AHJ/VFSM.

- **Grid Testing:** We overlay a grid on the floor plans (**20' x 20' squares**).
- **Audio Quality (DAQ) Test:** Two teams deploy: One inside the grid, one at the dispatch center. The transmission script is rigid, and the receiver scores the clarity: **4.0 (Little Noise) or 3.4 (Understandable)**.
- **Signal Strength (RSSI) Test:** Simultaneous to the voice test, a **PCTel SeeGull IBflex scanner** records the signal strength in dBm.

7.3. Documentation Deliverables

We provide a comprehensive "As-Built" package: iBwave Files, Heat Maps, and a complete inventory spreadsheet of every serial number, location, and frequency setting.

8. Maintenance and Life Cycle Management

A public safety system must work on Day 1 and Day 3,000. Our maintenance program ensures this longevity.

8.1. Annual Preventative Maintenance

In compliance with NFPA 1225, we perform annual certifications.

- **Visual Inspection:** Our technicians perform a detailed, physical examination of all active and passive components, checking for corrosion, physical damage to cables/connectors, degradation of NEMA enclosures, and ensuring proper torque on grounding connections as mandated by code.
- **Battery Load Test:** We simulate a power outage and verify the UPS holds the load for the required duration.
- **Alarms Check:** We trigger every alarm contact (AC Fail, Antenna Malfunction, Charger Fail) to verify it is received by JMUPD Dispatch.

8.2. Service Level Agreement (SLA) and Emergency

Response

- **24/7 Monitoring:** Our Network Operations Center (NOC) monitors the SNMP traps from the JMU system.
- **Tier 1 (Critical) Response:** Total system failure or coverage loss in critical area. **4-hour on-site response.**

9. SWaM Utilization and Self-Performance Strategy

Epitome Networks is deeply committed to supporting the Commonwealth of Virginia's SWaM (Small, Women-owned, and Minority-owned) initiatives. However, unlike many integrators who fragment project execution through multiple subcontractors, Epitome Networks executes projects as a **self-performing Turn-Key service provider**. This ensures strict quality control, accountability, and security for JMU's public safety infrastructure.

10. Pricing Rationale and Value Analysis

10.1. Sample Building Quote (40,000 sq. ft. Fiber System)

The following represents the Turn-Key cost for the active fiber equipment, installation, and commissioning for the scenario building, which will be served by a central Head-End (HE) located elsewhere on campus.

Table 10.1: Sample Project Pricing - Per Remote Building

Category	Description	Cost Estimate
Active Head-End Equipment (Per HE Site)	ADRF ADXV Chassis (Dual-band Ready), Headend modules, Fiber Cards, and POI	\$22,000.00
Donor Source Feed (Cost Saving)	Utilizing signal from one of the existing ADRF system to feed the new Head-End, eliminating new donor antennas, BDA, BBU installation costs.	\$0.00 (Estimated Cost Savings: \$39,938.00)
Active Remote Hardware (Per Remote Building)	1x ADRF ADXV-R-3378P-U (800MHz) & ADXV-R-25VU (UHF) Remote Units, 2x PSU, NEMA-4 Enclosures	\$21,200.00
Passive Hardware (Per Remote Building)	16x Low-PIM Dome Antennas, Splitters, Tappers, 2000' Plenum Cable	\$10,200.00

Fiber Preparation & Testing (Per Remote Building)	Fiber Patch Cords, Fusion Splicing Labor, and OTDR Testing of existing JMU fiber network connectivity.	\$1,200.00
Installation Labor (Per Remote Building)	Cabling, Mounting, Termination	\$24,500.00
Engineering (Per Remote Building)	iBwave Design, CW Testing, Commissioning, ATP, Documentation	\$7,500.00
Total Project Cost (Remote Building Only)	Turn-Key Deliverable	\$86,600.00
Total Project Cost (Head-End Site Only)	HE Site Turn-Key Deliverable	\$27,200.00

10.2. Comprehensive Pricing Schedule Response

The following sub-sections provide a direct response to the specific pricing requests outlined in the RFP's Pricing Schedule section. All quoted hourly rates are **inclusive of travel time** and specify pricing for services not covered under warranty or maintenance ("Will-Call").

10.2.1. Pricing for Proposed Maintenance of Existing System (RFP Section IV.B.8, Attachment H)

Epitome Networks offers a one-year, renewable contract for the Annual Maintenance Program (AMP) to maintain compliance on all existing and future ERCES systems.

- **Annual Preventative Maintenance (Flat Fee per Building, Per Year):** The cost for the comprehensive AMP, which includes the NFPA 1225-mandated annual certification, full reporting, visual inspection, battery load test, and alarm check (Section 8.1), is calculated based on 16 total hours (inclusive of travel and on-site labor) at the discounted maintenance rate.
 - **Cost per Building, Per Year (JMU Discounted): \$1,500.00**

10.2.2. Turnkey Design, Install, and Commission Pricing (RFP Section IV.B, Attachment F)

- **Turnkey Project Pricing:** Refer to **Table 10.1** in Section 10.1 for the detailed cost breakdown of a standardized 40,000 sq. ft. Fiber DAS installation (Remote Building Total: **\$56,600.00**). This turnkey price is inclusive of design, hardware, labor, and commissioning/ATP.
- **Pricing Availability:** This pricing structure and associated labor rates will be held firm for all projects initiated within **one (1) year** of the contract award date.

- **Warranty Options (RFP Section IV.B.7):**
 - **Standard Warranty:** One (1) year labor, and standard product warranty (typically 3 year) included in the turnkey price.
 - **Extended Warranty (Optional):** Pricing for an optional **Five (5) year Extended Warranty** on all active OEM hardware and system components is available upon request (final cost based on the specific hardware Bill of Materials for each awarded project).

10.2.3. Optional Vendor Monitoring Services

Epitome Networks offers an optional, enhanced SNMP-based monitoring service for the Head-End and Remote Units, providing proactive, real-time fault detection and detailed performance analysis beyond the standard fire alarm panel supervision.

- **Optional 24/7 SNMP Monitoring Service: \$500.00 per building, per year.**

10.2.4. Labor Rates for Ad Hoc/Change Order Services & Will-Call (Inclusive of Travel)

The following table serves as the primary rate schedule for any non-packaged services, change orders, or will-call work (RFP Section IV.B.8/Will-Call) and is **inclusive of all travel and transportation costs. Normal Business Hours are Monday through Friday, 8:00 AM to 5:00 PM.**

Table 10.2: Epitome Networks Labor Rate Schedule (Hourly - Inclusive of Travel)

Labor Category	Description	MSRP Rate (Hourly)	JMU Discounted Rate (Hourly)	After-Hours/Emergency Rate (1.5x Discount)
RF Engineer Services	Design, Commissioning, Optimization, Troubleshooting	\$150.00	\$125.00	\$187.50
Technician Labor / Training	Physical Installation, Cable Pulling, Equipment Mounting, End-User Training	\$110.00	\$90.00	\$135.00
Maintenance & Will-Call	Non-Warranty/Non-Maintenance Repairs, Service Calls	\$125.00	\$100.00	\$150.00
Programming /	Head-End	\$135.00	\$110.00	\$165.00

Remote Monitoring	Software Configuration, SNMP Integration/Troubleshooting			
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10.2.5. Pricing for Training Associated with Proposed Solutions

Training is seamlessly integrated into the Technician Labor rate structure (Table 10.2) as part of the total project cost.

- **End-User Training: \$90.00 per hour** (JMU Discounted Rate). This covers dedicated instruction for JMU IT and Facilities staff on the operation, maintenance, and basic troubleshooting of the ADRF ADXV system GUI and hardware.

10.2.6. Pricing for Other Products and Services

Pricing for the non-ERCES services outlined in Section 12 (Pro AudioVisual, Low Voltage Cabling, Fiber Optic, Security Cameras, and EV Charging Stations) is based on the appropriate labor rates listed in Table 10.2 (Engineer or Technician). Custom quotes for large projects in these categories are available upon request.

11. Statement of Compliance and Acknowledgment

Epitome Networks expressly acknowledges and agrees to comply with the following requirements as outlined in RFP # KBF-1239:

- **General Requirements:** We comply with all general requirements, including providing a detailed organizational description, maintaining appropriate staffing and certifications, and furnishing all necessary labor, supervision, and tools.
- **Design Specifications:** We acknowledge the ability to design and install systems in strict accordance with the "Public Safety DAS Specification" (Attachment F).
- **Acceptance:** We acknowledge and agree to the User Acceptance Testing protocols, including the specific grid-testing methodology (20' x 20' grids) and DAQ 3.4/4.0 standards. We accept the requirement to coordinate all testing with the JMU IT Project Manager and relevant AHJ authorities.

12. Response to Section IV, Subsection C: Other Services (Full Capabilities Statement)

This section directly addresses RFP Section IV, Subsection C, detailing Epitome Networks'

extensive in-house capabilities beyond ERCES/DAS, positioning us as a comprehensive low-voltage and technology partner for James Madison University. All services listed below are performed **in-house** by W-2 employed staff.

Compliance & Self-Performance Status
DCJS License ID: # 11-6608
SWaM ID: #680233
eVA Vendor ID: VS0000049227
VASCUPP: C0002417

Pro AudioVisual

Epitome Networks offers end-to-end Pro AV services, from consultative design to final commissioning and maintenance, utilizing our deep experience in higher education environments.

Service Offerings	Key Manufacturers	Industry Certifications	Relevant Work History
Design/Engineering, Installation/Project Management, Service/Maintenance, Programming/Commissioning	QSC Qsys, Crestron, Shure, Sony, Sharp/NEC, Panasonic, Biamp, Extron	QSC Qsys, Crestron, Biamp, Avixa CTS/CTS-I/CTS-D	Longwood University (classroom design/install), VMI (classroom/conference room design/install), Virginia Commonwealth University (design consultation), University of Virginia (classroom design/install)

Low Voltage Voice/Data Cabling

We provide full-lifecycle RCDD-led services for structured cabling, critical for supporting the fiber backbone of the proposed DAS solution and all campus IT infrastructure.

Service Offerings	Key Manufacturers	Industry Certifications	Relevant Vertical Experience
Design/Engineering (RCDD on staff), Installation/Project Management, Service	Ortronics/Legrand, Panduit, Commscope, Dynacom	Ortronics/Legrand, Panduit, Siemon	Data Centers, Higher Education, Distribution Centers, Multi-Dwelling Units,

			Hospitals, K-12
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Fiber Optic Cabling

Specializing in high-performance optical networks, our fiber capabilities are essential for the campus-wide Fiber DAS implementation, ensuring superior performance and reliability.

Service Offerings	Key Manufacturers	Industry Certifications	Relevant OSP Work History
Design/Engineering, Installation/Project Management, Installation of Blown Fiber, Extenz, OSP (copper and fiber), Single Mode/Multimode Splicing, Service	Corning, OCC, Commscope, Sumitomo, Superior Esse	Fluke and EXFO testing certifications	Merck Pharmaceuticals, Microsoft, East Carolina University, Duke University, University of Texas, Ole Miss

Wireless Access Points, IP Paging, Security Cameras, and Access Control

We possess the in-house expertise to manage and integrate all critical network-dependent systems across the JMU campus, from student housing to administrative facilities.

System	Key Manufacturers	Industry Certifications	Relevant Vertical Experience
Wireless Access Points	Cisco, Meraki, Aruba, Aerohive, Rukus	N/A	Retirement Communities, Higher Education, K-12, MDUs, Industrial
IP Paging	Algo, Valcom	Valcom (will provide certification)	K-12, Industrial, Commercial
Security Cameras	Axis, Verkada, Paxton, Rhombus, Butterfly, Idis, Cisco, Meraki	Paxton, Verkada, Rhombus, Butterfly (DCJS certified)	K-12, Higher Education, MDUs, Medical, Senior Living
Access Control	Paxton, Verkada, Rhombus, Butterfly, Cisco	Rhombus, Verkada, Butterfly	N/A

EV Charging Stations

Epitome Networks provides full turn-key services for electric vehicle infrastructure, including all civil, electrical, and hardware installation work.

Service Offerings	Key Manufacturers	Industry Certifications	Relevant Work History
Installation/Project Management (Excavation, Boring, Concrete, Hardware Installation, Electrical)	Tesla, Electrify America, MN8 (Mercedes Benz)	Electrical Licenses (will provide upon request)	Sam’s Clubs, Walmarts, Targets, Sheetz, Bank of America, Mercedes Benz Museum

13. Conclusion

James Madison University stands at a technological crossroads. The demand for ubiquitous, high-fidelity public safety communication has outgrown the capabilities of isolated, passive amplifiers. The future is digital, the future is fiber, and the standard is absolute reliability. Epitome Networks offers JMU the ideal partnership to navigate this transition. We bring the legacy knowledge of your specific RF environment, the certified expertise in next-generation Fiber DAS technology, and a proven track record of delivering compliant, aesthetic, and robust systems on your campus. We do not just meet the specs; we understand *why* they exist. From the noise floor of the HRECC tower to the DAQ of a firefighter's radio in a basement pump room, we engineer for the worst-case scenario so that your safety systems perform when it matters most.

Our comprehensive in-house capabilities detailed in Section 12 allow JMU to consolidate multiple critical infrastructure projects under a single, highly qualified, and compliant Turn-Key partner.

We stand ready to mobilize our team to secure the future of emergency communications at James Madison University.



Request for Proposal

RFP# KBF-1239

**Public Safety Distributed Antenna System
(DAS)**

October 30, 2025

**NOTE: The university will be closed
Thanksgiving Break: November 24-28, 2025
Winter Break: December 22, 2025 - January 2, 2026**



REQUEST FOR PROPOSAL
RFP# KBF-1239

Issue Date: October 30, 2025
Title: Public Safety Distributed Antenna System (DAS)
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

Period of Contract: From Date of Award Through One Year (Renewable)

Sealed Proposals Will Be Received Until 2:00 PM on December 10, 2025 for Furnishing the Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")

SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, SUBMITTED IN eVA, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

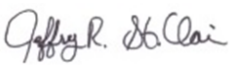
All Inquiries for Information and Clarification Should Be Directed To: Katie Forsyth, Buyer Senior, Procurement Services, forsytkb@jmu.edu; 540-568-5113; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

JMS Group, LLC DBA Epitome Networks
4201 Park Pl Ct
Glen Allen, VA 23060

By: 
(Signature)

Name: Jeff St. Clair
(Please Print)

Date: 12/02/2025

Title: VP of DAS Wireless Group

Web Address: https://www.epitomenetworks.com/

Phone: 336-255-1514

Email: jstclair@epitomenetworks.com

Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 JS #2 JS #3 JS #4 JS #5 JS (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

XYES; NO; *IF YES* ⇒ **X SMALL;** WOMAN; MINORITY **IF MINORITY:** AA; HA; AsA; NW; Micro

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL

RFP # KBF-1239

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Public Safety Distributed Antenna System (PS DAS) installation and maintenance services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with nine (9) one-year renewals.

II. BACKGROUND

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and more than 4,000 faculty and staff. There are over 600 individual departments on campus that support seven (7) academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University can be found at the following website: www.jmu.edu.

The JMU Telecommunications Department is responsible for providing and maintaining all voice and video communications for campus facilities as well as installing and terminating the physical layer of the data communication network. The department is also responsible for managing and coordinating all Radio Frequency related activities on campus.

The university is committed to being a safe place to work and learn and has determined to install infrastructure and equipment to support public safety communications in new buildings and major renovations. PS DAS of various manufacture and design are currently installed in twenty buildings on campus. Installed systems support not only public safety functionality but also day-to-day operational radio use by university staff in both 800MHZ and 450MHZ frequencies. (See *Attachment H – JMU DAS Inventory*).

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. *Attachment B* contains information on reporting spend data with subcontractors.

IV. STATEMENT OF NEEDS

James Madison University desires to partner with a Contractor or multiple Contractors to maintain existing PS DAS systems, install and maintain new PS DAS, and provide other Will-Call services related to the installation, maintenance, and repair of PS DAS systems. Offerors and any Offeror subcontractors must provide manufacturer and industry certifications and have a verifiable track record of skill and proficiency in providing the desired services.

Labor will be solicited as the needs of the University dictate. This could be in the form of requesting a quote for a job in total or labor to supplement ongoing maintenance efforts including emergency repairs. For jobs that require a proposal submittal, the Offeror should carefully consider the amount and character of the work to be done, as well as the difficulties involved in its proper execution. Offeror should include in their proposal all costs deemed necessary to cover all contingencies essential to successfully installing the specified solution. Any cost not specifically itemized in the proposal shall not be incurred unless specifically agreed upon, in writing. No claims for

compensation will be considered or allowed for extra work resulting from oversight of any existing conditions on the part of the Offeror. Acceptance shall be subject to completion of all work, successful post-installation testing yielding the specified pass ratings, and receipt of all deliverables.

JMU Requests Offeror to provide optional pricing in *Pricing Schedule Section X* for vendor monitoring of on-campus DAS Systems.

A. General

Describe in detail Offeror's approach to each of the following items. Provide as much detail as required to adequately respond and/or state Offeror's willingness to comply. Failure to provide responses to the items below may result in rejection and return of the proposal.

1. Provide a concise description of your organization. Include information on general organization, staffing, and experience in maintaining and upgrading systems/networks of comparable size. Include references and contact information in *Attachment A* "Offeror Data Sheet".
2. Provide a list of certifications/qualifications for permanent staff members that may be assigned to perform work at James Madison University.
3. Provide a Word copy of any service agreement language or relevant software licensing with your response.
4. If intending to use subcontractors in the fulfillment of any part of the contract, indicate the part(s) where subcontractors will be used, provide a list of subcontractors, and provide references. NOTE: Subcontracting may require reporting for SWAM vendors, see Special T&C VIII.J. *Small Business Subcontracting and Evidence of Compliance* and *Attachment E* sample submission form.
5. Indicate Offeror's ability to furnish all necessary labor, supervision, tools, labeling and other equipment, testing and certification devices, to install, maintain, and repair PS DAS Systems.
6. Provide a list of equipment owned by the Offeror and/or Offeror's subcontractors to be used in fulfilling the contract. Include any calibration certificates.
7. Normal working hours for JMU are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except observed holidays. Capital construction projects may require that the selected Contractor work a flexible schedule which may be defined by the General Contractor of that capital construction project. This may include, but is not limited to, a flexible workday or a flexible work week in order to meet fluctuating deadlines. **State Offeror's ability to meet these requirements.**
8. Changes to scope can only be initiated and/or issued by JMU Telecom and must be tracked via a formal change order process. Invoices shall only be satisfied for the original scope of work and approved change orders. Invoices must include copies of the executed change order. **Describe Offeror's process for change orders and provide a copy of your standard change order form.**
9. Hours for work performed under this contract shall be paid only for productive time on the job site. Time spent for transportation of workers, handling and delivery of

Contractor owned or rental equipment, and breaks for lunch or other time the employees are away from the job site is not chargeable. **State Offeror's ability to meet these requirements.**

10. JMU can provide secure space for advanced shipping and staging of project material. The Offeror is responsible for maintaining inventory of project material through completion of the project and for transporting material from JMU storage facility to the job site. **State Offeror's ability to meet these requirements.**
11. Maintain project sites to be clean and tidy throughout the workday. Debris generated by the Offeror is picked up and lawfully disposed of at the conclusion of each workday. Offeror may be responsible for removing and laying aside ceiling tiles during the installation, depending upon the scope of work. Offeror shall place ceiling tiles back in place by the end of each workday. **State Offeror's ability to meet these requirements.**
12. Initiate, maintain, and supervise all safety precautions and programs in connection with the work. This includes attending required safety training by JMU or its General Contractors and adherence to OSHA standards including, but not limited to, confined space procedures. **State Offeror's ability to meet these requirements.**

B. New Installations

At some point during the life of the contract, JMU will purchase one or more PS DAS solutions. The purchases will often coincide with and be procured through the university's Capital Construction process. A specific New System quote will be requested at that time. While all of the PS DAS solutions on campus to date have been Passive systems, JMU Telecommunications Department is not predisposed to, and has no preference for, any particular type of system (active or passive) or manufacturer model or brand. Offerors are encouraged to present as many strategies and products for meeting the stated needs as they desire. Offerors who wish to submit multiple strategies or products should indicate which strategy and product(s) best meet the needs stated and note the Offeror's best capability. Offerors are strongly encouraged to make great effort to point out best practices and solution feature sets that distinguish the Offeror and their proposed solution(s) from the competition.

1. Design

Offerors(s) will be asked to turnkey design, install, and commission PS DAS in accordance with JMU's standardized PS DAS design specifications. See *Attachment F*.

Any variances, discrepancies, or additional requirements from this standardized specification for JMU DAS/BDA Systems will be addressed in the corresponding sections of a separate but specific site related Scope of Work which will be issued prior to the time of procurement for any DAS/BDA design for new building, building refresh or system upgrade.

- a. State Offeror's ability to design and install systems to the design specs as indicated in *Attachment F*.
- b. Provide examples of work performed that indicate Offeror is capable of providing the services requested. Include relevant certifications.
- c. Detail Offeror's design process. Include tool sets used and state deliverables beyond those required in JMU's design specification.

- d. During design and periodically throughout construction, acknowledge that Offeror shall commit to perform regular site surveys in order to:
1. Understand existing and/or changing site conditions, nearby DAS systems and the local RF environment to anticipate possible impacts to the future system design and to eliminate unforeseen conditions;
 2. Understand any limitations associated with antenna mounting, cable routing, equipment spaces and placement, and power outlets;
 3. Inspect condition of grounding equipment;
 4. Understand on-site signal levels within the building as the structure is enclosed;
 5. Collect all necessary physical site information.

State your ability to meet these design conditions.

2. Proposed Solution(s)
- a. Proposed solution(s) must be in new condition for hardware and software. They must be sufficient to meet the needs of the university and be serviceable and supported in the condition sold by the manufacturer for five years from the date of sale.
 - b. State as succinctly as possible the overall strategy(s), solution(s), etc. that Offeror is proposing to provide under this contract.
 - c. Provide a list of base manufacturer(s) and model(s) you are proposing under this contract.
 1. Indicate whether proposed solution(s) is an Active or Passive system.
 - d. Provide a list of any peripheral components you are proposing under this contract.
 - e. Provide a letter of certification from the manufacturer authenticating the Offeror's and/or Offeror's subcontractor's qualifications and authorization to sell, distribute, install, warranty and service for all proposed solutions and peripherals.
 - f. For each proposed solution(s), provide minimum and maximum area of coverage in square feet.
 - g. For each proposed solution, provide average installed cost per square foot and detail price point breaks where costs per square foot coverage is impacted by economy of scale.
 - (1) In Pricing Structure of proposed solutions, indicate MSRP pricing and JMU discounted pricing for each proposed solution. Indicate installation labor rates and how installation labor is calculated. **Detail pricing in Section X. Pricing Schedule.**
 - h. Using proposed pricing structure, provide a sample quote for a solution providing PS DAS to all stories of a representative four story, 40,000 square foot building (See *Attachment G – Sample Building Drawing*).

Assume the following:

- Line of sight to donor source exists
- EPDM Roofing
- Brick Exterior
- Low E Glass Exterior Windows
- Steel Frame w/Metal Studs
- Standard Sheet Rock Wall Finish
- Concrete Floors
- RSSI Readings on the roof for required frequencies is -85dB.
- RSSI throughout the interior of the building are -120dB.

State your ability to meet these proposed solution(s) conditions.

3. System Installation. **Acknowledge agreement to each of the following:**

- a. All equipment and materials shall remain the responsibility of the contractor until it is permanently installed and the installation approved by JMU, the Authority Having Jurisdiction (AHJ).
- b. Contractor commits to using industry, manufacturer, and JMU installation best practices during the fulfillment of this contract. Should a conflict arise, Contractor agrees to work with JMU to determine and adopt the higher standard.
- c. Contractor acknowledges that any required programming, alignment, and service software shall be supplied. All programming software shall be the latest version and be licensed to JMU.
- d. Prior to the commencement of site work, Contractor shall coordinate with the JMU IT Telecom Project Manager, to assure compliance with any special provisions applicable to the site, i.e. safety training, etc.
- e. All rubbish and debris associated with site preparation, unpacking of shipping material, and/or the installations related to this project, shall be removed from the premises daily by the Contractor.

4. Commissioning

Commissioning and Commission Testing is conducted by the Contractor in the presence of JMU Information Technology Telecom (JMU ITT) with results submitted to JMU Project Manager (PM) and JMU ITT for validation through inspections and verification performed by JMU Facilities Management (FM) and JMU ITT in cooperation with JMU Police Department (PD) and AHJ. JMU Telecom will schedule final commissioning with the AHJ and Contractor. At a minimum JMU has identified the following activities to be conducted as part of system commissioning.

State Offerors ability to comply with and perform the following. Provide any additional recommended commissioning testing procedures/activities. Provide a sample of Offeror's standard commissioning document(s).

- a. JMU may be required to use a specific commissioning document(s) (NFPA 72-ERCES) as dictated by the Commonwealth of Virginia or JMU's Capital Planning

and Construction program manager. **State Offeror's willingness to use that document.**

- b. Hardware Installations will be subject to inspection by JMU PM, JMU ITT and JMU FM Engineering for compliance with this specification. **State Offeror's acknowledgement of this condition.**
- c. The Contractor shall be required to provide current documentation of the results of their BER testing of the as-built system at the time of the system commissioning to JMU ITT for system as-built archives in IBWC/IBX file format both WITH and WITHOUT grid overlays. IBWC files shall show DAS hardware locations and designators. **State Offeror's acknowledgement of this requirement.**
- d. Test all coax runs after connectors have been installed for return loss to the following specification:
 - 1. -25 dB return loss or lower across the frequency band of 450 to 862 MHz, with a precision 50 ohm load terminating the coax under test at the far end of each coax tested.
 - 2. Tabulate test results and plots for submission for approval.
 - 3. Tune repeater for gain and channel and filter bandwidth settings. For 800 MHz frequencies, narrowband, minimal delay filter mode is to be employed; filter bandwidth is to be 50 kHz, 31 second delay. Narrow bandwidths shall be used for UHF as well. Determine and install any uplink overload attenuators beyond any shown on the drawings to avoid uplink front end overload (-30 dBm peak uplink signals into repeater). Document all settings for submittal as part of the maintenance baseline document. Note that particular care needs to be taken to not radiate excess uplink noise back to the 800 MHz BTS site. Uplink noise figure of the BTS from this repeater shall be increased by less than 0.2 dB OR by a LOWER amount if required by the AHJ. The use of the uplink muting feature in the repeater may be required.
 - 4. Measure and record isolation between indoor antennas and outdoor antennas for both UHF and 800 MHz bands. Document for submittal as part of the maintenance baseline document.
 - 5. Record input spectrum from donor antenna on spectrum analyzer showing at least one channel in the active state in both UHF and 800 MHz systems, to show input downlink power levels. Use the spectrum analyzer on Max Hold for at least 30 minutes to detect any other strong potential interfering signals coming in from the donor antennas. (Cellular signals in the 862-894 MHz range are of particular concern and must be documented.) Document for submittal as part of the maintenance baseline document.
 - 6. Record repeater downlink output spectrum on spectrum analyzer showing at least one Harrisonburg-Rockingham County system channel in the active state, to show output downlink power levels. Document for submittal as part of the maintenance baseline document.

State Offeror's acknowledgement of this requirement.

Commented [FA1]: Aluminum Coax is 19 db, Copper Coax is 24.3. Typically use aluminum but can use the more expensive Copper.

Commented [FA2]: 50 kHz bands can be achieved with any class A repeater. Uplink testing can be conducted with a CW transmitter or having a radio operator on to measure the UL signal.

- e. Call quality tests must be met with the final system gain settings.
 - 1. If settings are changed after the call quality tests by more than 3 dB (to meet 800 MHz base site noise figure requirement as an example), then the call quality acceptance test procedure must be repeated. **State Offeror's acknowledgement of this requirement.**

- f. Downlink Coverage Levels - The facility shall be tested for coverage levels and to ensure proper system settings and connections as follows:
 - 1. A test antenna and spectrum analyzer shall be used to measure control channel power radiated from each of the system's indoor antennas for the 800 MHz system. The test antenna brand/model must be documented, and may be a test antenna with known gain, or the same antenna as specified for indoor omnidirectional antennas in this specification and is to be connected to the spectrum analyzer input via short jumper with loss of < 0.5 dB at 850 MHz.
 - 2. For indoor system antennas within 10' of the floor level, the test antenna shall be placed in as clear an area as possible at distance of 10' +/- 1' from the system antenna under test, and as close to the same horizontal plane as the antenna under test, and no more than 3' below the antenna under test. The level of the control channel on the spectrum analyzer shall be recorded.
 - 3. For indoor system antennas that are more than 10' above the floor, make the measurement at a location where the test antenna is within the specified vertical beam width of the antenna under test. Record both the spectrum analyzer reading and the horizontal distance between the test antenna and the system antenna under test. Note the test location in sufficient detail so that the test can be repeated as part of maintenance measurements.
 - 4. Care must be taken in spectrum analyzer bandwidth, detection, and sweep speed settings, as well as test antenna polarization, to ensure that the digital control channel levels are accurately displayed. 'Max hold' shall be used for recording the levels in systems that do not employ a control channel.
 - 5. These spectrum analyzer results must be compared with the computed EIRP from the systems antennas plus computed distance loss. Any deviation more than +/- 10 dB requires investigation as to the cause, and rectification of any problems found. Any antenna requiring fixes to meet this requirement must be re-tested after any repairs.
 - 6. These spectrum analyzer test results, along with the computed EIRP's from each antenna, are to be submitted as part of the final documentation. They can be in tabular or building plan view format. Note any non-standard test locations in sufficient detail so that the test can be repeated as part of maintenance measurements.

State Offeror's acknowledgement of this requirement.

- g. Interferer and Repeater Filtering Tests:
 - 1. Provide spectrum analyzer readings for the main repeater output in the downlink direction, showing any strong in-band signals that are not part of the JMU UHF

system or the Harrisonburg-Rockingham County Regional 800 MHz trunked system. For the UHF band, use of Max Hold for at least 30 minutes during the hours of 8 AM to 5 PM local time is required for this test. For the 800 MHz band, show the frequency range of 851-894 MHz for at least 30 minutes in the same time period. A coupler on the repeater output may be used to prevent spectrum analyzer damage; the value of any such coupler used must be documented.

2. Use of the repeaters internal spectrum analyzer function is not acceptable for these tests. However, such plots can be included as supplementary information.

State Offeror's acknowledgement of this requirement.

- h. Uplink Noise Figure Checks for 800 MHz Base Station sites.
 1. Confirmation from the AHJ must be received that no excess increase in uplink noise figure at the base station sites is being received after this DAS is put into operation. Target increase is to be less than 0.2 dB OR by a LOWER amount if required by the AHJ. ATP call quality tests must be met with the final uplink gain settings.

State Offeror's acknowledgement of these commissioning requirements.

5. Acceptance

User Acceptance Testing is performed by JMU ITT, JMUPD, and the AHJ to be approved by JMU ITT, AHJ, and Virginia State Fire Marshall (VSFM) with documentation provided by Offeror and JMU PM.

Contractor shall coordinate testing with the JMU IT Project Manager ONLY.

Testing team will include representatives from the Contractor, JMU IT Telecom, JMU Police & Safety, and Local Public Safety Providers (AHJ) including Harrisonburg Rockingham Emergency Communications Center (HRECC) to ensure acceptable coverage and delivered audio quality to UHF & 800 Mhz System Users that operate within the coverage area.

JMU ITT will utilize their PCTel SeeGull IBFlex RF Scanner when available to test and document DAS coverage and signal strength in facility and/or manually perform Call Quality Tests as necessary to verify coverage area and actual signal strength meets established levels and Delivered Audio Quality (DAQ) specifications for acceptance by JMU and AHJ.

JMU ITT will use facility floorplan files provided by offeror in IBWC/IBX file format with grid overlays used to test general areas and to designate critical coverage areas.

JMU acknowledges that DAQ testing is subjective but believes there is clear distinction between the levels of DAQ as defined. JMU will work with all evaluators to form consensus of delivered DAQ.

At a minimum JMU has identified the following user acceptance testing activities. **Based on Offeror's proposed solution, provide any additional recommended procedures.**

- a. Call Quality Tests are to be conducted as follows:

1. Call Quality tests are to be conducted in all areas of the facility.
 - a. Most areas are to be tested as grid areas.
 - b. Critical individual spaces smaller than the grid size but larger than closets, are to be tested individually.
 - c. Testing may be done by individual room if their size and usage dictates and/or if building design makes it necessary to document specific room coverage.
 - d. Side halls (<20' long) may be tested as part of the grid.
2. Grid tested areas: Test point number and location.
 - a. Divide the grid tested areas into grid spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or another pre-approved grid size) Each grid space is to be tested in its approximate center, and the test call within a grid space must exceed DAQ 3.4 for the grid space to pass.
 - b. Call quality of minimum DAQ 3.4 is to be recorded in each test grid area for both 800 Mhz and UHF on a DAQ Scale Score rating (i.e. – 3.4 or 4.0).
 - c. Propagated 800 Mhz Signal Strength at each test site should also be recorded in -dBm as indicated on Radios used for testing or Spectrum Analyzer.
3. Hallway testing: Test point numbers and locations.
 - a. Each major connecting hallway is to be tested every 30' along its length. Test in the center of the hall, and each test call at a hall test point must exceed DAQ 3.4 for the location to pass.
4. If a call fails in a grid space or individual area, then that grid space or individual area is to be re-tested in the center of smaller areas of approximately 10' x 10' each. The whole grid space or area is to be recorded as failed if this test fails in 2 or more of the 4 quadrants.
5. The system passes if the average of 95% or more of the test locations pass at a DAQ 4.0. If the system does not meet the targeted 95% requirement for DAQ 4.0. JMU ITT will have the option of accepting the system if it meets minimum of at least a DAQ 3.4 as required by AHJ, but must sign a letter of variance explaining why DAQ 4.0 was not achieved or JMU ITT may require the contractor to make necessary improvements to the system to achieve the overall DAQ 4.0 as specified in JMU's initial requirements.
6. Any calls that do not go through due to a system busy condition are not counted as pass or fail.
7. At JMU ITT discretion, call quality tests may be required and are to be conducted with multiple radios (4) provided by the AHJ that are in known good operating condition, and that meet specified power output, frequency accuracy, and receive sensitivity, and shall include at least one portable radio operated on-

site in the test grid on 800 Mhz JMU ADM, a second portable radio on-site in close proximity to the test grid on JMU UHF ADMIN frequency, a third portable or mobile radio operated off-site operating on 800 Mhz JMU ADM and a radio console or remote control station operated from a communications center on the 800 Mhz JMU ADM talk group and on UHF JMU ADMIN.

- a. This methodology will allow the multiple evaluators to test and record DAQ across both bandwidths simultaneously through the established gateway that links the two together.
- b. Baseline testing should be done on each individual talkgroup/frequency, 800 Mhz (JMU ADM) and JMU UHF (ADMIN-R) to ensure that gatewayed DAQ is representative of the DAQ on each talkgroup/frequency if tested individually.
- c. Contractor/Designer shall work through the JMU PM to provide electronic and hard copies of the Building Plan with Grid Overlay Test Recording Sheets to JMU ITT, JMUPD, AHJ, and VSFM at least 48 hours before the scheduled ATP.
- d. Building Plan with Grid Overlay Test Recording Sheets shall preferably be formatted and printed on 8.5" x 11" paper sheets as a representation of the corresponding floor plan to include assigned room numbers on the floorplan layer with font and lines printed in medium (50%) GREY.
- e. Multiple sheets per structure level/section are acceptable if the structures size requires blow-up views to be able to clearly record ATP results.
- f. Grid blocks (representing grid tested spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or other pre-approved grid size) on the Test Scoring Sheets should be no smaller than 1/2" x 1/2" square and consist of outlines and font printed in RED for grid blocks that encompass any Designated Critical Coverage Areas and BLUE for all other grid blocks that encompass General Coverage Areas.
- g. Grid blocks shall be numbered sequentially starting in the upper left corner of the sheet and increasing from Left to Right across the rows, and from Top to Bottom as rows continue down the grid overlay on the page.
- h. Each DAS GRID TEST LOG SHEET will need a Header to include:
Building Name; Floor Represented; Grid Numbers Included on this Particular Page; Blank for Evaluators Name; Blank for Evaluators Location & Method (i.e. - On-site 800 Mhz, On-Site UHF, Remote 800 Mhz, Remote UHF, JMUPD Console 800, JMU Stadium Console UHF, etc.) Blank for Date Test Performed.
- i. Each Evaluator will use the following format to transmit audio starting with the On-Site 800 Evaluator:
 1. "ON-SITE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
 2. "ON-SITE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
 3. "REMOTE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"

- 4. "REMOTE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
- 5. "CONSOLE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
- 6. "CONSOLE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"

- j. Each evaluator will record their overall perceived DAQ quality test results in the specified grid block on their copy of the DAS GRID TEST LOG SHEET which corresponds to the grids on the Building Plan with Grid Overlay in the following format DAQ: 3.4 or 4.0; RSSI -dBm Mhz Signal Strength 82 or 95, 121, etc.).
- k. Any unusual call quality issues other than the prescribed DAQ / RSSI shall be thoroughly documented and reported to JMU PM, JMU ITT and the AHJ with a complete description of the symptoms, test conditions and include any recommended remedial actions that could or should be taken to resolve the issue.
- l. JMU ITT and the AHJ may allow alternative testing using RSSI and DAQ results from test TX/RX individually on designated 800 Mhz Talkgroups and UHF 450 frequencies or through established system gateways that will link specific frequencies and talkgroups and recorded in JMU ITT's PCTel SeaGull IBflex RF DAS Testing Unit.

Commented [FA3]: This is our typical test device (seegull ibFlex)

State Offorer's acknowledgement of these acceptance and testing requirements.

6. Documentation

- a. Provide a detailed materials list and inventory of all installed equipment to include: Manufacturer; Model; Serial Number; Installation Date; Physical Address of all equipment to include Room Number or Descriptive Location on within the Interior or on the Exterior of Structure; Specify RX & TX Frequencies tuned to boost. Materials list should also include: JMU Building Name; 911 Street Address, Installing Vendor/Representative Name, Address and Contact Info; Maintenance/Warranty Vendor Name, Address and Contact info.
- b. Provide labelled digital images of all: Radio Repeaters; Signal Boosters; Different Antenna Types Deployed Internally and Externally; Equipment Cabinets; Roof Penetrations; Equipment Supporting Battery or UPS Hardware and Equipment Ground Connections.
- c. Provide comprehensive As-Built Diagrams in MS Visio or another approved format. Should also be included in IBCW/IBX floorplan files provided to JMU ITT when Commissioning and Acceptance Testing is performed.
- d. Provide electronic and hard copies of the Building Plans to included DAS Hardware Designations and Locations WITH and WITHOUT acceptable Grid Overlay in both IBCW/IBX and PDF File formats Testing and Recording to JMU ITT as specified in the Commissioning & Acceptance Testing Procedures Section of this policy at least 48 working hours prior to any type of Inspection or Testing.
- e. Provide supporting Spectrum Analyzer Graph and Report Print Outs from all tests and final inspections performed in electronic PDF format to demonstrate design progression and final as-delivered levels. Signal Strength Propagation coverage maps

Commented [FA4]: Typically we provide Serial/Model of all Active equipment. (BDA, BBU, Remotes). We do not provide serial of any passive equipment (antennas, splitters, etc). We can provide a full inventory of equipment installed and what floor. Will provide sample.

(i.e. - Heat Maps) shall be kept on file with JMU ITT RF Documentation from original acceptance of the installed system. These may be used for future comparison in the event of signal degradation, system failure, or future system refresh to compare differences or similarities.

- f. Provide all design propagation maps in electronic PDF format during design and testing phases of the project and shall be kept on file with JMU ITT RF Documentation. These may be pulled out and compared to current RSSI signal strength conditions to see if something has degraded or changed to compare difference or similarities.
- g. Final acceptance will be granted once all public safety authorities (JMU & Local AHJ) approve the performance of the DAS for public safety, first responders, daily users, and JMU accepts the DAS for use with their radio system, all punch list items have been completed and all documentation has been submitted and approved by JMU IT Telecom.

State Offeror's acknowledgement of these documentation requirements.

7. Warranty

Costs associated with base warranty and options shall be itemized and included in the pricing section of any design proposals for DAS installations at JMU.

- a. **Acknowledge Offeror's ability to provide the following or suggest alternative. Indicate costs in *Pricing Schedule Section X*.**
 - 1. All labor and equipment furnished, including hardware and software components, shall be fully warranted to be free from defects in material and workmanship for a period of one (1) year from the date of final acceptance.
 - 2. Provide optional annual costs for an extended equipment and software warranty for years two through five.
 - 3. Provide an extended prepaid warranty option covering five years of warranty.
- b. All preventive maintenance necessary for the system and its components shall be performed during the warranty period. This maintenance shall be limited to the hardware, software and firmware furnished by the Contractor.

State Offeror's acknowledgement of these warranty requirements.

8. Maintenance

The university has PS DAS installed in twenty buildings across campus, see *Attachment H*. The university may enter into a maintenance agreement for these existing systems and any system(s) purchased under this contract that moves beyond warranty.

JMU expects such maintenance to be performed at regularly scheduled intervals in accordance with the recommendations of the manufacturer at a minimum. Offeror shall perform the agreed-upon preventive maintenance once annually during the original warranty period, during the entire life of any active extended maintenance contract with that contractor, or as often as recommended by the manufacturer in accordance with

[REF: NFPA 1221, 11.3.9], whichever is more stringent.

Any potential costs associated with this type of support or service that will be the responsibility of JMU shall be clearly and individually identified in the pricing section of any proposals to provide DAS related Hardware or Services.

State Offeror's ability and willingness to support the installed systems found on Attachment H.

- a. Provide a detailed description(s) of Offeror's maintenance plan(s) /options. **Ensure that the costs of the plan(s) are easily identifiable in Pricing Schedule Section X. Identify whether materials are included in the plan costs.**
 1. Indicate how maintenance costs are calculated for adding systems/locations to the plan and timing for making those adjustments to the plan.
- b. Include a schedule of maintenance tasks to be performed under each option. JMU has identified that at a minimum the plan should include the following tasks.
 1. Review any reports of degraded service since last test.
 2. Resolve nuisance malfunctions and/or failures. These are recurring operational or functional problems that prevent systems and/or equipment from providing the degree of reliability and services specified at the time of procurement or usefulness necessary for JMU operations, or cause JMU to assign significant resources to resolve on three or more occasions, on similar models of equipment. Such problems can be caused by software, firmware or hardware that is faulty or improperly designed, engineered, manufactured, installed or configured. It does not include degraded operation, which could be resolved through additional optimization within the term of the initial contract.
 3. Inspect all infrastructure hardware for signs of damage or malfunctions.
 4. Inspect all external antennas, cabling and grounds for signs of weathering, deterioration, or damage.
 5. Test all UPS batteries to ensure that they hold for prescribed durations, replace as necessary.
 6. Perform local and/or remote manufacturer-recommended software and firmware updates.
 7. Conduct RSSI – Radio Signal Strength Indicator Testing either with a portable radio or spectrum analyzer in all areas listed as Critical Coverage Areas documenting current RSSI levels and all test locations.
 8. Perform spot testing throughout at least 25% of the remainder of the General Coverage Areas of the structure documenting current RSSI levels and all test locations.
 9. Conduct Full Grid RSSI level testing on any areas of the structure that may have been modified or had significant changes in usage or equipment present since last Maintenance/Warranty Test was conducted.

10. Compare the results of current testing with RSSI documentation from original acceptance testing and last maintenance/warranty testing and/or any JMU ITT PCTel SeaGull IBflex RF DAS Testing Documentation to identify any discrepancies or variations in coverage.
 11. Use results of testing to identify any areas that need hardware tuning, repair, or upgrades to meet required standards of coverage.
 12. Document any tuning, repairs, modifications or replacements to the system conducted as a result of this test.
 13. Submit all documentation to JMU ITT for DAS System Archive file.
- c. Provide a letter of certification from the manufacturer(s) authenticating the Offeror's and Offeror's subcontractor's qualifications for warranty and maintenance services of systems noted in *Attachment H* and for any solutions proposed under this contract.
 - d. Define and provide Offeror's proposed service level agreement for providing emergency services to JMU. Define what constitutes an emergency. Include escalation procedures and contact information.
 - e. State Offeror's plan for ensuring technician certifications are kept up to date with changing technology and JMU's evolving environment.
 - f. The swift restoration of service is paramount to business continuity. Often that depends on replacing parts or dispatching personnel.
 1. List the location(s) of the nearest service center(s) having qualified technicians and containing repair parts for the JMU systems under contract.
 2. Describe the parts in stock in the local warehouse and available to JMU.
 3. Indicate those parts and quantities recommended to be stocked on campus as well as those to be stocked in the warehouse.
 4. If a required part is not immediately available on site or in the local warehouse, describe the approach for providing the part to JMU.
 - h. Describe Offeror's standard policy and any options available for covering lightning damaged equipment.
 - i. JMU requires annual performance testing and benchmarking against acceptance testing results for existing systems and for all new systems procured under this contract.
 1. Describe your method for performing, documenting and providing test results. Include brand name of test equipment and identify the formats for presenting test results i.e. MS Word, PDF, MS Excel, etc.
 - j. Indicate for each existing or proposed PS DAS system/solution the availability of training for JMU personnel. Describe available training methods and state specific training locations. **State associated costs in Section X. Pricing Schedule.**

- k. In *Pricing Schedule* Section X, provide **Time and Material (Will Call) pricing for providing services not covered under warranty or maintenance.** Include all costs the university should expect to incur.

State Offeror's acknowledgement of these maintenance requirements.

C. Other Services

Describe in detail any other products or services you are authorized to provide to JMU. Indicate whether these products/services are provided in-house or through third party partners. Provide manufacturer/provider letters of authorization. **Detail pricing in Section X. Pricing Schedule.**

V. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.

ELECTRONIC OR PAPER SUBMISSIONS MAY BE ACCEPTED FOR THIS PROPOSAL. INSTRUCTIONS BELOW FOR OFFEROR'S CHOSEN METHOD (A. ELECTRONIC SUBMISSION or B. PAPER RESPONSE).

- 1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:

- a. **ELECTRONIC SUBMISSION:**

- i. ELECTRONIC RESPONSES SUBMITTED THROUGH eVA WILL BE ACCEPTED. **Emailed responses will not be accepted.** Please see below, "eVA Procurement Website and Registration" for additional information on registration. It is the responsibility of the Supplier to ensure their proposal and all required documentation is properly completed, readable, and uploaded to eVA. Suppliers should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of the documents. In the event of any technical difficulties, Suppliers shall contact the eVA Customer Care Center at 1-866-289-7367 or via email at eVACustomerCare@DGS.virginia.gov.
- ii. eVA Procurement Website and Registration The Commonwealth's procurement portal, eVA, located at <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers shall be registered in eVA in order submit a proposal to this RFP. To register with eVA, select "Register Now" on the eVA website homepage, <http://www.eva.virginia.gov>. For registration instructions and assistance, as well as instructions on how to submit proposals and accept orders please select "I Sell to Virginia". Suppliers are encouraged to check this site on a regular

basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

- iii. Electronic Responses submitted through eVA shall be in WORD format or searchable PDF of the entire proposal, INCLUDING ALL ATTACHMENTS. PDFs must be submitted in an unlocked format. Any proprietary information should be clearly marked in accordance with Section V.4.f. below.

b. **PAPER SUBMISSIONS:**

- i. **One (1) original and one (1) copy** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with V.4.e. below.
- ii. **One (1) electronic copy in WORD format or searchable PDF (CD or flash drive)** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with Section V.4.f. below.
- iii. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- iv. See additional information in Section VIII.C, *IDENIFICATION OF PROPSAL ENVELOPE*.

- 2. Should the proposal contain **proprietary information, provide one (1) redacted copy of the proposal** and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposal shall be made by the Offeror.

- 3. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.

4. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing

agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’ proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. **The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Marking an entire proposal as confidential or attempts to prevent disclosure of pricing information by designating it as confidential, proprietary or trade secret will be ignored.**

5. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to James Madison University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC PROPOSAL INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that James Madison University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required. (Electronic signature shall be accepted, i.e. Adobe Sign, DocuSign, etc.)
2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as *Attachment A* to this RFP.
5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: www.VASCUPP.org.
7. Proposed Cost. See Section X. *Pricing Schedule* of this Request for Proposal.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

Proposals shall be evaluated by James Madison University using the following criteria:

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	20

3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	<u>15</u>
	<u>100</u>

- B. AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

II. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth

reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided

by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
 2. Employer's Liability: \$100,000
 3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific

contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.
3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in

connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in training on civility in the State workplace. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, “State workplace” includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

III. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____
Name of Offeror Due Date Time

Street or Box Number

RFP No.

City, State, Zip Code

RFP Title

Name of Buyer _____

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- D. LATE PROPOSALS: To be considered for selection, proposals shall be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non-responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent via email directly to the Procurement Officer listed on the signature page of this solicitation or by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of nine (9) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section

of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

- J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:
 - 1. It is the goal of the Commonwealth that 40% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified

small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**

2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: JMU Office of Procurement Services, SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.** When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number or FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
 3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**
- K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

- M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.
- N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- O. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
- P. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials.
- Q. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).
- R. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully

responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- S. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- T. CONTINUITY OF SERVICES: The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
1. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 2. To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 3. That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.

The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

- U. NEW EQUIPMENT: Unless otherwise expressly stated in this solicitation, any equipment furnished under the contract shall be new, unused equipment.
- V. REPAIR PARTS: In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new parts. In no instance shall the contractor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the Commonwealth.
- W. EXCESSIVE DOWNTIME: Equipment or software furnished under the contract shall be capable of continuous operation. Should the equipment or software become inoperable for a period of more than 24 hours, the contractor agrees to pro-rate maintenance charges to account for each full day of inoperability. The period of inoperability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than two consecutive calendar days, the contractor shall promptly replace the equipment or software at no charge upon request of the procuring agency. Such replacement shall be with new, unused product(s) of comparable quality, and must be installed and operational within two days following the request for replacement.

- X. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- Y. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal.
- Z. WARRANTY AGAINST SHUTDOWN DEVICES: The contractor warrants that the equipment and software provided under the contract shall not contain any lock, counter, CPU reference, virus, worm, or other device capable of halting operations or erasing or altering data or programs. Contractor further warrants that neither it, nor its agents, employees, or subcontractors shall insert any shutdown device following delivery of the equipment and software.
- AA. QUALIFIED REPAIR PERSONNEL: All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Commonwealth reserves the right to require proof of certification prior to award and at any time during the term of the contract.
- BB. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.
- CC. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys, and must report lose or stolen keys to JMU Telecom Director immediately. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- DD. RELOCATION OF EQUIPMENT: Should it become necessary to move equipment covered by the contract to another location, the Commonwealth reserves the right to do so at its own expense. If contractor supervision is required, the Commonwealth will provide prior written notice of the move at least thirty days in advance, in which case the contractor shall provide the required services and be reasonably compensated by the Commonwealth. Both the compensation to be paid and any adjustment to the maintenance terms resulting from the move shall be as mutually agreed between the parties. Regular maintenance charges shall be suspended on the day the equipment is dismantled and resume once the equipment is again certified ready for operational use.
- EE. PRODUCT SUBSTITUTION: During the term of any contract resulting from this solicitation, the Contractor is not authorized to substitute any item for that product and/or

software identified in the solicitation without the prior written consent of the Contracting Officer whose name appears on the front of this solicitation, or their designee.

- FF. SERVICE REPORTS: Upon completion of any maintenance call, the contractor shall provide the agency with a signed service report that includes, at a minimum: a general statement as to the problem, action taken, any materials or parts furnished or used, and the number of hours required to complete the repairs.
- GG. OPERATIONAL COMPONENTS: Unless otherwise requested in the solicitation, stated equipment prices shall include all cables, connectors, interfaces, documentation for all components, and any other items necessary for full systems operation at the user site. This does not include consumable supplies such as paper, tapes, disks, etc., unless such supplies are expressly identified in the *Pricing Schedule*.
- HH. EXTRA CHARGES NOT ALLOWED: The pricing shall be for complete installation ready for the Commonwealth's use and shall include all applicable freight and installation charges; extra charges will not be allowed.
- II. RENEWAL OF MAINTENANCE: Maintenance of the hardware or software specified in the resultant contract may be renewed by the mutual written agreement of both parties for additional one-year periods, under the terms and conditions of the original contract except as noted herein. Price changes may be negotiated at time of renewal; however, in no case shall the maintenance costs for a succeeding one-year period exceed the prior year's contract price(s), increased or decreased by more than the percentage increase or decrease in the other services category of the CPI-W section of the US Bureau of Labor Statistics Consumer Price Index, for the latest twelve months for which statistics are available.
- JJ. SERVICE PERIOD (EXTENDED): Due to the criticality of the applications for which the equipment and/or software is purchased, the contractor shall provide 24 hours a day, 7 days a week, maintenance support, including state holidays. On-site response time shall be within 12-24 hours following initial notification. All necessary repairs or corrections shall be completed within 72 hours of the initial notification.
- KK. SERVICE PERIOD (ROUTINE): Contractor shall provide 24-hour toll free phone support with a 24 hour return call response time. On-site maintenance services shall carry a 12-24 hour response time following initial notification and be available during the normal working hours of 8 A.M. to 5 P.M. Monday through Friday, excluding state holidays. All necessary repairs or corrections shall be completed within 72 hours of the initial notification.
- LL. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$750,000 or more, the offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The offeror shall place on the outside of the envelope containing the proposal and shall place in the

proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2705129089 Specialty ELE/ESC
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

If the offeror shall fail to provide this information on his proposal or on the envelope containing the proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of proposals, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

If a offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered

- MM. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- NN. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- OO. **MAINTENANCE MANUALS:** The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- PP. **INSTALLATION:** All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- QQ. **AS BUILT DRAWINGS:** The contractor shall provide the Commonwealth a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The contractor shall also provide the Commonwealth with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to the Commonwealth upon completion of the work and prior to final payment.
- RR. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

IV. METHOD OF PAYMENT

The contractor will be paid based on invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment

process for our vendors and suppliers; we request that our vendors and suppliers enroll in our bank's Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at: <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

Commented [FA5]: @Froy Alejo to make sure we are signed up with one of the payment services outlined in section IV.

Also help provide any fees for credit card payments.

V. PRICING SCHEDULE

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2 *Attachment D*.

Specify any associated charge card processing fees, if applicable, to be billed to the university.

Pricing items to provide information for:

- Pricing for proposed maintenance of existing system as described in this RFP, beginning in section IV.B.8. and inventoried in *Attachment H*. Specify singular or multiyear pricing.
- Pricing for a turnkey design, install, and commission of PS DAS in accordance with JMU's standardized PS DAS design specifications as outlined in this RFP beginning in section IV.B. and in *Attachment F*. Including multiple Warranty options requested in B.7. and Maintenance descriptions in B.8. If awarded, please specify how long this pricing would be available to JMU.
- Pricing, to be optional, for vendor monitoring of on-campus DAS Systems, referenced at the bottom of the opening Statement of Needs description.
- Provide a table of labor rates for the various types of work necessary to meet the needs of the work outlined in this RFP in event of change order or ad hoc services not included in the proposed packages above. Include rates for work done outside of normal business hours and specify if remote service or on-prem, inclusive of travel.
- Pricelist with MSRP and JMU discount for will call work for services not covered under warranty or maintenance.
- Pricing for any training associated with proposed solutions.
- Pricing for any other products or services you offer in addition to those outlined in this RFP.

Commented [FA6]: MSRP price for each building at 1,600 dollars (8 hour travel, 8 hour site at \$100 for maint)

*For all projects, price inclusive of travel rather than reimbursement.

Commented [FA7]: Engineer service (Design, commission, optimization, troubleshooting) at \$150 MSRP - discount rate of 20% offered to JMU at \$125 Hourly

Technician Labor and Any Training is 110 per hour MSRP, discounted to \$90 per hour. Match existing Vascupp

Maintenance 125 per hour MSRP discounted to 100 Per hour to match

Programming - Monitoring services - 135 per hour MSRP discounted to 110 per hour.

All rates are for normal business hours (8 am - 5 pm) all after hours rates are time and a half of discount rate.

VI. ATTACHMENTS

Attachment A: Offeror Data Sheet

Attachment B: Small, Women, and Minority-owned Business (SWaM) Utilization Plan

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: SWaM Sub-contractor Reporting Template (attached separately Excel)

Attachment F: Public Safety DAS Specification (attached separately PDF)

Attachment G: Sample Building Drawing (attached separately PDF)

Attachment H: DAS Inventory (attached separately PDF)

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

- 1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
- 2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing these types of goods and services.

Years 15 Months 11

- 3. **REFERENCES:** Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
HKJ Construction	3 Years		Sean Tiernan 919-274-7337
Virginia Tech	3 Years		Katrina Estep/ 540-231-7062
ePlus	4 years		David Evelyn/804-370-5781
Wayne J. Griffin Electric	2 Yers		Zachary Knott/919-667-3148

- 4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

Jeff St. Clair	2606 Phoenix Drive Suite 604 Greensboro, NC 27406	336-793-2297
John Ritter	4201 Park Place Court Glen Allen, VA 23060	804-419-8300
Donna Gerding	100 Waterman Drive Harrisonburg, VA 22802	540432-1385

- 5. **RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:** Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA, SECTION 2.2-3100 – 3131?](#)

YES NO

IF YES, EXPLAIN: _____

ATTACHMENT B

Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Offeror Name: JMS Group, LLC DBA Epitome Networks Preparer Name: Froylan Alejo

Date: 12/02/2025

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes X No _____

If yes, certification number: 680233 Certification date: 07-30-2024

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No X

If yes, certification number: _____ Certification date: _____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No X

If yes, certification number: _____ Certification date: _____

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No X

If yes, certification number: _____ Certification date: _____

Instructions: *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWAMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

Small Business: "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified women-owned businesses are also a small business enterprise.**

Minority-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified minority-owned businesses are also a small business enterprise.**

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees AND no more than \$3 million in average annual revenue over the three-year period prior to their certification.

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWAM program. Certification applications are available through SBSB at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B (CNT'D)
 Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: _____

Date Form Completed: _____

Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses
 for this Proposal and Subsequent Contract

Offeror / Proposer:

 Firm

 Address

 Contact Person/No.

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)

(Form shall be submitted with proposal and if awarded, a SWaM Sub-contractor Reporting Form shall be submitted to swamreporting@jmu.edu)

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. _____

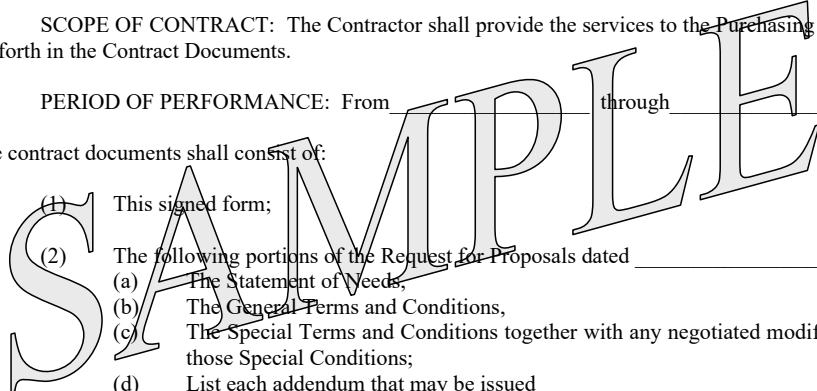
This contract entered into this _____ day of _____, 20____, by _____ hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____

The contract documents shall consist of:



- (1) This signed form;
- (2) The following portions of the Request for Proposals dated _____:
 - (a) The Statement of Needs;
 - (b) The General Terms and Conditions;
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
 - (d) List each addendum that may be issued
- (3) The Contractor's Proposal dated _____ and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations summary dated _____.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

PURCHASING AGENCY:

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

- | | | |
|---|---|---|
| <p><u>Zone 1</u>
George Mason University (Fairfax)</p> <p><u>Zone 4</u>
University of Mary Washington (Fredericksburg)</p>
<p><u>Zone 7</u>
Longwood University (Farmville)</p> | <p><u>Zone 2</u>
James Madison University (Harrisonburg)</p> <p><u>Zone 5</u>
Christopher Newport University (Newport News)
College of William and Mary (Williamsburg)
Norfolk State University (Norfolk)
Old Dominion University (Norfolk)</p> | <p><u>Zone 3</u>
University of Virginia (Charlottesville)</p> <p><u>Zone 6</u>
Virginia Commonwealth University (Richmond)
Virginia State University (Petersburg)</p> |
| | <p><u>Zone 8</u>
Virginia Military Institute (Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)</p> | <p><u>Zone 9</u>
University of Virginia - Wise (Wise)</p> |



Request for Proposal

RFP# KBF-1239

**Public Safety Distributed Antenna System
(DAS)**

October 30, 2025

**NOTE: The university will be closed
Thanksgiving Break: November 24-28, 2025
Winter Break: December 22, 2025 - January 2, 2026**



REQUEST FOR PROPOSAL
RFP# KBF-1239

Issue Date: October 30, 2025
Title: Public Safety Distributed Antenna System (DAS)
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

Period of Contract: From Date of Award Through One Year (Renewable)

Sealed Proposals Will Be Received Until 2:00 PM on December 10, 2025 for Furnishing the Services Described Herein. (See Special Terms & Conditions “D. Late Proposals”)

SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, SUBMITTED IN eVA, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

All Inquiries for Information and Clarification Should Be Directed To: Katie Forsyth, Buyer Senior, Procurement Services, forsytkb@jmu.edu; 540-568-5113; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

By: _____
(Signature)

Name: _____
(Please Print)

Date: _____

Title: _____

Web Address: _____

Phone: _____

Email: _____

Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

YES; NO; *IF YES* ⇒⇒ SMALL; WOMAN; MINORITY ***IF MINORITY***: AA; HA; AsA; NW; Micro

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL

RFP # KBF-1239

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Public Safety Distributed Antenna System (PS DAS) installation and maintenance services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with nine (9) one-year renewals.

II. BACKGROUND

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and more than 4,000 faculty and staff. There are over 600 individual departments on campus that support seven (7) academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University can be found at the following website: www.jmu.edu.

The JMU Telecommunications Department is responsible for providing and maintaining all voice and video communications for campus facilities as well as installing and terminating the physical layer of the data communication network. The department is also responsible for managing and coordinating all Radio Frequency related activities on campus.

The university is committed to being a safe place to work and learn and has determined to install infrastructure and equipment to support public safety communications in new buildings and major renovations. PS DAS of various manufacture and design are currently installed in twenty buildings on campus. Installed systems support not only public safety functionality but also day-to-day operational radio use by university staff in both 800MHZ and 450MHZ frequencies. (See *Attachment H – JMU DAS Inventory*).

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. *Attachment B* contains information on reporting spend data with subcontractors.

IV. STATEMENT OF NEEDS

James Madison University desires to partner with a Contractor or multiple Contractors to maintain existing PS DAS systems, install and maintain new PS DAS, and provide other Will-Call services related to the installation, maintenance, and repair of PS DAS systems. Offerors and any Offeror subcontractors must provide manufacturer and industry certifications and have a verifiable track record of skill and proficiency in providing the desired services.

Labor will be solicited as the needs of the University dictate. This could be in the form of requesting a quote for a job in total or labor to supplement ongoing maintenance efforts including emergency repairs. For jobs that require a proposal submittal, the Offeror should carefully consider the amount and character of the work to be done, as well as the difficulties involved in its proper execution. Offeror should include in their proposal all costs deemed necessary to cover all contingencies essential to successfully installing the specified solution. Any cost not specifically itemized in the proposal shall not be incurred unless specifically agreed upon, in writing. No claims for

compensation will be considered or allowed for extra work resulting from oversight of any existing conditions on the part of the Offeror. Acceptance shall be subject to completion of all work, successful post-installation testing yielding the specified pass ratings, and receipt of all deliverables.

JMU Requests Offeror to provide optional pricing in *Pricing Schedule* Section X. for vendor monitoring of on-campus DAS Systems.

A. General

Describe in detail Offeror's approach to each of the following items. Provide as much detail as required to adequately respond and/or state Offeror's willingness to comply. Failure to provide responses to the items below may result in rejection and return of the proposal.

1. Provide a concise description of your organization. Include information on general organization, staffing, and experience in maintaining and upgrading systems/networks of comparable size. Include references and contact information in *Attachment A* "Offeror Data Sheet".
2. Provide a list of certifications/qualifications for permanent staff members that may be assigned to perform work at James Madison University.
3. Provide a Word copy of any service agreement language or relevant software licensing with your response.
4. If intending to use subcontractors in the fulfilment of any part of the contract, indicate the part(s) where subcontractors will be used, provide a list of subcontractors, and provide references. NOTE: Subcontracting may require reporting for SWAM vendors, see Special T&C VIII.J. *Small Business Subcontracting and Evidence of Compliance* and *Attachment E* sample submission form.
5. Indicate Offeror's ability to furnish all necessary labor, supervision, tools, labeling and other equipment, testing and certification devices, to install, maintain, and repair PS DAS Systems.
6. Provide a list of equipment owned by the Offeror and/or Offeror's subcontractors to be used in fulfilling the contract. Include any calibration certificates.
7. Normal working hours for JMU are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except observed holidays. Capital construction projects may require that the selected Contractor work a flexible schedule which may be defined by the General Contractor of that capital construction project. This may include, but is not limited to, a flexible workday or a flexible work week in order to meet fluctuating deadlines. **State Offeror's ability to meet these requirements.**
8. Changes to scope can only be initiated and/or issued by JMU Telecom and must be tracked via a formal change order process. Invoices shall only be satisfied for the original scope of work and approved change orders. Invoices must include copies of the executed change order. **Describe Offeror's process for change orders and provide a copy of your standard change order form.**
9. Hours for work performed under this contract shall be paid only for productive time on the job site. Time spent for transportation of workers, handling and delivery of

Contractor owned or rental equipment, and breaks for lunch or other time the employees are away from the job site is not chargeable. **State Offeror's ability to meet these requirements.**

10. JMU can provide secure space for advanced shipping and staging of project material. The Offeror is responsible for maintaining inventory of project material through completion of the project and for transporting material from JMU storage facility to the job site. **State Offeror's ability to meet these requirements.**
11. Maintain project sites to be clean and tidy throughout the workday. Debris generated by the Offeror is picked up and lawfully disposed of at the conclusion of each workday. Offeror may be responsible for removing and laying aside ceiling tiles during the installation, depending upon the scope of work. Offeror shall place ceiling tiles back in place by the end of each workday. **State Offeror's ability to meet these requirements.**
12. Initiate, maintain, and supervise all safety precautions and programs in connection with the work. This includes attending required safety training by JMU or its General Contractors and adherence to OSHA standards including, but not limited to, confined space procedures. **State Offeror's ability to meet these requirements.**

B. New Installations

At some point during the life of the contract, JMU will purchase one or more PS DAS solutions. The purchases will often coincide with and be procured through the university's Capital Construction process. A specific New System quote will be requested at that time. While all of the PS DAS solutions on campus to date have been Passive systems, JMU Telecommunications Department is not predisposed to, and has no preference for, any particular type of system (active or passive) or manufacturer model or brand. Offerors are encouraged to present as many strategies and products for meeting the stated needs as they desire. Offerors who wish to submit multiple strategies or products should indicate which strategy and product(s) best meet the needs stated and note the Offeror's best capability. Offerors are strongly encouraged to make great effort to point out best practices and solution feature sets that distinguish the Offeror and their proposed solution(s) from the competition.

1. Design

Offeror(s) will be asked to turnkey design, install, and commission PS DAS in accordance with JMU's standardized PS DAS design specifications. See *Attachment F*.

Any variances, discrepancies, or additional requirements from this standardized specification for JMU DAS/BDA Systems will be addressed in the corresponding sections of a separate but specific site related Scope of Work which will be issued prior to the time of procurement for any DAS/BDA design for new building, building refresh or system upgrade.

- a. State Offeror's ability to design and install systems to the design specs as indicated in *Attachment F*.
- b. Provide examples of work performed that indicate Offeror is capable of providing the services requested. Include relevant certifications.
- c. Detail Offeror's design process. Include tool sets used and state deliverables beyond those required in JMU's design specification.

- d. During design and periodically throughout construction, acknowledge that Offeror shall commit to perform regular site surveys in order to:
 1. Understand existing and/or changing site conditions, nearby DAS systems and the local RF environment to anticipate possible impacts to the future system design and to eliminate unforeseen conditions;
 2. Understand any limitations associated with antenna mounting, cable routing, equipment spaces and placement, and power outlets;
 3. Inspect condition of grounding equipment;
 4. Understand on-site signal levels within the building as the structure is enclosed;
 5. Collect all necessary physical site information.

State your ability to meet these design conditions.

2. Proposed Solution(s)

- a. Proposed solution(s) must be in new condition for hardware and software. They must be sufficient to meet the needs of the university and be serviceable and supported in the condition sold by the manufacturer for five years from the date of sale.
- b. State as succinctly as possible the overall strategy(s), solution(s), etc. that Offeror is proposing to provide under this contract.
- c. Provide a list of base manufacturer(s) and model(s) you are proposing under this contract.
 1. Indicate whether proposed solution(s) is an Active or Passive system.
- d. Provide a list of any peripheral components you are proposing under this contract.
- e. Provide a letter of certification from the manufacturer authenticating the Offeror's and/or Offeror's subcontractor's qualifications and authorization to sell, distribute, install, warranty and service for all proposed solutions and peripherals.
- f. For each proposed solution(s), provide minimum and maximum area of coverage in square feet.
- g. For each proposed solution, provide average installed cost per square foot and detail price point breaks where costs per square foot coverage is impacted by economy of scale.
 - (1) In Pricing Structure of proposed solutions, indicate MSRP pricing and JMU discounted pricing for each proposed solution. Indicate installation labor rates and how installation labor is calculated. **Detail pricing in Section X. Pricing Schedule.**
- h. Using proposed pricing structure, provide a sample quote for a solution providing PS DAS to all stories of a representative four story, 40,000 square foot building (See *Attachment G – Sample Building Drawing*).

Assume the following:

- Line of sight to donor source exists
- EPDM Roofing
- Brick Exterior
- Low E Glass Exterior Windows
- Steel Frame w/Metal Studs
- Standard Sheet Rock Wall Finish
- Concrete Floors
- RSSI Readings on the roof for required frequencies is -85dB.
- RSSI throughout the interior of the building are -120dB.

State your ability to meet these proposed solution(s) conditions.

3. System Installation. **Acknowledge agreement to each of the following:**

- a. All equipment and materials shall remain the responsibility of the contractor until it is permanently installed and the installation approved by JMU, the Authority Having Jurisdiction (AHJ).
- b. Contractor commits to using industry, manufacturer, and JMU installation best practices during the fulfillment of this contract. Should a conflict arise, Contractor agrees to work with JMU to determine and adopt the higher standard.
- c. Contractor acknowledges that any required programming, alignment, and service software shall be supplied. All programming software shall be the latest version and be licensed to JMU.
- d. Prior to the commencement of site work, Contractor shall coordinate with the JMU IT Telecom Project Manager, to assure compliance with any special provisions applicable to the site, i.e. safety training, etc.
- e. All rubbish and debris associated with site preparation, unpacking of shipping material, and/or the installations related to this project, shall be removed from the premises daily by the Contractor.

4. Commissioning

Commissioning and Commission Testing is conducted by the Contractor in the presence of JMU Information Technology Telecom (JMU ITT) with results submitted to JMU Project Manager (PM) and JMU ITT for validation through inspections and verification performed by JMU Facilities Management (FM) and JMU ITT in cooperation with JMU Police Department (PD) and AHJ. JMU Telecom will schedule final commissioning with the AHJ and Contractor. At a minimum JMU has identified the following activities to be conducted as part of system commissioning.

State Offerors ability to comply with and perform the following. Provide any additional recommended commissioning testing procedures/activities. Provide a sample of Offeror's standard commissioning document(s).

- a. JMU may be required to use a specific commissioning document(s) (NFPA 72-ERCES) as dictated by the Commonwealth of Virginia or JMU's Capital Planning

and Construction program manager. **State Offeror's willingness to use that document.**

- b. Hardware Installations will be subject to inspection by JMU PM, JMU ITT and JMU FM Engineering for compliance with this specification. **State Offeror's acknowledgement of this condition.**
- c. The Contractor shall be required to provide current documentation of the results of their BER testing of the as-built system at the time of the system commissioning to JMU ITT for system as-built archives in IBWC/IBX file format both WITH and WITHOUT grid overlays. IBWC files shall show DAS hardware locations and designators. **State Offeror's acknowledgement of this requirement.**
- d. Test all coax runs after connectors have been installed for return loss to the following specification:
 1. -25 dB return loss or lower across the frequency band of 450 to 862 MHz, with a precision 50 ohm load terminating the coax under test at the far end of each coax tested.
 2. Tabulate test results and plots for submission for approval.
 3. Tune repeater for gain and channel and filter bandwidth settings. For 800 MHz frequencies, narrowband, minimal delay filter mode is to be employed; filter bandwidth is to be 50 kHz, 31 second delay. Narrow bandwidths shall be used for UHF as well. Determine and install any uplink overload attenuators beyond any shown on the drawings to avoid uplink front end overload (-30 dBm peak uplink signals into repeater). Document all settings for submittal as part of the maintenance baseline document. Note that particular care needs to be taken to not radiate excess uplink noise back to the 800 MHz BTS site. Uplink noise figure of the BTS from this repeater shall be increased by less than 0.2 dB OR by a LOWER amount if required by the AHJ. The use of the uplink muting feature in the repeater may be required.
 4. Measure and record isolation between indoor antennas and outdoor antennas for both UHF and 800 MHz bands. Document for submittal as part of the maintenance baseline document.
 5. Record input spectrum from donor antenna on spectrum analyzer showing at least one channel in the active state in both UHF and 800 MHz systems, to show input downlink power levels. Use the spectrum analyzer on Max Hold for at least 30 minutes to detect any other strong potential interfering signals coming in from the donor antennas. (Cellular signals in the 862-894 MHz range are of particular concern and must be documented.) Document for submittal as part of the maintenance baseline document.
 6. Record repeater downlink output spectrum on spectrum analyzer showing at least one Harrisonburg-Rockingham County system channel in the active state, to show output downlink power levels. Document for submittal as part of the maintenance baseline document.

State Offeror's acknowledgement of this requirement.

- e. Call quality tests must be met with the final system gain settings.
 - 1. If settings are changed after the call quality tests by more than 3 dB (to meet 800 MHz base site noise figure requirement as an example), then the call quality acceptance test procedure must be repeated. **State Offeror's acknowledgement of this requirement.**

- f. Downlink Coverage Levels - The facility shall be tested for coverage levels and to ensure proper system settings and connections as follows:
 - 1. A test antenna and spectrum analyzer shall be used to measure control channel power radiated from each of the system's indoor antennas for the 800 MHz system. The test antenna brand/model must be documented, and may be a test antenna with known gain, or the same antenna as specified for indoor omnidirectional antennas in this specification and is to be connected to the spectrum analyzer input via short jumper with loss of < 0.5 dB at 850 MHz.
 - 2. For indoor system antennas within 10' of the floor level, the test antenna shall be placed in as clear an area as possible at distance of 10' +/- 1' from the system antenna under test, and as close to the same horizontal plane as the antenna under test, and no more than 3' below the antenna under test. The level of the control channel on the spectrum analyzer shall be recorded.
 - 3. For indoor system antennas that are more than 10' above the floor, make the measurement at a location where the test antenna is within the specified vertical beam width of the antenna under test. Record both the spectrum analyzer reading and the horizontal distance between the test antenna and the system antenna under test. Note the test location in sufficient detail so that the test can be repeated as part of maintenance measurements.
 - 4. Care must be taken in spectrum analyzer bandwidth, detection, and sweep speed settings, as well as test antenna polarization, to ensure that the digital control channel levels are accurately displayed. 'Max hold' shall be used for recording the levels in systems that do not employ a control channel.
 - 5. These spectrum analyzer results must be compared with the computed EIRP from the systems antennas plus computed distance loss. Any deviation more than +/- 10 dB requires investigation as to the cause, and rectification of any problems found. Any antenna requiring fixes to meet this requirement must be re-tested after any repairs.
 - 6. These spectrum analyzer test results, along with the computed EIRP's from each antenna, are to be submitted as part of the final documentation. They can be in tabular or building plan view format. Note any non-standard test locations in sufficient detail so that the test can be repeated as part of maintenance measurements.

State Offeror's acknowledgement of this requirement.

- g. Interferer and Repeater Filtering Tests:
 - 1. Provide spectrum analyzer readings for the main repeater output in the downlink direction, showing any strong in-band signals that are not part of the JMU UHF

system or the Harrisonburg-Rockingham County Regional 800 MHz trunked system. For the UHF band, use of Max Hold for at least 30 minutes during the hours of 8 AM to 5 PM local time is required for this test. For the 800 MHz band, show the frequency range of 851-894 MHz for at least 30 minutes in the same time period. A coupler on the repeater output may be used to prevent spectrum analyzer damage; the value of any such coupler used must be documented.

2. Use of the repeaters internal spectrum analyzer function is not acceptable for these tests. However, such plots can be included as supplementary information.

State Offeror's acknowledgement of this requirement.

- h. Uplink Noise Figure Checks for 800 MHz Base Station sites.
 1. Confirmation from the AHJ must be received that no excess increase in uplink noise figure at the base station sites is being received after this DAS is put into operation. Target increase is to be less than 0.2 dB OR by a LOWER amount if required by the AHJ. ATP call quality tests must be met with the final uplink gain settings.

State Offeror's acknowledgement of these commissioning requirements.

5. Acceptance

User Acceptance Testing is performed by JMU ITT, JMUPD, and the AHJ to be approved by JMU ITT, AHJ, and Virginia State Fire Marshall (VSFM) with documentation provided by Offeror and JMU PM.

Contractor shall coordinate testing with the JMU IT Project Manager ONLY.

Testing team will include representatives from the Contractor, JMU IT Telecom, JMU Police & Safety, and Local Public Safety Providers (AHJ) including Harrisonburg Rockingham Emergency Communications Center (HRECC) to ensure acceptable coverage and delivered audio quality to UHF & 800 Mhz System Users that operate within the coverage area.

JMU ITT will utilize their PCTel SeeGull IBFlex RF Scanner when available to test and document DAS coverage and signal strength in facility and/or manually perform Call Quality Tests as necessary to verify coverage area and actual signal strength meets established levels and Delivered Audio Quality (DAQ) specifications for acceptance by JMU and AHJ.

JMU ITT will use facility floorplan files provided by offeror in IBWC/IBX file format with grid overlays used to test general areas and to designate critical coverage areas.

JMU acknowledges that DAQ testing is subjective but believes there is clear distinction between the levels of DAQ as defined. JMU will work with all evaluators to form consensus of delivered DAQ.

At a minimum JMU has identified the following user acceptance testing activities. **Based on Offeror's proposed solution, provide any additional recommended procedures.**

- a. Call Quality Tests are to be conducted as follows:

1. Call Quality tests are to be conducted in all areas of the facility.
 - a. Most areas are to be tested as grid areas.
 - b. Critical individual spaces smaller than the grid size but larger than closets, are to be tested individually.
 - c. Testing may be done by individual room if their size and usage dictates and/or if building design makes it necessary to document specific room coverage.
 - d. Side halls (<20' long) may be tested as part of the grid.
2. Grid tested areas: Test point number and location.
 - a. Divide the grid tested areas into grid spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or another pre-approved grid size) Each grid space is to be tested in its approximate center, and the test call within a grid space must exceed DAQ 3.4 for the grid space to pass.
 - b. Call quality of minimum DAQ 3.4 is to be recorded in each test grid area for both 800 Mhz and UHF on a DAQ Scale Score rating (i.e. – 3.4 or 4.0).
 - c. Propagated 800 Mhz Signal Strength at each test site should also be recorded in -dBm as indicated on Radios used for testing or Spectrum Analyzer.
3. Hallway testing: Test point numbers and locations.
 - a. Each major connecting hallway is to be tested every 30' along its length. Test in the center of the hall, and each test call at a hall test point must exceed DAQ 3.4 for the location to pass.
4. If a call fails in a grid space or individual area, then that grid space or individual area is to be re-tested in the center of smaller areas of approximately 10' x 10' each. The whole grid space or area is to be recorded as failed if this test fails in 2 or more of the 4 quadrants.
5. The system passes if the average of 95% or more of the test locations pass at a DAQ 4.0. If the system does not meet the targeted 95% requirement for DAQ 4.0. JMU ITT will have the option of accepting the system if it meets minimum of at least a DAQ 3.4 as required by AHJ, but must sign a letter of variance explaining why DAQ 4.0 was not achieved or JMU ITT may require the contractor to make necessary improvements to the system to achieve the overall DAQ 4.0 as specified in JMU's initial requirements.
6. Any calls that do not go through due to a system busy condition are not counted as pass or fail.
7. At JMU ITT discretion, call quality tests may be required and are to be conducted with multiple radios (4) provided by the AHJ that are in known good operating condition, and that meet specified power output, frequency accuracy, and receive sensitivity, and shall include at least one portable radio operated on-

site in the test grid on 800 Mhz JMU ADM, a second portable radio on-site in close proximity to the test grid on JMU UHF ADMIN frequency, a third portable or mobile radio operated off-site operating on 800 Mhz JMU ADM and a radio console or remote control station operated from a communications center on the 800 Mhz JMU ADM talk group and on UHF JMU ADMIN.

- a. This methodology will allow the multiple evaluators to test and record DAQ across both bandwidths simultaneously through the established gateway that links the two together.
- b. Baseline testing should be done on each individual talkgroup/frequency, 800 Mhz (JMU ADM) and JMU UHF (ADMIN-R) to ensure that gatewayed DAQ is representative of the DAQ on each talkgroup/frequency if tested individually.
- c. Contractor/Designer shall work through the JMU PM to provide electronic and hard copies of the Building Plan with Grid Overlay Test Recording Sheets to JMU ITT, JMUPD, AHJ, and VFSM at least 48 hours before the scheduled ATP.
- d. Building Plan with Grid Overlay Test Recording Sheets shall preferably be formatted and printed on 8.5" x 11" paper sheets as a representation of the corresponding floor plan to include assigned room numbers on the floorplan layer with font and lines printed in medium (50%) GREY.
- e. Multiple sheets per structure level/section are acceptable if the structures size requires blow-up views to be able to clearly record ATP results.
- f. Grid blocks (representing grid tested spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or other pre-approved grid size) on the Test Scoring Sheets should be no smaller than ½" x ½" square and consist of outlines and font printed in RED for grid blocks that encompass any Designated Critical Coverage Areas and BLUE for all other grid blocks that encompass General Coverage Areas.
- g. Grid blocks shall be numbered sequentially starting in the upper left corner of the sheet and increasing from Left to Right across the rows, and from Top to Bottom as rows continue down the grid overlay on the page.
- h. Each DAS GRID TEST LOG SHEET will need a Header to include: Building Name; Floor Represented; Grid Numbers Included on this Particular Page; Blank for Evaluators Name; Blank for Evaluators Location & Method (i.e. - On-site 800 Mhz, On-Site UHF, Remote 800 Mhz, Remote UHF, JMUPD Console 800, JMU Stadium Console UHF, etc.) Blank for Date Test Performed.
- i. Each Evaluator will use the following format to transmit audio starting with the On-Site 800 Evaluator:
 1. "ON-SITE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
 2. "ON-SITE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
 3. "REMOTE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"

4. "REMOTE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
5. "CONSOLE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #"
6. "CONSOLE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #"

- j. Each evaluator will record their overall perceived DAQ quality test results in the specified grid block on their copy of the DAS GRID TEST LOG SHEET which corresponds to the grids on the Building Plan with Grid Overlay in the following format DAQ: 3.4 or 4.0; RSSI -dBm Mhz Signal Strength 82 or 95, 121, etc.).
- k. Any unusual call quality issues other than the prescribed DAQ / RSSI shall be thoroughly documented and reported to JMU PM, JMU ITT and the AHJ with a complete description of the symptoms, test conditions and include any recommended remedial actions that could or should be taken to resolve the issue.
- l. JMU ITT and the AHJ may allow alternative testing using RSSI and DAQ results from test TX/RX individually on designated 800 Mhz Talkgroups and UHF 450 frequencies or through established system gateways that will link specific frequencies and talkgroups and recorded in JMU ITT's PCTel SeaGull IBflex RF DAS Testing Unit.

State Offeror's acknowledgement of these acceptance and testing requirements.

6. Documentation

- a. Provide a detailed materials list and inventory of all installed equipment to include: Manufacturer; Model; Serial Number; Installation Date; Physical Address of all equipment to include Room Number or Descriptive Location on within the Interior or on the Exterior of Structure; Specify RX & TX Frequencies tuned to boost. Materials list should also include: JMU Building Name; 911 Street Address, Installing Vendor/Representative Name, Address and Contact Info; Maintenance/Warranty Vendor Name, Address and Contact info.
- b. Provide labelled digital images of all: Radio Repeaters; Signal Boosters; Different Antenna Types Deployed Internally and Externally; Equipment Cabinets; Roof Penetrations; Equipment Supporting Battery or UPS Hardware and Equipment Ground Connections.
- c. Provide comprehensive As-Built Diagrams in MS Visio or another approved format. Should also be included in IBCW/IBX floorplan files provided to JMU ITT when Commissioning and Acceptance Testing is performed.
- d. Provide electronic and hard copies of the Building Plans to included DAS Hardware Designations and Locations WITH and WITHOUT acceptable Grid Overlay in both IBCW/IBX and PDF File formats Testing and Recording to JMU ITT as specified in the Commissioning & Acceptance Testing Procedures Section of this policy at least 48 working hours prior to any type of Inspection or Testing.
- e. Provide supporting Spectrum Analyzer Graph and Report Print Outs from all tests and final inspections performed in electronic PDF format to demonstrate design progression and final as-delivered levels. Signal Strength Propagation coverage maps

(i.e. - Heat Maps) shall be kept on file with JMU ITT RF Documentation from original acceptance of the installed system. These may be used for future comparison in the event of signal degradation, system failure, or future system refresh to compare differences or similarities.

- f. Provide all design propagation maps in electronic PDF format during design and testing phases of the project and shall be kept on file with JMU ITT RF Documentation. These may be pulled out and compared to current RSSI signal strength conditions to see if something has degraded or changed to compare difference or similarities.
- g. Final acceptance will be granted once all public safety authorities (JMU & Local AHJ) approve the performance of the DAS for public safety, first responders, daily users, and JMU accepts the DAS for use with their radio system, all punch list items have been completed and all documentation has been submitted and approved by JMU IT Telecom.

State Offeror's acknowledgement of these documentation requirements.

7. Warranty

Costs associated with base warranty and options shall be itemized and included in the pricing section of any design proposals for DAS installations at JMU.

- a. **Acknowledge Offeror's ability to provide the following or suggest alternative. Indicate costs in *Pricing Schedule Section X*.**
 - 1. All labor and equipment furnished, including hardware and software components, shall be fully warranted to be free from defects in material and workmanship for a period of one (1) year from the date of final acceptance.
 - 2. Provide optional annual costs for an extended equipment and software warranty for years two through five.
 - 3. Provide an extended prepaid warranty option covering five years of warranty.
- b. All preventive maintenance necessary for the system and its components shall be performed during the warranty period. This maintenance shall be limited to the hardware, software and firmware furnished by the Contractor.

State Offeror's acknowledgement of these warranty requirements.

8. Maintenance

The university has PS DAS installed in twenty buildings across campus, see *Attachment H*. The university may enter into a maintenance agreement for these existing systems and any system(s) purchased under this contract that moves beyond warranty.

JMU expects such maintenance to be performed at regularly scheduled intervals in accordance with the recommendations of the manufacturer at a minimum. Offeror shall perform the agreed-upon preventive maintenance once annually during the original warranty period, during the entire life of any active extended maintenance contract with that contractor, or as often as recommended by the manufacturer in accordance with

[REF: NFPA 1221, 11.3.9], whichever is more stringent.

Any potential costs associated with this type of support or service that will be the responsibility of JMU shall be clearly and individually identified in the pricing section of any proposals to provide DAS related Hardware or Services.

State Offeror's ability and willingness to support the installed systems found on Attachment H.

- a. Provide a detailed description(s) of Offeror's maintenance plan(s) /options. **Ensure that the costs of the plan(s) are easily identifiable in Pricing Schedule Section X. Identify whether materials are included in the plan costs.**
 1. Indicate how maintenance costs are calculated for adding systems/locations to the plan and timing for making those adjustments to the plan.
- b. Include a schedule of maintenance tasks to be performed under each option. JMU has identified that at a minimum the plan should include the following tasks.
 1. Review any reports of degraded service since last test.
 2. Resolve nuisance malfunctions and/or failures. These are recurring operational or functional problems that prevent systems and/or equipment from providing the degree of reliability and services specified at the time of procurement or usefulness necessary for JMU operations, or cause JMU to assign significant resources to resolve on three or more occasions, on similar models of equipment. Such problems can be caused by software, firmware or hardware that is faulty or improperly designed, engineered, manufactured, installed or configured. It does not include degraded operation, which could be resolved through additional optimization within the term of the initial contract.
 3. Inspect all infrastructure hardware for signs of damage or malfunctions.
 4. Inspect all external antennas, cabling and grounds for signs of weathering, deterioration, or damage.
 5. Test all UPS batteries to ensure that they hold for prescribed durations, replace as necessary.
 6. Perform local and/or remote manufacturer-recommended software and firmware updates.
 7. Conduct RSSI – Radio Signal Strength Indicator Testing either with a portable radio or spectrum analyzer in all areas listed as Critical Coverage Areas documenting current RSSI levels and all test locations.
 8. Perform spot testing throughout at least 25% of the remainder of the General Coverage Areas of the structure documenting current RSSI levels and all test locations.
 9. Conduct Full Grid RSSI level testing on any areas of the structure that may have been modified or had significant changes in usage or equipment present since last Maintenance/Warranty Test was conducted.

10. Compare the results of current testing with RSSI documentation from original acceptance testing and last maintenance/warranty testing and/or any JMU ITT PCTel SeaGull IBflex RF DAS Testing Documentation to identify any discrepancies or variations in coverage.
 11. Use results of testing to identify any areas that need hardware tuning, repair, or upgrades to meet required standards of coverage.
 12. Document any tuning, repairs, modifications or replacements to the system conducted as a result of this test.
 13. Submit all documentation to JMU ITT for DAS System Archive file.
- c. Provide a letter of certification from the manufacturer(s) authenticating the Offeror's and Offeror's subcontractor's qualifications for warranty and maintenance services of systems noted in *Attachment H* and for any solutions proposed under this contract.
 - d. Define and provide Offeror's proposed service level agreement for providing emergency services to JMU. Define what constitutes an emergency. Include escalation procedures and contact information.
 - e. State Offeror's plan for ensuring technician certifications are kept up to date with changing technology and JMU's evolving environment.
 - f. The swift restoration of service is paramount to business continuity. Often that depends on replacing parts or dispatching personnel.
 1. List the location(s) of the nearest service center(s) having qualified technicians and containing repair parts for the JMU systems under contract.
 2. Describe the parts in stock in the local warehouse and available to JMU.
 3. Indicate those parts and quantities recommended to be stocked on campus as well as those to be stocked in the warehouse.
 4. If a required part is not immediately available on site or in the local warehouse, describe the approach for providing the part to JMU.
 - h. Describe Offeror's standard policy and any options available for covering lightening damaged equipment.
 - i. JMU requires annual performance testing and benchmarking against acceptance testing results for existing systems and for all new systems procured under this contract.
 1. Describe your method for performing, documenting and providing test results. Include brand name of test equipment and identify the formats for presenting test results i.e. MS Word, PDF, MS Excel, etc.
 - j. Indicate for each existing or proposed PS DAS system/solution the availability of training for JMU personnel. Describe available training methods and state specific training locations. **State associated costs in Section X. Pricing Schedule.**

- k. **In Pricing Schedule Section X, provide Time and Material (Will Call) pricing for providing services not covered under warranty or maintenance.** Include all costs the university should expect to incur.

State Offeror's acknowledgement of these maintenance requirements.

C. Other Services

Describe in detail any other products or services you are authorized to provide to JMU. Indicate whether these products/services are provided in-house or through third party partners. Provide manufacturer/provider letters of authorization. **Detail pricing in Section X. Pricing Schedule.**

V. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.

ELECTRONIC OR PAPER SUBMISSIONS MAY BE ACCEPTED FOR THIS PROPOSAL. INSTRUCTIONS BELOW FOR OFFEROR'S CHOSEN METHOD (A. ELECTRONIC SUBMISSION or B. PAPER RESPONSE).

- 1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:

- a. **ELECTRONIC SUBMISSION:**

- i. **ELECTRONIC RESPONSES SUBMITTED THROUGH eVA WILL BE ACCEPTED. Emailed responses will not be accepted.** Please see below, "eVA Procurement Website and Registration" for additional information on registration. It is the responsibility of the Supplier to ensure their proposal and all required documentation is properly completed, readable, and uploaded to eVA. Suppliers should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of the documents. In the event of any technical difficulties, Suppliers shall contact the eVA Customer Care Center at 1-866-289-7367 or via email at eVACustomerCare@DGS.virginia.gov.
- ii. eVA Procurement Website and Registration The Commonwealth's procurement portal, eVA, located at <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers shall be registered in eVA in order submit a proposal to this RFP. To register with eVA, select "Register Now" on the eVA website homepage, <http://www.eva.virginia.gov>. For registration instructions and assistance, as well as instructions on how to submit proposals and accept orders please select "I Sell to Virginia". Suppliers are encouraged to check this site on a regular

basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

- iii. Electronic Responses submitted through eVA shall be in WORD format or searchable PDF of the entire proposal, INCLUDING ALL ATTACHMENTS. PDFs must be submitted in an unlocked format. Any proprietary information should be clearly marked in accordance with Section V.4.f. below.

b. PAPER SUBMISSIONS:

- i. **One (1) original and one (1) copy** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with V.4.e. below.
 - ii. **One (1) electronic copy in WORD format or searchable PDF** (*CD or flash drive*) of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with Section V.4.f. below.
 - iii. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - iv. See additional information in Section VIII.C, *IDENIFICATION OF PROPSAL ENVELOPE*.
2. Should the proposal contain **proprietary information, provide one (1) redacted copy of the proposal** and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposal shall be made by the Offeror.

- 3. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.
- 4. Proposal Preparation
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing

agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’ proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. **The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Marking an entire proposal as confidential or attempts to prevent disclosure of pricing information by designating it as confidential, proprietary or trade secret will be ignored.**

5. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to James Madison University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC PROPOSAL INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that James Madison University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required. (Electronic signature shall be accepted, i.e. Adobe Sign, DocuSign, etc.)
2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as *Attachment A* to this RFP.
5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: www.VASCUPP.org.
7. Proposed Cost. See Section X. *Pricing Schedule* of this Request for Proposal.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

Proposals shall be evaluated by James Madison University using the following criteria:

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	20

3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	15
	100

B. AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

II. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth

reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided

by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability: \$100,000
3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*

R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific

contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.
3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.

- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.

- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in

connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in training on civility in the State workplace. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, “State workplace” includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

III. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____
Name of Offeror Due Date Time

Street or Box Number

RFP No.

City, State, Zip Code

RFP Title

Name of Buyer _____

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- D. LATE PROPOSALS: To be considered for selection, proposals shall be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non-responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent via email directly to the Procurement Officer listed on the signature page of this solicitation or by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of nine (9) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section

of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

- J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:
 - 1. It is the goal of the Commonwealth that 40% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified

small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**

2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: JMU Office of Procurement Services, SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.** When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number or FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
 3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**
- K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

- M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.
- N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- O. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
- P. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials.
- Q. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).
- R. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully

responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- S. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- T. CONTINUITY OF SERVICES: The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
1. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 2. To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 3. That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.

The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

- U. NEW EQUIPMENT: Unless otherwise expressly stated in this solicitation, any equipment furnished under the contract shall be new, unused equipment.
- V. REPAIR PARTS: In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new parts. In no instance shall the contractor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the Commonwealth.
- W. EXCESSIVE DOWNTIME: Equipment or software furnished under the contract shall be capable of continuous operation. Should the equipment or software become inoperable for a period of more than 24 hours, the contractor agrees to pro-rate maintenance charges to account for each full day of inoperability. The period of inoperability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than two consecutive calendar days, the contractor shall promptly replace the equipment or software at no charge upon request of the procuring agency. Such replacement shall be with new, unused product(s) of comparable quality, and must be installed and operational within two days following the request for replacement.

- X. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- Y. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal.
- Z. WARRANTY AGAINST SHUTDOWN DEVICES: The contractor warrants that the equipment and software provided under the contract shall not contain any lock, counter, CPU reference, virus, worm, or other device capable of halting operations or erasing or altering data or programs. Contractor further warrants that neither it, nor its agents, employees, or subcontractors shall insert any shutdown device following delivery of the equipment and software.
- AA. QUALIFIED REPAIR PERSONNEL: All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Commonwealth reserves the right to require proof of certification prior to award and at any time during the term of the contract.
- BB. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.
- CC. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys, and must report lose or stolen keys to JMU Telecom Director immediately. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- DD. RELOCATION OF EQUIPMENT: Should it become necessary to move equipment covered by the contract to another location, the Commonwealth reserves the right to do so at its own expense. If contractor supervision is required, the Commonwealth will provide prior written notice of the move at least thirty days in advance, in which case the contractor shall provide the required services and be reasonably compensated by the Commonwealth. Both the compensation to be paid and any adjustment to the maintenance terms resulting from the move shall be as mutually agreed between the parties. Regular maintenance charges shall be suspended on the day the equipment is dismantled and resume once the equipment is again certified ready for operational use.
- EE. PRODUCT SUBSTITUTION: During the term of any contract resulting from this solicitation, the Contractor is not authorized to substitute any item for that product and/or

software identified in the solicitation without the prior written consent of the Contracting Officer whose name appears on the front of this solicitation, or their designee.

- FF. SERVICE REPORTS: Upon completion of any maintenance call, the contractor shall provide the agency with a signed service report that includes, at a minimum: a general statement as to the problem, action taken, any materials or parts furnished or used, and the number of hours required to complete the repairs.
- GG. OPERATIONAL COMPONENTS: Unless otherwise requested in the solicitation, stated equipment prices shall include all cables, connectors, interfaces, documentation for all components, and any other items necessary for full systems operation at the user site. This does not include consumable supplies such as paper, tapes, disks, etc., unless such supplies are expressly identified in the *Pricing Schedule*.
- HH. EXTRA CHARGES NOT ALLOWED: The pricing shall be for complete installation ready for the Commonwealth's use and shall include all applicable freight and installation charges; extra charges will not be allowed.
- II. RENEWAL OF MAINTENANCE: Maintenance of the hardware or software specified in the resultant contract may be renewed by the mutual written agreement of both parties for additional one-year periods, under the terms and conditions of the original contract except as noted herein. Price changes may be negotiated at time of renewal; however, in no case shall the maintenance costs for a succeeding one-year period exceed the prior year's contract price(s), increased or decreased by more than the percentage increase or decrease in the other services category of the CPI-W section of the US Bureau of Labor Statistics Consumer Price Index, for the latest twelve months for which statistics are available.
- JJ. SERVICE PERIOD (EXTENDED): Due to the criticality of the applications for which the equipment and/or software is purchased, the contractor shall provide 24 hours a day, 7 days a week, maintenance support, including state holidays. On-site response time shall be within 12-24 hours following initial notification. All necessary repairs or corrections shall be completed within 72 hours of the initial notification.
- KK. SERVICE PERIOD (ROUTINE): Contractor shall provide 24-hour toll free phone support with a 24 hour return call response time. On-site maintenance services shall carry a 12-24 hour response time following initial notification and be available during the normal working hours of 8 A.M. to 5 P.M. Monday through Friday, excluding state holidays. All necessary repairs or corrections shall be completed within 72 hours of the initial notification.
- LL. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$750,000 or more, the offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The offeror shall place on the outside of the envelope containing the proposal and shall place in the

proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____ Specialty _____
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

If the offeror shall fail to provide this information on his proposal or on the envelope containing the proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of proposals, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

If a offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered

- MM. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- NN. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- OO. MAINTENANCE MANUALS: The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- PP. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- QQ. AS BUILT DRAWINGS: The contractor shall provide the Commonwealth a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The contractor shall also provide the Commonwealth with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to the Commonwealth upon completion of the work and prior to final payment.
- RR. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

IV. METHOD OF PAYMENT

The contractor will be paid based on invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment

process for our vendors and suppliers; we request that our vendors and suppliers enroll in our bank's Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at:

<http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

V. PRICING SCHEDULE

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2 *Attachment D*.

Specify any associated charge card processing fees, if applicable, to be billed to the university.

Pricing items to provide information for:

- Pricing for proposed maintenance of existing system as described in this RFP, beginning in section IV.B.8. and inventoried in *Attachment H*. Specify singular or multiyear pricing.
- Pricing for a turnkey design, install, and commission of PS DAS in accordance with JMU's standardized PS DAS design specifications as outlined in this RFP beginning in section IV.B. and in *Attachment F*. Including multiple Warranty options requested in B.7. and Maintenance descriptions in B.8. If awarded, please specify how long this pricing would be available to JMU.
- Pricing, to be optional, for vendor monitoring of on-campus DAS Systems, referenced at the bottom of the opening Statement of Needs description.
- Provide a table of labor rates for the various types of work necessary to meet the needs of the work outlined in this RFP in event of change order or ad hoc services not included in the proposed packages above. Include rates for work done outside of normal business hours and specify if remote service or on-prem, inclusive of travel.
- Pricelist with MSRP and JMU discount for will call work for services not covered under warranty or maintenance.
- Pricing for any training associated with proposed solutions.
- Pricing for any other products or services you offer in addition to those outlined in this RFP.

*For all projects, price inclusive of travel rather than reimbursement.

VI. ATTACHMENTS

Attachment A: Offeror Data Sheet

Attachment B: Small, Women, and Minority-owned Business (SWaM) Utilization Plan

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: SWaM Sub-contractor Reporting Template (attached separately Excel)

Attachment F: Public Safety DAS Specification (attached separately PDF)

Attachment G: Sample Building Drawing (attached separately PDF)

Attachment H: DAS Inventory (attached separately PDF)

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

- 1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
- 2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

Years _____ Months _____

- 3. REFERENCES: Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
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- 4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

- 5. RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

YES NO

IF YES, EXPLAIN: _____

ATTACHMENT B

Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Offeror Name: _____ Preparer Name: _____

Date: _____

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Instructions: *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWAMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

Small Business: "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified women-owned businesses are also a small business enterprise.**

Minority-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified minority-owned businesses are also a small business enterprise.**

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees **AND** no more than \$3 million in average annual revenue over the three-year period prior to their certification.

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWAM program. Certification applications are available through SBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B (CNT'D)
Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: _____

Date Form Completed: _____

Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses
 for this Proposal and Subsequent Contract

Offeror / Proposer:

_____ Firm

_____ Address

_____ Contact Person/No.

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)

(Form shall be submitted with proposal and if awarded, a SWaM Sub-contractor Reporting Form shall be submitted to swamreporting@jmu.edu)

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. _____

This contract entered into this _____ day of _____ 20____, by _____ hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated _____:
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
 - (d) List each addendum that may be issued
- (3) The Contractor's Proposal dated _____ and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations summary dated _____.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

PURCHASING AGENCY:

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

- | | | |
|--|--|---|
| <u>Zone 1</u>
George Mason University (Fairfax) | <u>Zone 2</u>
James Madison University (Harrisonburg) | <u>Zone 3</u>
University of Virginia (Charlottesville) |
| <u>Zone 4</u>
University of Mary Washington (Fredericksburg) | <u>Zone 5</u>
Christopher Newport University (Newport News)
College of William and Mary (Williamsburg)
Norfolk State University (Norfolk)
Old Dominion University (Norfolk) | <u>Zone 6</u>
Virginia Commonwealth University (Richmond)
Virginia State University (Petersburg) |
| <u>Zone 7</u>
Longwood University (Farmville) | <u>Zone 8</u>
Virginia Military Institute (Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford) | <u>Zone 9</u>
University of Virginia - Wise (Wise) |

Reporting Instructions

- 1) Complete all information accurately
- 2) Contact Phillip Ewell (swamreporting@jmu.edu, ewellpw@jmu.edu or 540-568-7999) to discuss questions or concerns with reporting on this form
- 3) Include the Schedule of Values No.(s) that relate to the payments received and being reported on the current reporting (*please note the Schedule of Values number(s) on this report **may not be** the same as the one you are submitting the form with*)
- 4) ALL sub-contractors should be reported, even if they are not currently SWAM certified (*our staff will attempt to contact them to see if they are capable of certifying*)
- 5) The Schedule of Values should be completed entirely with a vendor name included regardless of whether you believe the firm is SWAM or not - this helps for matching between this report and the Schedule of Values - it also helps us to continue to follow up on certifications with vendors that may not be currently certified.
- 6) Suppliers should be reported as they are considered the same as sub-contractors

RF901 - JMU PUBLIC SAFETY DAS - SPECIFICATIONS (Published Revision 2024-12-15)

JMU DAS/BDA Specifications and Scope of Work:

- This Public Safety DAS Specification shall apply to all JMU DAS/BDA Systems installed on JMU owned or operated facilities.
- Any variances, discrepancies, or additional requirements from this standardized specification for JMU DAS/BDA Systems will be addressed in the corresponding sections of a separate but specific site related **Scope Of Work** which will be issued prior to the time of procurement for any DAS/BDA design for new building, building refresh or system upgrade.

JMU DAS/BDA Ownership:

- Public Safety DAS/BDA Ownership and Administration in JMU Owned Buildings will be by the JMU IT Telecom Department; MSC 5732 – JMAC1, 1021 S Main St, Harrisonburg, VA 22807; Phone 540-568-6471.

JMU Public Safety DAS/BDA Systems Must Support Enhanced Communications for:

- 450-470 MHz LMR for JMU Legacy UHF System
- 806-869 MHz NPSPAC channels for Local HRECC P25 Public Safety Trunked 800 MHz System usage.
- 700 MHz Band 14 FirstNet LTE in anticipation of migration to the FirstNet Public Safety Network in Virginia is not a requirement for Band 14 coverage in the DAS today.
- It is anticipated that all the services will be taken over the air and the proposed DAS network should include rooftop donor antennas for each service and each signal source. It is not a requirement to provide a donor antenna for FirstNet at this time, although connectivity and an appropriately sized roof penetration should be provided for future installation of additional donor antennas and cabling to support 700 MHz FirstNet.
- The proposed system should also be able to support connectivity for a local base station for FirstNet.

Location of Current Radio System Sources for the UHF 450-470 MHz and 800 MHz bands:

- **UHF JMU Frequencies to be repeated:**
 - UHF Frequencies DownLinks (DL) and UpLinks (UL) are listed in MHz
 - All UpLinks (UL) are 5 MHz higher than the (DL) frequencies
 - **UHF Donor Site 1:**
 - **JMUPD** (DL) 453.9000 (UL) 458.9000 TONE: 167.9
 - **ADMIN** (DL) 453.6250 (UL) 458.6250 TONE: 107.2
 - Repeater Site: Showker Hall, 421 Bluestone Dr, Harrisonburg, VA 22807
(Located on elevator rooftop penthouse)
 - GIS: LAT: 38°26'00" N LONG: 78°52'21.6" W
 - **UHF Donor Site 2:**
 - **FM** (DL) 453.4250 (UL) 458.4250 TONE: 203.5
 - Repeater Site: Wilson Hall, 951 Madison Dr, Harrisonburg, VA 22807
(Located inside rooftop cupola)
 - GIS: LAT: 38-26-17.1 N LONG: 078-52-23.3 W
 - **UHF Donor Site 3:**
 - **B&G** (DL) 453.2250 (UL) 458.2250 TONE: 203.5
 - **UREC** (DL) 453.8125 (UL) 458.8125 TONE: 107.2
 - Repeater Site: ISAT/CS Building A1, 701 Carrier Dr, Harrisonburg, VA 22807
(Located on rooftop penthouse screening)
 - GIS: LAT: 38°26'03" N LONG: 78°51'44.9" W
 - **UHF Donor Site 4: (For Facilities Utilized by JMU Athletics)**
 - **Athletics – Game Ops** (DL) 464.9125 (UL) 469.9125 TONE: 141.3
 - **Athletics - Ticketing** (DL) 464.8375 (UL) 469.8375 TONE: 156.7
 - **Athletics – Marketing** (DL) 463.8500 (UL) 468.8500 TONE: 192.8
 - **Athletics – Fire Watch** (DL) 464.0750 (UL) 469.0750 TONE: 88.5
 - Repeater Site: Bridgeforth Stadium, 251 Bluestone Dr, Harrisonburg, VA 22807
(Top S/W Corner balcony railing)
 - GIS: LAT: 38°26'08.2" N LONG: 78°52'24.7" W

- **UHF Donor Site 5: (For Facilities Utilized by JMU Athletics)**
 - **Athletics – Arena** (DL) 462.1125 (UL) 467.1125 TONE: 162.2
 - Repeater Site: East Campus Parking Deck, 649 University Blvd., Harrisonburg, VA 22807
(Located on top of Stairwell C – repeater in cabinet on 4th floor elevator landing)
 - GIS: LAT: 38°25'51.8" N LONG: 78°51'25.5" W

- You may combine the signals from multiple UHF donor antennas with a combiner between the surge arrestors and the UHF repeater Donor port. The use of an Omni donor antenna may be a better way of aggregating multiple UHF serving sites into the system.

800 MHz HRECC trunked frequencies to be repeated.

- 800 Frequency DownLinks (DL) are listed in MHz.
- All UpLinks (UL) are 45 MHz lower than the DownLink (DL) frequencies.
- 800 MHz Donor is part of the HRECC P25 TRUNKED RADIO SYSTEM:
- HRECC Trunked Radio System Frequencies:
 - (DL) 851.4625(UL) 806.4625
 - (DL) 851.5625(UL) 806.5625
 - (DL) 852.1125(UL) 807.1125
 - (DL) 852.3375(UL) 807.3375
 - (DL) 852.6000(UL) 807.6000
 - (DL) 852.6875(UL) 807.6875
 - (DL) 852.8625(UL) 807.8625
 - (DL) 853.1250(UL) 808.1250
 - (DL) 853.1875(UL) 808.1875
 - (DL) 853.3750(UL) 808.3750
 - (DL) 853.9250(UL) 808.9250
- Potential Donor Sites – AHJ has the final approval on the specific donor site to use.
 - Tower Site: Tower Street, 653 Tower St, Harrisonburg, VA 22802
 - GIS: LAT: 38°27'07.1" N LONG: 78°51'06.9" W

 - Tower Site: Stone Spring, 1565 Peach Grove Ave, Harrisonburg, VA 22801
 - GIS: LAT: 38°25'04.3" N LONG: 78°52'31.8" W

 - Tower Site: Massanutten Peak, 856 Rainier Rd, Massanutten, VA 22840
 - GIS: LAT: 38°23'34.2" N LONG: 78°46'11.5" W

 - Tower Site: Kaylor Hill, 1319 W Mosby Rd, Harrisonburg, VA 22801
 - GIS: LAT: 38°24'47.7" N LONG: 78°54'52.3" W

 - Tower Site: HRECC, 101 N Main St, Harrisonburg, VA 22802
 - GIS: LAT: 38°27'02.3" N LONG: 78°52'07.1" W

Designated Critical Area Coverage Requirements:

- Critical Areas specifically designated by JMU and AHJ include [REF: NFPA 1221, 9.6.7.4]:
 - ALL Elevators, Elevator Lobbies & Elevator Control Rooms
 - ALL Mechanical & Equipment Rooms
 - ALL Exit Stairwells
 - ALL Exit Passageways
 - ALL Areas of Refuge and/or Areas of Rescue Assistance
 - ALL Fire Control Rooms
 - ALL Command & Control Centers
 - ALL Commercial Kitchen and Food Preparation Areas
 - ALL HAZMAT Usage Areas (labs) and Storage Areas
 - ALL Sprinkler Sectional Valve Locations
 - ALL Standpipe Cabinets
 - Any other areas that may be designated by JMU and/or AHJ as Critical Areas for specific structures.

Delivered Audio Quality (DAQ) Requirements:

- JMU requires that BDA/DAS systems installed in JMU Facilities provide an overall targeted **[95/95 @ 4.0 DAQ = (*Speech easily understandable. Little noise or distortion. 95% of the time across 95% of the general coverage area.*)]** over the entire service area. In the presence of exigent circumstances that significantly hinder the ability to obtain a 4.0 DAQ, JMU may allow a minimal acceptance level of **[95/95 @ 3.4 DAQ = (*Speech understandable without repetition. Some noise or distortion present. 95% of the time across 95% of the general coverage area.*)]** for approval by JMU and the AHJ for both UHF and 800 Mhz. [REF: NFPA 1221, 9.6.7.5]
- Critical Areas in the buildings require **[99/99 @ DAQ 3.4 (*Speech understandable without repetition. Some noise or distortion present. 99% of the time across 99% of the critical coverage area.*)]** coverage or better by JMU and as approved by the AHJ for both UHF and 800 Mhz. [REF: NFPA 1221, 9.6.7.4]

Radio Signal Strength Coverage Requirements (RSSI in -dBm):

- In an effort to meet the JMU Targeted Standard of [95/95 @ 4.0 DAQ], Design Propagation Prediction Modeling for 800 MHz relative to Received Signal Strength Indicators (RSSI) of -95 dBm or better for the designated coverage areas.
- The entire coverage area shall meet the -95 dBm Minimum Propagation Signal Strength Requirements set forth in NFPA 1, 0.3.3 & 11.10; NFPA 72 and NFPA 1221.

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- JMU and AHJ will test for 4.0 DAQ and 800 MHz Signal Strength using test transmissions and signal strength indicators on first responder public safety radios and other signal strength analyzers during walk through testing of completed projects to determine Delivered Audio Quality and Propagated Signal Strength for the overall coverage area and specifically in Designated Critical Areas and will note compliance on Final Approval & Acceptance Documentation.

System Design and Approval:

- Design, engineering and installation of the entire DAS by any contractor will require continued close communications and coordination efforts the JMU Project Manager (JMU PM), JMU IT Telecommunications Department (JMU ITT), JMU Public Safety (JMUPD), Local Fire Marshall's Office (AHJ) and with the VA State Fire Marshall (VSFM).
- An additional assessment of the coverage area shall be coordinated by the Contractor/Designers with the JMU PM and include JMU ITT, JMUPD, AHJ and the VSFM, to be conducted generally when the building is 85% complete to take into consideration construction design, environmental conditions and materials used that may be found to impede the distribution of radio frequency signal in the structure when it is 100% complete and that the system design accurately addresses system area coverage requirements. This will allow for conduits and additional power installation needs to be addressed while pull paths are still accessible and give JMU the opportunity to assess whether the system is over or under designed so they may approve any necessary change orders.
- Requirements set forth by first-responder code, ordinance, or the AHJ shall supersede the requirements described herein and shall be met in their entirety. It is the Contractor's responsibility to ensure that the system complies with all JMU, local and state codes, ordinances and/or requirements established by the AHJ (whichever is more stringent).
- The Contractors/Designers shall perform thorough reviews of the construction drawings and perform their site survey with the JMU representative prior to submitting the preliminary design document to include a color-coded Propagation Prediction Map that demonstrates proposed design meets specifications.

Electrical and Mechanical:

- Active equipment should be modern equipment only, and to the greatest extent, shall use modular design to facilitate potential upgrades and expansions.
- All operating parameters shall be stored in electrically alterable non-volatile memory technology and shall be field programmable.

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- All equipment assemblies and sub-assemblies shall be shielded to the greatest extent possible to minimize susceptibility to electromagnetic interference from, or to other co-located and/or adjacent equipment in accordance with FCC approved standards.

Programming Software:

- Programming, alignment and service software shall be supplied. All programming software shall be the latest version and be licensed to JMU.
- System design, hardware and software shall be serviceable for not less than 5 years from date of acceptance.
- Required programming, alignment and service cable, as well as extender cards shall be supplied by contractor at time of installation.

Equipment Locations and Enclosures:

- Head end equipment should be located in the MDF or other room identified by JMU Telecom for this purpose where space is available to:
 - Support a 2' x 3' Wall Mounted Device weighing 100 lbs. with adequate clearance, power and ventilation.
 - Accommodate a Free-Standing Rack/Cabinet/Enclosure weighing up to 500 lbs. and occupying no more than 3'L x 3'W x 6'H of floor space with adequate clearance, power, and ventilation.
- Should remote hubs or amplifiers be required, wall space or rack space will be identified by JMU Telecom for the Contractor/Designer to install this equipment in IDFs, etc.
- All BDA/DAS RF Equipment Enclosures should be (at minimum) NEMA-4 TYPE or NEMA4X TYPE enclosures and/or RATING of IP65 or HIGHER for interior 19" equipment rack mounted hardware, and consistent with other code requirements.
- Stand Alone UPS Battery Enclosures should be NEMA-3R Complaint or higher
- Active equipment shall be supported safely to prevent falling or damage in normal use and maintenance.

Head End Design:

- System shall provide for independent donor downlink level control for each frequency for conventional channel, and band isolation controls for trunked channels, to allow for signal level modifications should the external radio source be relocated or reconfigured in the future.
- Uplink and downlink paths shall be equipped with automatic level or gain control to provide more consistent signal performance and protect from amplifier overload and intermodulation products.
- Critical network equipment shall provide SNMP alarm message capability compatible with existing JMU SNMP monitoring capabilities to indicate a condition or conditions that would disrupt or degrade DAS performance.
- All passive components must be sold and supported by a US headquartered manufacturer or supplier. The term 'supplier' does not include a Distributor; but the products can be procured through a distributor.
- The Contractor/Designer is responsible for proving routes for coaxial cabling.
- Equipment shall be FCC Type Certified for all proposed operating bands.
- All RF equipment provided shall be installed to comply with operational requirements of FCC authorizations and the manufacturer's FCC Type Certification.
- JMU Prefers Channelized Passive BDAs in both UHF 450 MHz and 800 MHz are our preferred system design in our structures if they can sufficiently meet coverage signal strength and audio quality requirements.
- Vendors interested in providing potential Active System design quotes or other alternative solutions may submit those proposals as secondary and separate to their Passive System proposals for possible consideration.

Cabling Selection, Design Layout and Supply:

- Cabling used in the DAS, including coaxial, solid copper and fiber-optic, shall be selected by the Contractor/Designer, so long as it is compliant with NFPA 72 and approved by JMU.
- Installation of indoor and outdoor antennas, bi-directional amplifiers, fiber RF distribution hardware, RF and optical cabling, filters, backup power, and all cabling and wiring required to interface, monitor and power supplied devices, etc., shall be the responsibility of the Contractor.

- The Contractor shall be responsible for installation of roof-mounted donor antennas fixed or on sleds, antenna connecting jumpers, grounding and termination, roof penetrations and sealing of said penetrations.

Interior Antennas:

- Internal DAS antennas should be chosen and installed with a balance towards minimizing aesthetic impact on the building and achieving dominant signal level inside the building. Ceiling, Wall Stand-off or Pole Mounts may need to be provided or painted by the installer to blend aesthetically with the surrounding color palette as approved by the University
- Samples of the indoor antennas and mounting options chosen for the DAS must be presented to JMU IT Telecom personnel managing the project prior to approval being given for the project design.
- All installations must be approved by JMU Engineering and be approved by the University for aesthetic and safety considerations before work begins.
- Selection of the specific antenna models for use inside the building structure shall be the responsibility of the Contractor/Designer.
- Antennas, cabling and mounting hardware in proposed areas should not be readily accessible by the public or non-maintenance personnel. In some cases, to be determined by JMU, additional tamper proof measures may be required.
- Unless otherwise specified, All DAS Antennas, splitters and cabling shall support multiple band width spectrums to include JMU UHF 450 MHz and Regional 800 MHz frequencies regardless of whether or not BDA's for both UHF 450 MHz and/or 800 MHz are initially installed.

Interior Cabling and Fittings:

- Cable routing will be coordinated with JMU Telecom and JMU FM Engineers to identify and utilize proposed and/or existing pathways within a structure that take into consideration the specific needs of this project and the potential needs for future projects when considering pathway, junctions, size and access portals to conduits. [REF: NFPA 70, 312.5(A-C)] [REF: NFPA 1221, 5.5]
- All Cabling will need to be neat, hidden out of sight in open ceiling systems, structural framing, poles, conduits, wire molding or raceways such that it is reasonably protected,

aesthetically acceptable or blends with surroundings and not easily accessible to the general public as approved by the University.

- All Vertical Riser Cabling inside the structure SHALL BE INSIDE of NFPA approved conduits and/or tubing as approved by AHJ.
- Horizontal cabling on separate floors IS NOT REQUIRED TO BE INSIDE of conduit and/or tubing, but must have a UL Certification of **CMP** or NEC Certification of **MPP** (cable meeting **CSA FT6** Flame Test or ANSI/NFPA 262 / UL 910 standards) for exposed cabling with fire retardant sheathing as approved by AHJ.
- All exposed Horizontal cabling in plenum areas must be (UL) **CMP** and/or (NEC) **MPP** Certified as approved by the AHJ or it will be required to be in NFPA approved conduit or tubing.
- All Horizontal cabling support systems need to be installed according to manufacturing specifications.
- Install electrical style junction boxes at each floor for Vertical Riser to Horizontal Cabling connections. These boxes must be labeled “DAS # FLOOR RISER CONNECTION”
- All Exposed Horizontal Cabling must terminate inside NFPA approved enclosures or electrical style junction boxes at junctures with riser cabling as approved by AHJ.
- All Vertical Riser Wiring Inside of Buildings, Conductors and Fiber-optic cables shall be installed in accordance with NFPA 70 in any one of the following wiring methods [REF: NFPA 1221, 5.5.2]:
 - Electrical Metallic Tubing
 - Intermediate Metal Conduit
 - Rigid Metal Conduit
 - Surface Metal Raceways
 - Rigid Polyvinyl Chloride Conduit only if specifically, pre-approved by AHJ [REF: NFPA 1221, 5.5.2.1]
- Splitters and couplers shall be independently and separately supported from the coax. In no case may the weight of the splitter or coupler be suspended only from the coax in any orientation. Wire or other supports for splitters and couplers shall attach to structure or other building components per governing code.
- Coax cables must be installed and supported in a fashion that meets local codes, or this project’s specifications for low voltage cabling.
- Coax cannot be installed as “laid on” or “lay-in” above tile ceilings. It must be suspended above the lay-in tile ceiling per local code requirements, and in accordance with

requirements for other interior low voltage communications cabling. Support with J-Hooks above lay-in ceilings not to exceed 5' on center [REF: TIA 569] is acceptable.

- Contractor/Designer shall provide appropriately sized conduit everywhere else as approved by JMU ITT and Engineering where penetrating partitions (floors or walls) that is adequate to prevent cable damage and capable of meeting potential future needs.
- The bend radii for ALL COAXIAL CABLE installs SHALL be within manufacturers specifications.
- Use of powered mechanical pullers on ANY coax cable is prohibited.
- Indoor Coaxial Cable from the Repeater Output for the indoor DAS must be at least:
 - (UL) **CMP** or (NEC) **MPP** rated outer jacket (Meeting CSA FT6 Flame Test Requirements).
 - Appropriately sized cabling, non-radiating, 50 ohms impedance.
 - Other corrugated coax cable substitutes for this coax are allowed under the following conditions. Must meet a return loss specification of > 30 dB at 400-900 MHz when used with the manufacturer's connectors specified for the cable.
- Coax connectors:
 - Connectors must be fully threaded onto the mating connector and torqued to manufacturer's specifications.
 - Cable end preparation must be done with manufacturer's precision, preset cable end preparation tools. Manual flaring tools must also be used for flare type connectors if offered for sale by the manufacturer; installing connectors without manual flaring of the outer conductor is not acceptable.
 - Cable integrity testing shall be completed by the installer by means of a Sweep Test with Spectrum Analyzer or other acceptable procedure at the time of install and meet minimum industry standards. Results of integrity test shall be included with "As-Built" documentation submitted by vendor/installer to JMU ITT upon project completion.
- Coax surge arrestors:
 - 50 ohm type using gas tube surge arrestors.

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- Maximum gas tube break over voltage shall be 90V.
- Connectors used in the system must meet the performance standards equivalent to or greater than an N-Type Connector.
- Must include grounding stud or lug connection on surge arrestor body which may be removable.
- Stainless steel or nickel plated brass body.
- Indoor splitters and couplers:
 - 50-ohm impedance.
 - Industry standard coupling values of 6, 10, 15 and 20 dB for couplers must be used.
 - Use of either Wilkinson type splitters or 'tappers' is allowed.
 - Connectors used in the system must meet the performance standards equivalent to or greater than an N-Type connector.
 - Machined metal outer housing painted, anodized or passivated for corrosion resistance.
 - Frequency range must be specified for the 450-900 MHz frequency range or greater.

Exterior Antennas:

- External donor antennas should be installed in compliance with industry standards and methodology.
- The Contractor/Designer will work with JMU to identify all donor antenna locations. All installations must be approved by JMU Engineering and be approved by the University for aesthetic and safety considerations before work begins.
- Antenna location, type, and height should all be taken into consideration based on the potential installation of parapet walls, sunken rooftop mechanical equipment areas, final roof treatments, and other potential aesthetic barriers that may block or prohibit rooftop antennas upon overall completion of the structure. While less desirable, attic space may need to be designated for the Donor Antenna(s) placement.

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- Selection of the specific antenna models for use outside the building structure shall be the responsibility of the Contractor/Designer.
- Antennas shall be high quality, ruggedized models designed for long-term, outdoor use with high-reliability performance and reduced generation of passive intermodulation (PIM)
- Couplers, duplexers, filters, combiners and related hardware utilized outside the building should be designed for long-term, outdoor use with high reliability and minimal PIM.
- Each exterior transmission line shield shall be equipped with a ground kit and connected to an external ground bus bar provide by the Contractor. JMU, for existing buildings, and the General Contractor, for new construction, will provide the ground conductor and the Contractor shall attach securely to this ground bus bar.
- External DAS or BDA antennas shall be protected from lightning and static discharges with an appropriate Transient Voltage Surge Suppression (TVSS) device.
- All exterior mounting hardware shall be of steel and hot-dipped galvanized. Grounding hardware shall be stainless steel with copper conductors as appropriate.
- Samples of the exterior antennas and mounting options chosen for the DAS must be presented to JMU IT Telecom personnel managing the project prior to approval being given for the project design.
- Antennas, cabling and mounting hardware proposed for areas accessible by the public shall be tamper-proof and protected from easy manipulation and/or damage.
- UHF band donor antennas:
 - Minimum 50 ohm, Omni, Yagi or log-periodic type.
 - Minimum gain of 6 dBm over 450-470 MHz.
- Outdoor donor antenna: 800 MHz Trunked public safety donor:
 - Minimum 50ohm, Yagi or log-periodic type.
 - Applicable gain for 806 to 862 MHz and intended purpose of the system.
 - Heavy aluminum or stainless construction; Directional elements shall be mounted to the boom through holes through the center line of the boom and welded in place or pinned in place with stainless steel fasteners.

Exterior Cabling and Fittings:

- Cable routing will be coordinated with JMU Telecom and JMU FM Engineers to identify and utilize proposed and/or existing pathways within a structure that take into consideration the specific needs of this project and the potential needs for future projects when considering pathway, junctions, size and access portals to conduits. [REF: NFPA 70, 312.5(A-C)] and [REF: NFPA 1221, 5 (Applicable Sections)]
- All Cabling will need to be neat, hidden out of sight in open ceiling systems, structural framing, poles, conduits, wire molding or raceways such that it is reasonably protected, aesthetically acceptable or blends with surroundings and not easily accessible to the general public as approved by the University.
- All Wiring on the Exterior of the Structure, Conductors and Fiber-optic cables shall be installed in accordance with NFPA 70 in any one of the following wiring methods [REF: NFPA 1221, 5.5.2]:
 - Electrical Metallic Tubing
 - Intermediate Metal Conduit
 - Rigid Metal Conduit
 - Surface Metal Raceways
 - Rigid Polyvinyl Chloride Conduit only if specifically, pre-approved by AHJ [REF: NFPA 1221, 5.5.2.1]
- Coax cable from donor antennas to repeater should be:
 - Black UV rated outer jacket.
 - (UL) **CMP** or (NEC) **MPP** rated outer jacket (Meeting CSA FT6 Flame Test Requirements).
 - 1/2" or .400" nominal industry size or appropriately sized cabling.
 - Use a single corrugated outer conductor, or a combination braid + conductive tape outer conductor.
 - Have a specified loss per 100' not exceeding 2.9 dB at 450 MHz.
- Coaxial Jumpers:

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- Coax type: Preferred RG142 or other double shielded coax type that is size equivalent to RG-58. Contractor/Designer may suggest alternates if engineering design identifies better potential solution.
- See section on indoor antennas for jumpers from DAS to indoor antennas.
- Coax connectors:
 - 50-ohm impedance, .400" or 7/8" nominal industry size or appropriately sized cabling to match the coax size on which the connector is mounted.
 - Connectors used in the system must meet the performance standards equivalent to or greater than an N-Type connector.
 - Connector mounting:
 - For corrugated outer conductor coax, use threaded front and back, shell type connectors designed for automatic flare-and-clamp field assembly design.
 - High Quality Matching Connectors that match the coax type required. Crimp style connectors are not acceptable.
- Passivated stainless steel or silver-plated outer shell.
- Gold plated captivated center conductor.
- Manufacturer shall match to coax on which the connector is mounted. Coax type and connector type shall be specified by that manufacturer as made for each other.
- Connector type is to be N type unless noted otherwise for the indoor antennas.
- All external cables shall be UV and weatherproof rated as well as connectors exterior rated and properly wrapped and weatherproof sealed.
- All cabling shall be secured using UV rated, weatherproof straps, ties, and/or tape materials.

System Power, UPS Backup and Automatic Emergency Generator

- All electrical outlets supplying power to radio communications equipment that are connected to Emergency Generator circuits shall be RED in color and labeled to identify the respective breaker box and circuit number that controls that outlet.
- All BDA/DAS Systems shall be installed on circuits supported by Automatic Building Emergency Generator Power to maintain Controller/Repeater during domestic power outages when available.
- If multiple Generators are present BDA/DAS Systems shall be connected with Emergency Generators designated and labelled specifically for Telecom, Emergency Notification, and Communications Services.
- Where an Automatic Emergency Generator Power Transfer Switch is present a UPS system shall be installed that provides **at least 3 hours** of uninterrupted electrical power to all communications devices until the automatic transfer switch fully engages to provide stabilized Emergency Generator electrical supply or until the power can be manually transferred in the event of an automatic transfer switch failure as approved by AHJ. [REF: NFPA 1221, 4.7.8]
- Dedicated Stand-alone UPS options shall be used if Automatic Building Emergency Generator Power circuits are not available. These UPS Systems shall also include battery backup for all electronic devices capable of supporting normal communications usage for a period of **24 hours** in accordance with NFPA standards
- Power loss, power restoration, surges, sags and/or brownouts shall not alter the unit's operating parameters. The unit shall remain fully operational when supplied power is within the specification of its design. The unit shall automatically recover within a maximum of **90 seconds** after experiencing any of the aforementioned occurrences. [REF: NFPA 110 Generators & Emergency Standby Power]
- Stand Alone UPS Battery Enclosures should be NEMA-3R Complaint or higher.

Grounding, Lightning & Power Surge Protection

- Equipment shall be properly grounded.
- Care shall be taken to minimize the length of the connection to the internal ground bus and sharp bends in the ground lead shall be avoided.
- All Interior electronic equipment racks and chassis shall be connected to the internal building grounding bus using copper wire.

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- All ground wire shall be #6 Gauge Wire or heavier with non-ferrous compressive connectors or crimp on lugs on each end.
- Ground connections to structure must be clean, bare metal, and to surfaces that are treated with a conductive paste prior to attachment of the ground lug.
- Circuit Protection shall be in accordance with NFPA 70 and NFPA 1221, 5.6 (Applicable Sections).
- Surge suppression devices should be provided for all active components.
 - This includes but is not limited to the Main repeater ground and any added donor coax surge suppressor at the main repeater.
 - Donor coax surge suppressor ground in each donor coax line must be installed and grounded within 10' of the building entry of the coax.
- Exterior Ground connections may be compressive grounds, or CadWeld grounds. Appropriate precautions for the use of the CadWeld process must be taken to prevent burning or excessive smoke.
- The following Exterior grounding must be performed:
 - Donor antenna mast ground; Earth ground is preferred but this mast ground path can be to structure if earth ground isn't readily available. (Requires approval from JMU ITT)
 - Connections:
 - Any compressive or other mechanical exterior ground connection must be treated with a ground paste prior to ground installation, and then covered with a protective layer of Butyl followed by a covering layer of vinyl electrical tape. Caulk protection is not acceptable.
 - The ground connection to the mast may alternatively be a CadWeld ground to the mast and a #2 Gauge solid ground wire or a pipe grounding ring connection and #6 Gauge stranded wire.
 - Compressive grounding to an aluminum ground ring cable must be done with metallurgically appropriate connections and surface treatments that prevent direct contact of the aluminum cable and the copper ground wire, to prevent long term corrosion.
- Exterior coax connection water proofing: Any exterior coax connections must be water proofed with 3 layers. Layer 1 is to be vinyl electrical tape, layer 2 is to be butyl, and the

top layer is to be vinyl electrical tape. All layers shall be applied with even, overlapping wraps of the specified materials. The weather proofing layers must extend over the coax jacket, and onto the surface to which the mating connector is affixed.

System Monitoring:

- Alarm reporting for the DAS and power supply circuit shall be supervised and/or monitored 24/7/365.
- Both the DAS and the Power Supply Systems should be interfaced with the specified fire panel in the building to provide standardized alarms for faults within the DAS or the battery backup or be connected to JMUPD Communications Center where they can be monitored on a separate stand-alone alarm tied to the Universities Central Alarm Monitoring Panel or at minimum via SNMP to JMU Centralized IT Management System.
- Alarm capability should support all components within the DAS system. Design and performance shall comply with NFPA 72, 24.5.2.6 (System Monitoring). Signaling cables shall be supplied, installed and tested by the Contractor.
- BDA/DAS alarms shall include at minimum [REF: NFPA 1221, 9.6.13.1 and NFPA 72, 10]:
 - Donor Antenna Malfunction.
 - Head-end Degradation or Failure.
 - Telco Dialer Circuit Continuity or Failure (For independent direct connect alarms to JMUPD Communications Central Centralized Alarm Monitoring Station that are not connected to an in-building Fire Alarm System that reports to JMUPD and FM Life Safety).
- Power supply alarms shall include at minimum [REF: NFPA 1221, 4.7.8.7 and NFPA 1221, 9.6.12.3 and NFPA 1221, 9.6.13.1]:
 - Source Power Failure (i.e.-Normal Domestic AC Power), Over Voltage, Under Voltage
 - High and Low Battery Voltage
 - UPS in By-pass Mode
 - And failure of the battery charger power and/or low-battery capacity (if required).

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- Monitoring zones for all (separately labelled for BOTH UHF 450 and 800 MHz) BDAs and UPS system should provide separate monitored zone outputs with dry pairs pinned and labelled as follows:
 - Pair 1 - Donor Antenna Malfunction
 - Pair 2 - Active RF Device Malfunction
 - Pair 3 - Low Battery Capacity (70%)
 - Pair 4 – System Component Malfunction
 - Pair 5 – Normal AC Power
 - Pair 6 – Loss of Normal AC Power
 - Pair 7 – Battery Charger Failure
 - Pair 8 – Summary Alarm
 - Pair 9 – Donor Antenna Disconnect
 - Pair 10 – Oscillation Alarm
 - Pair 11 – ANN Disconnection

- If DAS monitoring is conducted via the JMU Central Fire Alarm Monitoring System, JMU shall provide alarm connections points through Fire Alarm Vendor to the head-end location from the central panel. This may be done either through a remote sub-panel or through the use of alarm interface modules mounted near the DAS head-end location.

- If DAS monitoring is tied directly to JMUPD Communications Center Centralized Alarm Monitoring Station, then the telco alarm dialer circuit should be monitored and check in periodically on Alarm Panel and indicate an error or trouble alarm if it misses scheduled check-in alarms at least once daily with twice daily preferred consistent with other JMU fire alarm dialer circuit check-ins.

- If DAS monitoring is connected to JMUPD Communications Central Alarm Monitoring Station or other remote monitoring station via a VoIP primary circuit then additional telco circuits and connections may be required (i.e. POTS or CELL circuits) to ensure communications connectivity during potential IP network disruptions or outage and require approval by JMU ITT and AHJ.

- As a JMU POLICY for all JMU Entities, Maintenance Personnel and/or Related Contractors specifically working on JMU BDA/DAS systems. In the event of a malfunction or system maintenance issue that is known to affect the operational capability of an on-line system being reported to them or detected remotely, responding personnel will notify Operational Staff at the following locations immediately of any degraded functionality for first responders and again when full coverage is restored.
 - **JMUPD Communications Center (540-568-6911)**
 - **Harrisonburg/Rockingham Emergency Communications Center (540-434-4436)**
 - **JMU Work Control (540-568-6101)**

Interference:

- System shall be designed as to not interfere with its own equipment or other systems.
- Interference in this case is defined as a degradation of effective receive performance 1 dB or greater. Interference includes Passive Intermodulation (PIM), which must be kept 10dB below the noise floor of all co-located receivers. Special attention shall be given to locations having co-located control or base stations.

Testing and Acceptance:

- There are four types of Testing specified:
 - **System Design Testing** – Performed by the Contractor/Designer and submitted to the JMU PM and JMU ITT to demonstrate projected coverage for approval prior to project initiation or as change orders during completion of project, using iBwave design and signal propagation software.
 - **Commissioning Testing** - Conducted by the Contractor/Designer with results submitted to JMU PM and JMU ITT using iBwave design and signal propagation software with DAS Hardware Designations and Locations WITH and WITHOUT acceptable Grid Overlay in both IBCW/IBX file formats for validation through inspections and verification performed by JMU FM and JMU ITT in cooperation with JMUPD and AHJ.
 - Hardware Installations will be subject to inspection by JMU PM, JMU ITT and JMU FM Engineering for compliance with this specification.
 - The Contractor/Designer will be required to provide current documentation of the results of their **BER** testing of the as-built system at the time of the system commissioning to JMU ITT for system as-built archives.
 - Test all coax runs after connectors have been installed for return loss to the following specification:
 - -25 dB return loss or lower across the frequency band of 450 to 862 MHz, with a precision 50 ohm load terminating the coax under test at the far end of each coax tested
 - Tabulate test results and plots for submission for approval.
 - Tune repeater for gain and channel and filter bandwidth settings. For 800 MHz frequencies, narrowband, minimal delay filter mode is to be employed;

filter bandwidth is to be 50 kHz, 31 second delay. Narrow bandwidths shall be used for UHF as well. Determine and install any uplink overload attenuators beyond any shown on the drawings to avoid uplink front end overload (-30 dBm peak uplink signals into repeater). Document all settings for submittal as part of the maintenance baseline document. Note that particular care needs to be taken to not radiate excess uplink noise back to the 800 MHz BTS site. Uplink noise figure of the BTS from this repeater shall be increased by 0dB as required by the AHJ. The use of the uplink muting feature in the repeater may be required.

- Measure and record isolation between indoor antennas and outdoor antenna for both UHF and 800 MHz bands. The system deployment must meet the isolation requirements as defined by NFPA 1221 (2016) and IFC 810. These publications require the isolation to be 20dB + total system gain as a minimum. For example, if a final system gain setting is 80dB, the measured isolation from the donor antenna to the inbuilding services antennas must be 20dB + 80dB = **100dB total**. Recorded measurements and testing methodology shall be provided as part of the system testing and As-Built documentation.
 - Record input spectrum from donor antenna on spectrum analyzer showing at least one channel in the active state in both UHF and 800 MHz systems, to show input downlink power levels. Use the spectrum analyzer on Max Hold for at least 30 minutes to detect any other strong potential interfering signals coming in from the donor antennas. (Cellular signals in the 862-894 MHz range are of particular concern and must be documented.) Document for submittal as part of the maintenance baseline document.
 - Record repeater downlink output spectrum on spectrum analyzer showing at least one Harrisonburg-Rockingham County system channel in the active state, to show output downlink power levels. Document for submittal as part of the maintenance baseline document.
- Call quality tests must be met with the final system gain settings.
- If settings are changed after the call quality tests by more than 3 dB (to meet 800 MHz base site noise figure requirement as an example), then the call quality ATP must be repeated.
- Downlink Coverage Levels - The facility shall be tested for coverage levels and to insure proper system settings and connections as follows:
- A test antenna and spectrum analyzer shall be used to measure control channel power radiated from each of the system's indoor antennas for the

800 MHz system. The test antenna brand/model must be documented, and may be a test antenna with known gain, or the same antenna as specified for indoor omnidirectional antennas in this specification and is to be connected to the spectrum analyzer input via short jumper with loss of < 0.5 dB at 850 MHz.

- For indoor system antennas within 10' of the floor level, the test antenna shall be placed in as clear an area as possible at distance of 10' +/- 1' from the system antenna under test, and as close to the same horizontal plane as the antenna under test, and no more than 3' below the antenna under test. The level of the control channel on the spectrum analyzer shall be recorded.
 - For indoor system antennas that are more than 10' above the floor, make the measurement at a location where the test antenna is within the specified vertical beam width of the antenna under test. Record both the spectrum analyzer reading and the horizontal distance between the test antenna and the system antenna under test. Note the test location in sufficient detail so that the test can be repeated as part of maintenance measurements.
 - Care must be taken in spectrum analyzer bandwidth, detection, and sweep speed settings, as well as test antenna polarization, to ensure that the digital control channel levels are accurately displayed. 'Max hold' shall be used for recording the levels in systems that do not employ a control channel.
 - These spectrum analyzer results must be compared with the computed EIRP from the systems antennas plus computed distance loss. Any deviation more than +/- 10 dB requires investigation as to the cause, and rectification of any problems found. Any antenna requiring fixes to meet this requirement must be re-tested after any repairs.
 - These spectrum analyzer test results, along with the computed EIRP's from each antenna, are to be submitted as part of the final documentation. They can be in tabular or building plan view format. Note any non-standard test locations in sufficient detail so that the test can be repeated as part of maintenance measurements.
- Interferer and Repeater Filtering Tests:
- Provide spectrum analyzer readings for the main repeater output in the downlink direction, showing any strong in-band signals that are not part of the JMU UHF system or the Harrisonburg-Rockingham County Regional 800 MHz trunked system. For the UHF band, use of Max Hold for at least 30 minutes during the hours of 8 AM to 5 PM local time may be required for this test. For the 800 MHz band, you may be required to show the frequency

range of 851-894 MHz for at least 30 minutes in the same time period. A coupler on the repeater output may be used to prevent spectrum analyzer damage; the value of any such coupler used must be documented.

- Use of the repeaters internal spectrum analyzer function is not acceptable for these tests. However, such plots can be included as supplementary information.
- Uplink Noise Figure Checks for 800 MHz Base Station sites.
 - Confirmation from the AHJ must be received that no excess increase in uplink noise figure at the base station sites is being received after this DAS is put into operation. Increase is to be 0dB as required by the AHJ. ATP call quality tests must be met with the final uplink gain settings.
- **Acceptance Testing** – Performed by JMU ITT, JMUPD, and the AHJ to be approved by JMU ITT, AHJ & VFSM with documentation provided by Contractor/Designer and JMU PM.
 - Contractor shall coordinate testing with the Project Manager, JMU IT Telecom, JMU Police & Safety, and Local Public Safety Providers (AHJ) including HRECC to ensure acceptable coverage and delivered audio quality to UHF & 800 MHz System Users that operate within the coverage area.
 - JMU ITT may utilize their PCTel SeeGull IBFlex RF Scanner when available to test and document DAS coverage and signal strength in facility and/or manually perform Call Quality Tests as necessary to verify coverage area and actual signal strength meets established levels and Delivered Audio Quality specifications for acceptance by JMU and AHJ.
 - Call Quality Tests are to be conducted as follows:
 - Call Quality tests are to be conducted in all areas of the facility.
 - Most areas are to be tested as grid areas.
 - Critical individual spaces smaller than the grid size but larger than closets, are to be tested individually.
 - Testing may be done by individual room if their size and usage dictates and/or if building design makes it necessary to document specific room coverage.
 - Side halls (<20' long) may be tested as part of the grid.

- Grid tested areas: Test point number and location.
 - Divide the grid tested areas into grid spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or other pre-approved grid size) Each grid space is to be tested in its approximate center, and the test call within a grid space must exceed AQ 3.4 for the grid space to pass.
 - Call quality of minimum DAQ 3.4 is to be recorded in each test grid area for both 800 MHz and UHF on a DAQ Scale Score rating (i.e. – 3.4 or 4.0).
 - Propagated 800 MHz Signal Strength at each test site should also be recorded in -dBm as indicated on Radios used for testing or Spectrum Analyzer.
- Hallway testing: Test point numbers and locations.
 - Each major connecting hallway is to be tested every 30' along its length. Test in the center of the hall, and each test call at a hall test point must exceed DAQ 3.4 for the location to pass.
- If a call fails in a grid space or individual area, then that grid space or individual area is to be re-tested in the center of smaller areas of approximately 10'x 10' each. The whole grid space or area is to be recorded as failed if this test fails in 2 or more of the 4 quadrants.
- The system passes if the average of 95% or more of the test locations pass at a DAQ 4.0. If the system does not meet the targeted 95% requirement for DAQ 4.0. JMU ITT will have the option of accepting the system if it meets minimum of at least a DAQ 3.4 as required by AHJ, but must sign a letter of variance explaining why DAQ 4.0 was not achieved or JMU ITT may require the contractor to make necessary improvements to the system to achieve the overall DAQ 4.0 as specified in JMU's initial requirements.
- Any calls that do not go through due to a system busy condition are not counted as pass or fail.
- More in depth call quality tests may be required by JMU to be conducted with multiple radios (4) provided by JMU ITT or the AHJ that are in known good operating condition, and that meet specified power output, frequency accuracy, and receive sensitivity, and shall include at least one portable radio operated on-site in the test grid on 800 MHz JMU ADM, a second portable radio on-site in close proximity to the test grid on JMU UHF ADMIN

frequency, a third portable or mobile radio operated off-site operating on 800 MHz JMU ADM and a radio console or remote control station operated from a communications center on the 800 MHz JMU ADM talk group and on UHF JMU ADMIN.

- This methodology will allow the multiple evaluators to test and record DAQ across both bandwidths simultaneously through the established gateway that links the two together.
- Baseline testing should be done on each individual talkgroup/frequency, 800 MHz (JMU ADM) and JMU UHF (ADMIN-R) to ensure that gatewayed DAQ is representative of the DAQ on each talkgroup/frequency if tested individually.
- Contractor/Designer shall work through the JMU PM to provide electronic and hard copies of the Building Plan with Grid Overlay Test Recording Sheets to JMU ITT, JMUPD, AHJ, and VSFM at least 48 hours before the scheduled ATP.
- Building Plan with Grid Overlay Test Recording Sheets shall preferably be formatted and printed on 8.5" x 11" paper sheets as a representation of the corresponding floor plan to include assigned room numbers on the floorplan layer with font and lines printed in medium **(50%) GREY**.
- Multiple sheets per structure level/section are acceptable if the structures size requires blow-up views to be able to clearly record ATP results.
- Grid blocks (representing grid tested spaces sized 20' x 20' for confined individual office or academic spaces or 50' x 50' for general use open air arenas and parking structures or other pre-approved grid size) on the Test Scoring Sheets should be no smaller than ½" x ½" square and consist of outlines and font printed in **RED for grid blocks that encompass any Designated Critical Coverage Areas** and **BLUE for all other grid blocks that encompass General Coverage Areas**.
- Grid blocks shall be numbered sequentially starting in the upper left corner of the sheet and increasing from Left to Right across the rows, and from Top to Bottom as rows continue down the grid overlay on the page.
- Each DAS GRID TEST LOG SHEET will need a Header to include: Building Name; Floor Represented; Grid Numbers Included on this Particular Page; Blank for Evaluators Name; Blank for Evaluators Location & Method (i.e. - On-site 800 MHz, On-Site UHF, Remote 800 MHz, Remote UHF, JMUPD

Console 800, JMU Stadium Console UHF, etc.) Blank for Date Test Performed.

- Each Evaluator will use the following format to transmit audio starting with the On-Site 800 Evaluator:
 1. **“ON-SITE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**
 2. **“ON-SITE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**
 3. **“REMOTE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**
 4. **“REMOTE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**
 5. **“CONSOLE 800 TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**
 6. **“CONSOLE UHF TRANSMITTING, TEST, TEST, X FLOOR, GRID #”**

 - Each evaluator will record their overall perceived DAQ quality test results in the specified grid block on their copy of the DAS GRID TEST LOG SHEET which corresponds to the grids on the Building Plan with Grid Overlay in the following format DAQ: 3.4 or 4.0 ; RSSI -dBm MHz Signal Strength 82 or 95, 121, etc.).

 - Any unusual call quality issues other than the prescribed DAQ / RSSI shall be thoroughly documented and reported to JMU PM, JMU ITT and the AHJ with a complete description of the symptoms, test conditions and include any recommended remedial actions that could or should be taken to resolve the issue.

 - JMU ITT and the AHJ may allow alternative testing using RSSI and DAQ results from test TX/RX individually on designated 800 MHz Talkgroups and UHF 450 frequencies or through established system gateways that will link specific frequencies and talkgroups and recorded in JMU ITT’s PCTel SeaGull IBflex RF DAS Testing Unit.
- **Annual Maintenance/Warranty Testing** – Performed by the Maintenance Contractor under supervision of JMU ITT.
 - Review any reports of degraded service since last test.
 - Inspect All infrastructure hardware for signs of damage or malfunctions.
 - Inspect All external antennas, cabling and grounds for signs of weathering, deterioration, or damage.
 - Test all UPS batteries to ensure that they hold for prescribed durations, replace as necessary.

- Conduct RSSI – Radio Signal Strength Indicator Testing either with a portable radio or spectrum analyzer in all areas listed as Critical Coverage Areas documenting current RSSI levels and all test locations.
- Do spot testing throughout at least 25% of the remainder of the General Coverage Areas of the structure documenting current RSSI levels and all test locations.
- Conduct Full Grid RSSI level testing on any areas of the structure that may have been modified or had significant changes in usage or equipment present since last Maintenance/Warranty Test was conducted.
- Compare the results of current testing with RSSI documentation from original acceptance testing and last maintenance/warranty testing and/or any JMU ITT PCTel SeaGull IBflex RF DAS Testing Documentation to identify any discrepancies or variations in coverage.
- Use results of testing to identify any areas that need hardware tuning, repair, or upgrades to meet required standards of coverage.
- Document any tuning, repairs, modifications or replacements to the system conducted as a result of this test.
- Submit all documentation including grid testing with DAS Hardware Designations and Locations with Grid Overlay in both iBwave IBCW/IBX and PDF file formats to JMU ITT for DAS System Archive files.

Documentation:

- Contractor/Designer shall provide copies of ALL design related supporting documents and images related to DAS/BDA which will be maintained by JMU IT Telecom with their RF Documentation Files.
- Provide a detailed materials list and inventory of all installed equipment to include: Manufacturer; Model; Serial Number; Installation Date; Physical Address of all equipment to include Room Number or Descriptive Location on within the Interior or on the Exterior of Structure; Specify RX & TX Frequencies tuned to boost. Materials list should also include: JMU Building Name; 911 Street Address, Installing Vendor/Representative Name, Address and Contact Info; Maintenance/Warranty Vendor Name, Address and Contact info.
- Provide labelled digital images of all: Radio Repeaters; Signal Boosters; Different Antennae Types Deployed Internally and Externally; Equipment Cabinets; Roof

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Penetrations; Equipment Supporting Battery or UPS Hardware and Equipment Ground Connections.

- Provide comprehensive As-Built Diagrams in MS Visio or another approved format. Should also be included in iBwave IBCW/IBX floorplan files provided to JMU ITT when Commissioning and Acceptance Testing is performed.
- Provide electronic and hard copies of the Building Plans to included DAS Hardware Designations and Locations WITH and WITHOUT acceptable Grid Overlay in both IBCW/IBX and PDF File formats Testing and Recording to JMU ITT as specified in the Commissioning & Acceptance Testing Procedures Section of this policy at least 48 working hours prior to any type of Inspection or Testing.
- Provide supporting Spectrum Analyzer Graph and Report Print Outs from all tests and final inspections performed in electronic PDF format to demonstrate design progression and final as-delivered levels. Signal Strength Propagation coverage maps (i.e. - Heat Maps) shall be kept on file with JMU ITT RF Documentation from original acceptance of the installed system. These may be used for future comparison in the event of signal degradation, system failure, or future system refresh to compare differences or similarities.
- Provide all design propagation maps in electronic PDF format during design and testing phases of the project and shall be kept on file with JMU ITT RF Documentation. These may be pulled out and compared to current RSSI signal strength conditions to see if something has degraded or changed to compare difference or similarities.
- Final acceptance will be granted once the all public safety authorities (JMU & Local AHJ) approve the performance of the DAS for public safety first responders and daily users and JMU accepts the DAS for use with their radio system, all punch list items have been completed and all documentation has been submitted and approved by JMU IT Telecom.

Warranty:

- All equipment furnished, including hardware and software components, shall be fully warranted to be free from defects in material and workmanship for a period of one (1) year from the date of final acceptance.
- Contractor shall be responsible for all warranty activities related to product registration.
- At the end of the warranty period, Contractor shall hand over all warranty related records to JMU

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- Costs associated with base warranty and options shall be itemized and included in the pricing section of any design proposals for DAS installations at JMU.

Preventative Maintenance:

- All preventive maintenance necessary for the system and its components shall be performed during the warranty period and during year two through five. This maintenance shall be limited to the hardware, software and firmware furnished by the Contractor.
- Manufacturer-recommended software and firmware updates associated with security, operation or maintenance shall be provided during this period and shall include local and/or remote installation.
- JMU expects such maintenance to be performed at regularly scheduled intervals in accordance with the recommendations of the manufacturer at a minimum. Contractor shall perform the agreed-upon preventive maintenance twice annually during the original warranty period, during the entire life of any active extended maintenance contract with that contractor, or as often as recommended by the manufacturer in accordance with [REF: NFPA 1221, 11.3.9], whichever is more stringent.
- Any potential costs associated with this type of support or service that will be the responsibility of JMU shall be clearly and individually identified in the pricing section of any proposals to provide DAS related Hardware or Services.
- JMU may issue separate Preventative Maintenance & Service Contracts beyond those services covered by initial installation warranty period.

Nuisance Malfunctions and Failures:

- Nuisance malfunctions and/or failures are recurring operational or functional problems that prevent systems and/or equipment from providing the degree of reliability and services specified at the time of procurement or usefulness necessary for JMU operations, or cause JMU to assign significant resources to resolve on three or more occasions, on similar models of equipment. Such problems can be caused by software, firmware or hardware that is faulty or improperly designed, engineered, manufactured, installed or configured. It does not include degraded operation, which could be resolved through additional optimization within the term of the initial contract.

Site Safety & Training:

- Contract BDA/DAS Vendors working On-Site will be required to follow OSHA, JMU Risk Management and General Contractor Safety Guidelines while operating on the campus and complete mandated Safety Training prior to arrival to the job site.
- JMU Project Management will provide Links and/or schedule for all mandatory training for JMU ITT Staff and Vendors performing work in the constructions area. JMU ITT will forward that information to staff and contracted vendors to be completed before they visit or perform any work at the job site.

NFPA Reference List by Subject Matter used to develop policy:

- NFPA 1, 11.10 or 0.3 (DAS Standards)
- NFPA 72, 24.9 (Two-Way Radio Communications Enhancement Systems)
- NFPA 70, 312.5 (Cabinets, Cutout Boxes and Meter Socket Enclosures)
- NFPA 1221, 9.6.2 (Pathway, Risers, Couplings, Survivability)
- NFPA 1221, 9.6.11.2 (Enclosure Standards)
- NFPA 1221 (Standards for Installation, Maintenance and Use of Emergency Services Communications Systems)
- NFPA 1221, 5 (Communications and Signal Wiring)
- NFPA 1221, 9.6.7 (Radio Coverage Areas and Signal Strength DAQ / -dBm)
- NFPA 1221, 9.6.12, NFPA 1, 0.3.6 (Power and Secondary Power Supply standards)
- NFPA 1221 (Status monitoring with regard to the 450 MHz and 800 MHz systems and Power Systems)

Abbreviations and Acronyms:

- **AHJ** - Authority Having Jurisdiction over the Public Safety Radio System
- **ATP** - Acceptance Test Plan
- **BER** - Bit Error Rate
- **BDA** - Bi-Directional Amplifier
- **BOM** - Bill-of-Material
- **BTS** - Base Transceiver Station
- **DAS** - Distributed Antenna System
- **DAQ** - Delivered Auto Quality
- **DL** - Radio Frequency Down Link
- **dBm** - The power ratio in decibels (dB) of the measure power per one milliwatt (mW).
- **FCC** - Federal Communications Commission

- **HRECC** - Harrisonburg/Rockingham Emergency Communications Center
- **JMU FM** - JMU Facilities Management Department
- **JMU ITT** - JMU IT Telecom Department
- **JMU PM** - JMU Project Manager
- **JMUPD** - James Madison University Department of Police & Public Safety
- **LMR** - Land Mobile Radio
- **MTBF** - Mean Time Between Failure
- **NFPA** - National Fire Protection Association
- **PSN** - Public Safety Network
- **REF** - Reference
- **RSSI** - Received Signal Strength Indicator
- **SNIR** - Signal-to-Noise Interference Ratio
- **SOW** - Scope of Work
- **UL** - Radio Frequency Up Link
- **VoIP** - Voice Over Internet Protocol
- **VFSM** - Virginia State Fire Marshall

Definitions:

- **Acceptance** - Expressed approval by the Owner or AHJ.
- **Active** - Components that require AC or DC power for operation.
- **Component** - A main system element of the DAS.
- **DAQ 3.4** - Speech understandable; repetition only rarely required. This term will be applied to both digital and analog voice transmissions.
- **DAQ 4.0** - Speech easily understandable; Little noise or distortion. This term will be applied to both digital and analog voice transmissions.
- **Passive** - Components that do not require AC/DC power for operation.
- **Supplier** - A seller of manufactured products who controls the specifications of a product and warrants the product directly, regardless whether the seller actually manufactures the product directly. A distributor is not a Supplier but an approved Supplier's products may be procured through a distributor.

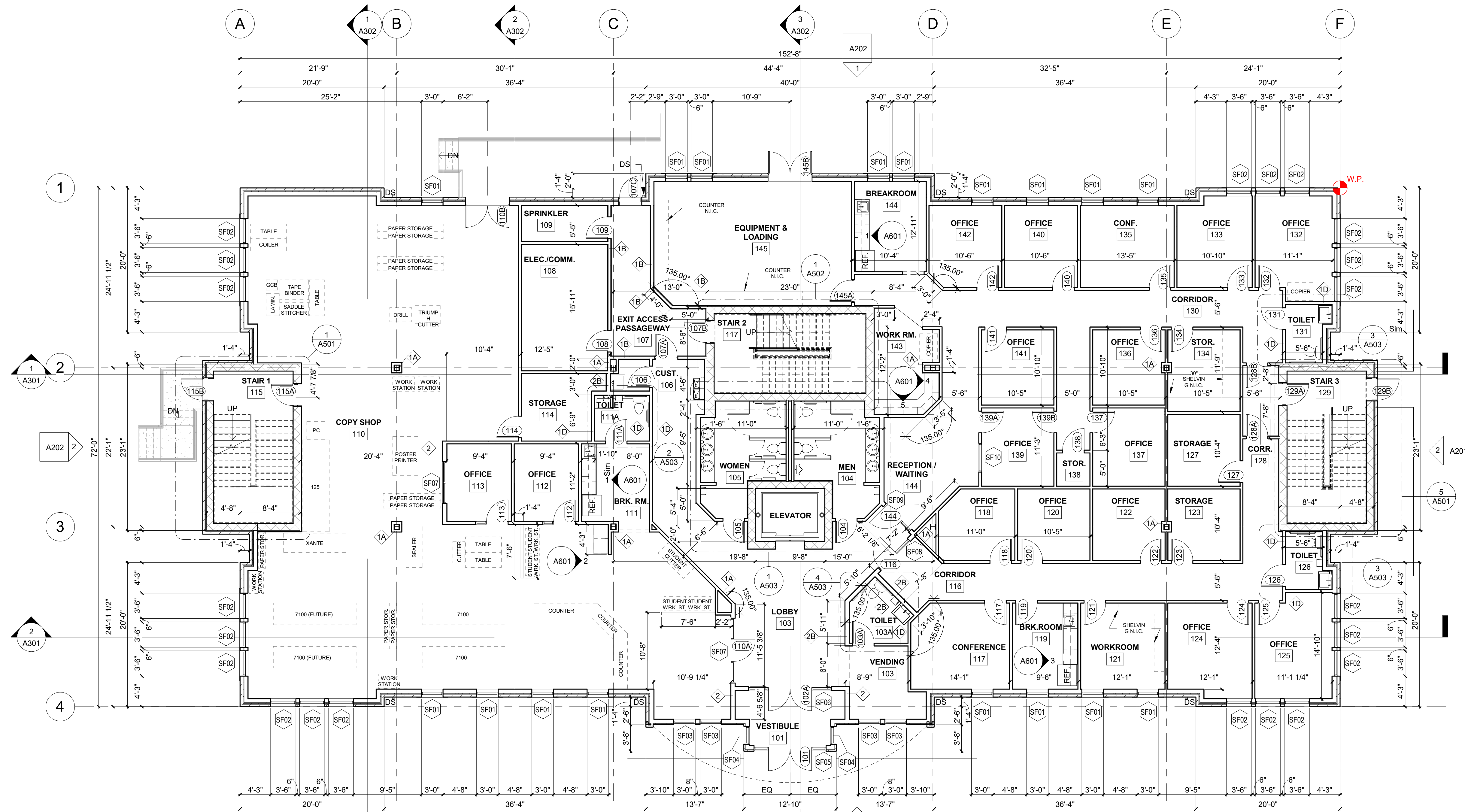
KBF-1239 Attachment G

GROSS SQUARE FOOTAGE:

LEVEL 01:	10,597 GSF
LEVEL 02:	9,672 GSF
LEVEL 03:	9,659 GSF
LEVEL 04:	9,668 GSF
TOTAL:	39,596 GSF

FLOOR PLAN GENERAL NOTES:

1	PREP, REPAIR AND SMOOTH ALL SUBSTRATES AS NEEDED FOR SCHEDULED FLOOR AND WALL FINISHES
2	DO NOT LEAVE ANY SURFACE IN AN UNFINISHED STATE
3	PATCH & REPAIR ALL ADJACENT FINISHES AFTER DEMOLITION
4	NOT ALL FLOOR PLAN KEYED NOTES BELOW APPEAR ON EVERY SHEET
5	PROVIDE FLOOR TRANSITIONS BETWEEN DISSIMILAR FLOOR FINISHES



1 LEVEL 1 FLOOR PLAN
1/8" = 1'-0"

NOT FOR
CONSTRUCTION

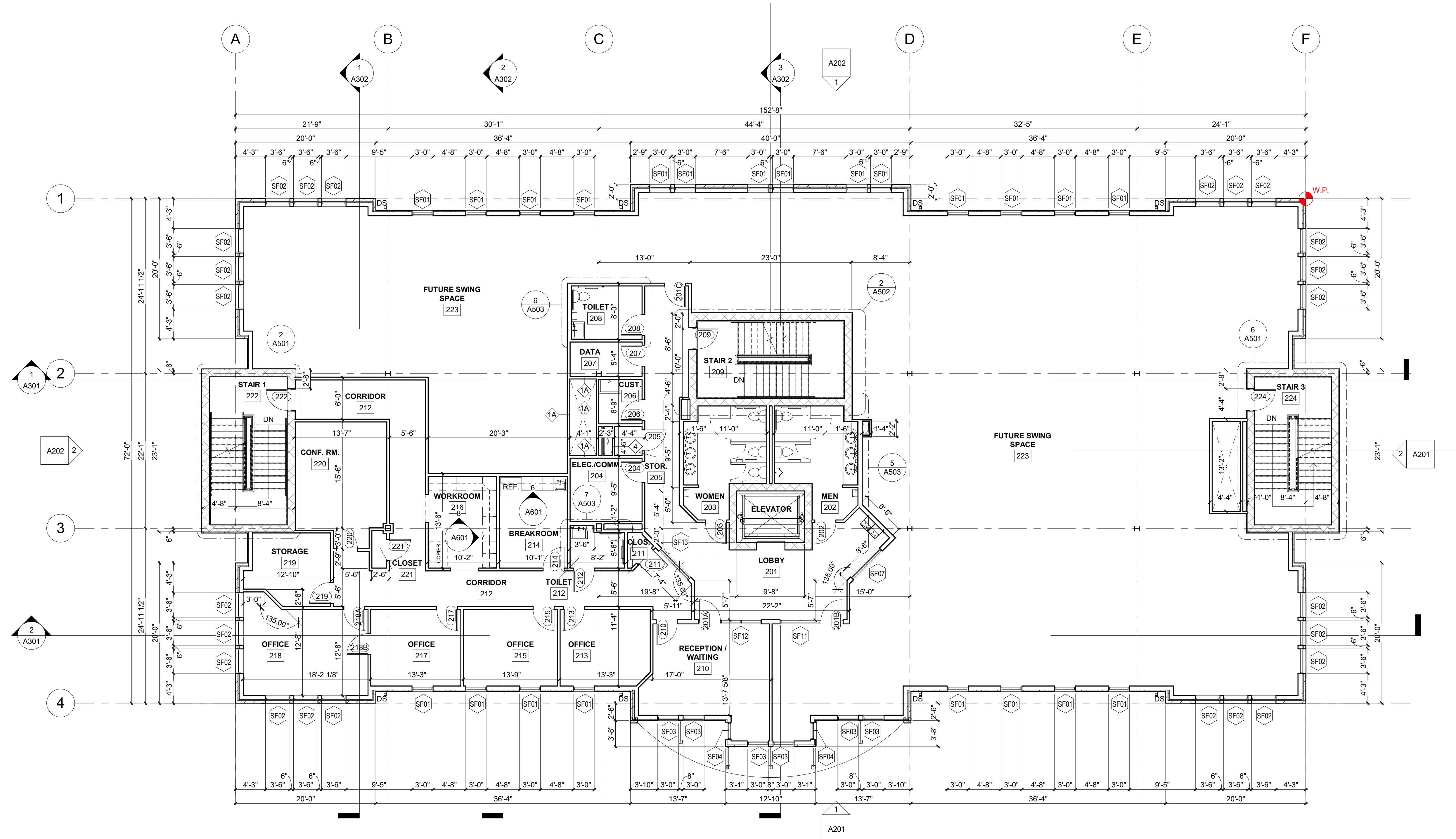
Mark	Date	Description
	3/18/2019	PERMIT DOCUMENTS

GROSS SQUARE FOOTAGE:

LEVEL 01:	10,597 GSF
LEVEL 02:	9,672 GSF
LEVEL 03:	9,659 GSF
LEVEL 04:	9,668 GSF
TOTAL:	39,596 GSF

FLOOR PLAN GENERAL NOTES:

- 1 PREP, REPAIR AND SMOOTH ALL SUBSTRATES AS NEEDED FOR SCHEDULED FLOOR AND WALL FINISHES
- 2 DO NOT LEAVE ANY SURFACE IN AN UNFINISHED STATE
- 3 PATCH & REPAIR ALL ADJACENT FINISHES AFTER DEMOLITION
- 4 NOT ALL FLOOR PLAN KEYED NOTES BELOW APPEAR ON EVERY SHEET
- 5 PROVIDE FLOOR TRANSITIONS BETWEEN DISSIMILAR FLOOR FINISHES



1 LEVEL 2 FLOOR PLAN
1/8" = 1'-0"

NOT FOR CONSTRUCTION

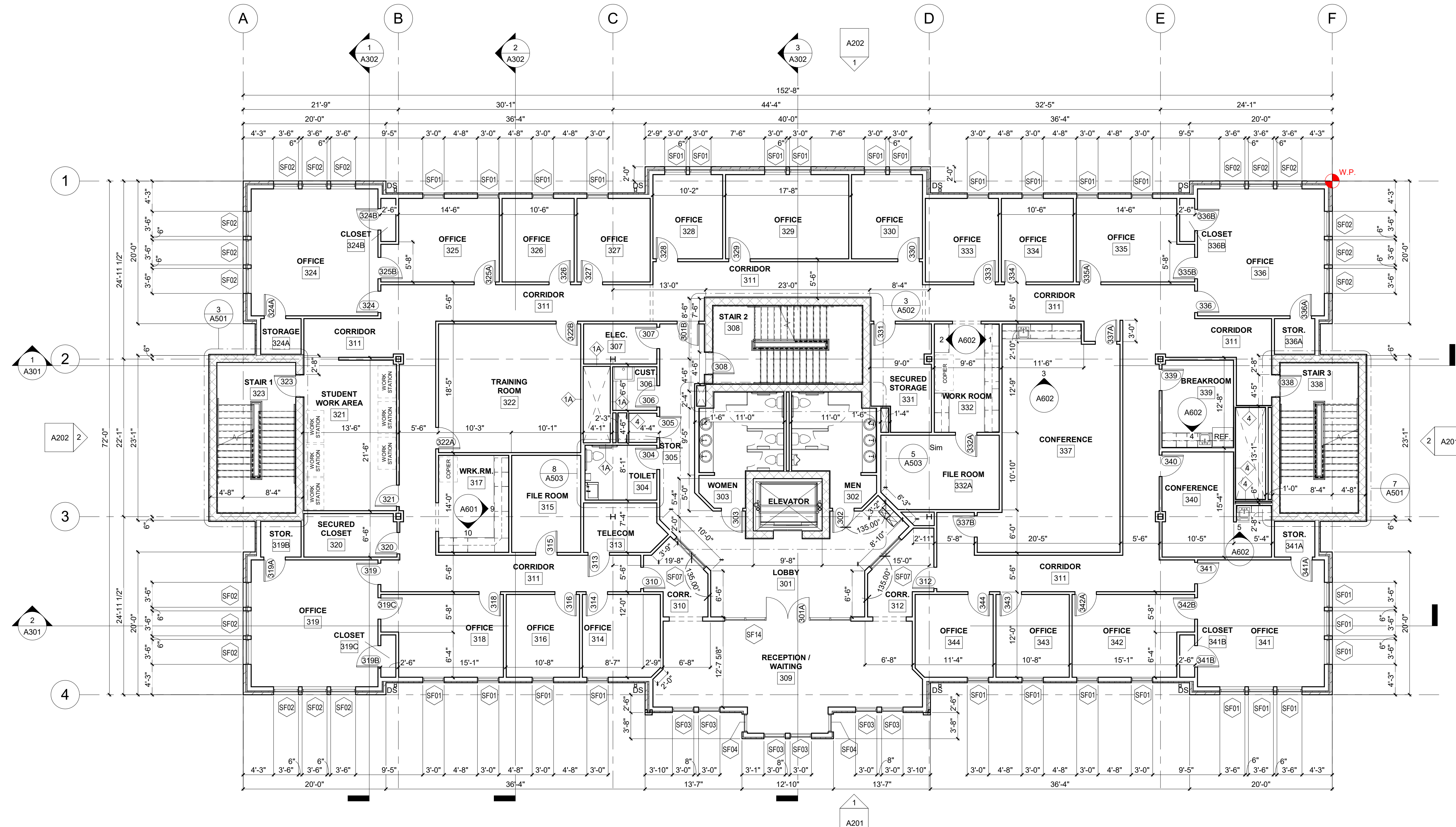
Mark	Date	Description
	3/18/2019	PERMIT DOCUMENTS

GROSS SQUARE FOOTAGE:

LEVEL 01:	10,597 GSF
LEVEL 02:	9,672 GSF
LEVEL 03:	9,659 GSF
LEVEL 04:	9,668 GSF
TOTAL:	39,596 GSF

FLOOR PLAN GENERAL NOTES:

1	PREP, REPAIR AND SMOOTH ALL SUBSTRATES AS NEEDED FOR SCHEDULED FLOOR AND WALL FINISHES
2	DO NOT LEAVE ANY SURFACE IN AN UNFINISHED STATE
3	PATCH & REPAIR ALL ADJACENT FINISHES AFTER DEMOLITION
4	NOT ALL FLOOR PLAN KEYED NOTES BELOW APPEAR ON EVERY SHEET
5	PROVIDE FLOOR TRANSITIONS BETWEEN DISSIMILAR FLOOR FINISHES



1 LEVEL 3 FLOOR PLAN
1/8" = 1'-0"

NOT FOR CONSTRUCTION

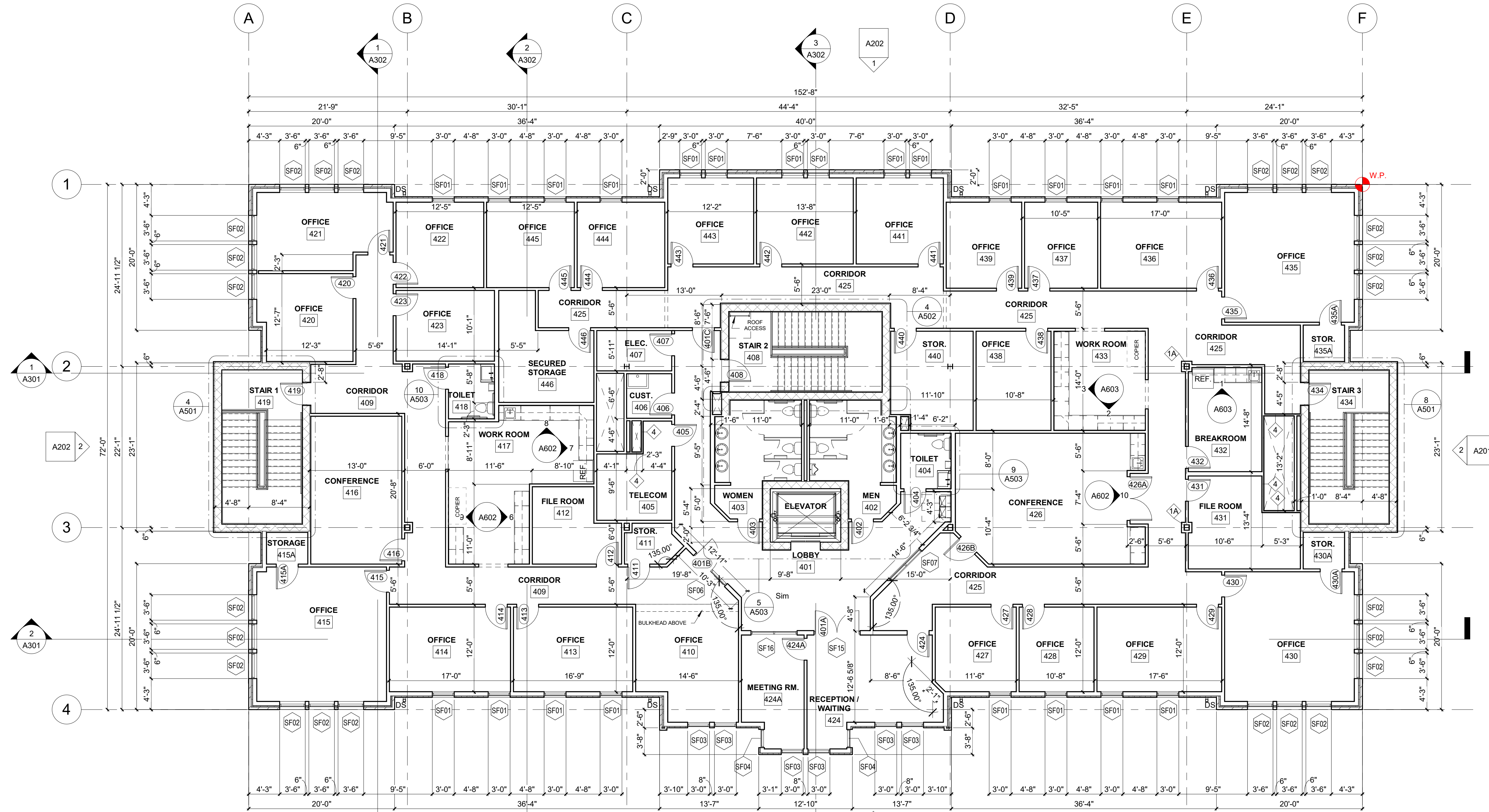
Mark	Date	Description
	3/18/2019	PERMIT DOCUMENTS

GROSS SQUARE FOOTAGE:

LEVEL 01:	10,597 GSF
LEVEL 02:	9,672 GSF
LEVEL 03:	9,659 GSF
LEVEL 04:	9,668 GSF
TOTAL:	39,596 GSF

FLOOR PLAN GENERAL NOTES:

1	PREP, REPAIR AND SMOOTH ALL SUBSTRATES AS NEEDED FOR SCHEDULED FLOOR AND WALL FINISHES
2	DO NOT LEAVE ANY SURFACE IN AN UNFINISHED STATE
3	PATCH & REPAIR ALL ADJACENT FINISHES AFTER DEMOLITION
4	NOT ALL FLOOR PLAN KEYED NOTES BELOW APPEAR ON EVERY SHEET
5	PROVIDE FLOOR TRANSITIONS BETWEEN DISSIMILAR FLOOR FINISHES



1 LEVEL 4 FLOOR PLAN
1/8" = 1'-0"

NOT FOR CONSTRUCTION

Mark	Date	Description
	3/18/2019	PERMIT DOCUMENTS

	A	B	C	D	E	F	G	H
	DAS SITE NAME	DAS SITE 911 ADDRESS	SYSTEM INSTALLATION DATE	SYSTEM INSTALLER/VENDOR	BDA MAKE / MODEL	DONOR ANTENNA(S) - ON-SITE LOCATION	DONOR ANTENNA(S) - MAKE / MODEL	DAS ANTENNAS - # / FLOOR
1	West Campus Dining Hall	150 Bluesone Dr Harrisonburg, VA 22807	2019-05-23	Carolina BDA, LLC 9111 Ocean Highway East Leland, NC 28451 www.carolinabda.com info@carolinabdasystems.com CONTACT/TECH: Derron Bone – Director of Operations M: 1-704-787-2009 E: deron.bone@yahoo.com E: deronbone@carolinabdasystems.com	-[PS51080] Westell PS51080 PS-SMR 700/800 Public Safety Amplifier	Roof top	800 - Yagi Antenna	TBD
34								
35	Wilson Hall	951 Madison Dr Harrisonburg, VA 22807	2019-08-14	Epitome Networks 4201 Park Place Court Glen Allen, VA 23060 www.epitomenetworks.com P: 804-419-8300 CONTACT/ENGINEER: Sachin Patel - RF Engineer, Wireless Division 1600A E Parham Rd Richmond, VA 23228 M: 704-466-4662 E: Sachin.Patel@epitomewireless.com	*Repeater / Advanced RF Technologies / PSR-78-9533 700/800 MHz Public Safety Digital Repeater (1); SER# P789533192142	Attic. Catwalk area in Cupula - Access through Janitorial Closet on S end of 4th Floor	800 - Yagi - CommScope DB499-A	Attic/Cupula - 1 YAGI *Donor 4th - 0 3rd - 0 2nd - 4 1st - 3 Lower Level - 3 TOTAL COVERAGE ANTENNAS = 10
36								
37								
38	CONVO Center	895 University Blvd Harrisonburg, VA 22807		CorsicoRF				