



# COLLEGE OF WESTERN IDAHO INVITATION TO BID (ITB)

## ITB 02-2024 DATA CABLING MULTIPLE BUILDINGS

**BIDS DUE: SEPTEMBER 13, 2024 AT 5:00 PM MT**

Overnight FED EX or UPS Delivery – Tracking Number Required or hand deliver in sealed envelope:  
College of Western Idaho  
Attn: ITB 02-2024 Data Cabling Multiple Buildings  
c/o Daniel Reines, Procurement Coordinator  
6056 Birch Lane  
Nampa, ID 83687

Emailed as PDF attachment:  
[danielreines@cw.edu](mailto:danielreines@cw.edu)  
cc: contract@cw.edu



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## INVITATION TO BID – DATA CABLING MULTIPLE BUILDINGS

### INTRODUCTION AND PURPOSE

The College of Western Idaho (“CWI” or “College”) is a public, open-access and comprehensive community college, providing higher education programs to residents of Western Idaho, with facilities currently located in Nampa, and Boise, Idaho. CWI is committed to providing affordable access to quality teaching and learning. The College is currently construction multiple new buildings.

The purpose of this Invitation to Bid (“ITB”) is to request bids for Copper Data Cabling for a new Agriculture and Horticulture building and a new Health Sciences Building located in Nampa Idaho. A full description of cabling specs, building floor plans, and notes related to each building can be found in Exhibits A-E. Costs for each building will need to be listed separately as they are different projects requiring different funding sources but the bid is for both buildings and only 1 contract would be awarded.

The College requires completion of the work no later than: August 1<sup>st</sup>, 2025.

### 2. INSTRUCTIONS TO CONTRACTORS

#### 2.1 SUBMITTAL DIRECTIONS

1. Proposal materials must be delivered in a sealed package and received on or before **September 13, 2024, at 5:00 PM MT** to the address noted below.
2. Delivered Proposals should be sent by overnight FED EX or UPS, with a tracking number, or hand delivered in sealed envelope with the following notation on the outside label of the package:

College of Western Idaho  
ATTN: ITB 02-2024 Data Cabling Multiple Buildings  
c/o Daniel Reines, Procurement Coordinator  
6056 Birch Lane  
Nampa, ID 83687

3. Emailed Proposals must be sent as a PDF attachment (zip format is okay if necessary) to [danielreines@cw.edu](mailto:danielreines@cw.edu) and cc: [contract@cw.edu](mailto:contract@cw.edu). You will receive a confirmation email that we received your proposal. If confirmation is not received, please email [danielreines@cw.edu](mailto:danielreines@cw.edu) and cc: [contract@cw.edu](mailto:contract@cw.edu) or call 208-562-3243.
4. Once sealed bids are received, no other communication with CWI should occur. Any other communication will be considered unofficial and non-binding on CWI.

Bids received after the designated time and date indicated will not be considered for evaluation.

## 2.2 SCHEDULE OF EVENTS

Event	Date and Time*
Invitation to Bid Issued and Advertised	August 21 and August 28, 2024
Question Period Ends	September 6, 2024 - 5:00 PM MT Answers will be posted on the CWI website no later than September 10, 2024 at 5:00 PM MT
Bids Due	September 13, 2024 – 5:00 PM MT
Bids Open Date	September 16, 2024
Evaluation Period	September 16, 2024
Intent to Award	No later than September 30, 2024
Tentative Commencement of Contract	No later than October 31, 2024
	*The noted dates and times are tentative and subject to change.

## 2.3 CONTACT WITH COLLEGE PERSONNEL- QUESTIONS

**Questions Prior to Bid Submission** – All Proposers submitting questions regarding this ITB prior to bid submission, must email questions to Daniel Reines at [danielreines@cwidi.edu](mailto:danielreines@cwidi.edu) and cc: [contract@cwidi.edu](mailto:contract@cwidi.edu). Write in the subject line of all emails, “Q&A ITB 02-2024 Data Cabling Multiple Buildings”. All questions must be submitted by **September 6, 2024 at 5:00 PM MT**. CWI will attempt to respond as quickly as possible and a summary of all questions and answers will be posted on CWI’s website (noted below) on **September 10, 2024**.

[cwidi.edu/administration/procurement-contracts-purchasing](http://cwidi.edu/administration/procurement-contracts-purchasing)

The College reserves the right to modify the Scope and Specifications of this ITB, as circumstances require. The ITB and all subsequent addenda may be found on the CWI website. It will be the responsibility of the Proposers to check for updates and/or amendments at: <http://cwidi.edu/info/procurement-division-contractspurchasing>.

## 2.4 BID OPENING

All bids received by the time and due date will be publicly opened by representatives of the Evaluation Committee on **September 16, 2024 at 9:00 AM MT** at the CWI Administration Building, 6056 Birch Lane,



Suite 200, Nampa, Idaho. At the time of opening, only the names of the Contractors and the bid amounts will be read publicly.

Shortly after the bid opening, an Evaluation Committee will select a qualified proposal based on the lowest responsive bid that meets the specifications.

## **2.5 ERRORS IN BIDS**

The College will not be liable for any errors in bids. Modifications to bids will not be accepted after the deadline.

## **2.6 WITHDRAWING BIDS**

Proposers may withdraw a bids at any time prior to the deadline by submitting an email to [danielreines@cwidi.edu](mailto:danielreines@cwidi.edu) and cc: [contract@cwidi.edu](mailto:contract@cwidi.edu) sent by an authorized representative of the Proposer. After withdrawing a bid, the Proposer may submit another bid at any time prior to the bid due date.

## **2.7 LIMITATIONS**

The College will not be obligated in any way by any Proposer's response to this ITB. The selection of a bid and the accompanying award of a contract are to be based on evaluation criteria established in this ITB and described in the Evaluation and Award Section. The selection is at the sole discretion of the College.

Issuance of this ITB does not constitute an assurance that any contract will actually be entered into by any parties and the College expressly reserves the right to:

- Request additional information and data from any or all Proposers.
- Supplement, amend, or otherwise modify the ITB or cancel this request with or without the substitution of another ITB.
- Disqualify any Vendor who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any proposer on the basis of any real or apparent conflict of interest.
- The College shall have the sole discretion to select one or none of the Contractors to provide the services, or portions thereof, as described in this ITB.

## **2.8 PUBLIC RECORDS**

Pursuant to Idaho Code section 74-101 et seq., information or documents received by CWI in a proposal from a Proposer shall be open to public inspection, unless exempt from disclosure. If a proposal contains any information that is considered exempt under Idaho Code 74-101 et seq., such information must be clearly marked by Vendor with the following clause:

"This information is exempt under the Idaho Public Records Act"

Proposer must also provide the applicable Idaho code supporting the exemptions. College assumes no liability for disclosure of proprietary material submitted by a Proposer. If the exempt status of this information submitted by the Proposer is challenged, the information will not be released until the Proposer has been notified of the challenge and has been given the opportunity to respond. Proposers agree to defend



and hold CWI harmless from and against any disputes arising from their designation of information as exempt and to indemnify CWI for any costs, attorney fees, and penalties incurred by CWI related to any such dispute. Variation of this term is not offered.

A Proposer shall not label an entire document as “exempt” merely because a portion of that document is or may be a trade secret. If a proposal is marked as “exempt” in its entirety, it will be considered public record in its entirety, and will be disclosed, if requested.

## **2.9 BID FORMAT**

Each official paper response should be bound separately in a simple, effective manner, and printed on standard 8½ x 11 inch paper clearly indicating the name, phone number, and email address of the Proposer contact(s) responsible for the bid, along with the company name, address, phone number, fax number, and web address.

Each digital responses should be saved and emailed as an attached PDF. Attached files will not be opened or reviewed by CWI until the public opening date.

All Proposer responding to this ITB are responsible for all costs associated with the preparing of their bids, answering all questions, and providing the College with requested information. CWI is under no obligation to incur or reimburse any Proposer for any bid costs.

## **2.10 ELIGIBILITY FOR AWARD**

In order for a Proposer to be eligible for an awarded contract, the bid must be responsive to this ITB and the Evaluators must be able to determine that the Proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.

Eligible Proposers, at a minimum, must meet the following requirements and **state so** in the bids:

- Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract.
- Be able to comply with the required performance schedule, taking into consideration all existing business.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

## **3. BID EVALUATION AND AWARD**

### **3.1 EVALUATION OF BIDS**

An Evaluation Committee will carefully review all bids submitted to determine which bid provides all requirements and meets specifications. Checklist of Requirements found in **Attachment 2 - Checklist of Requirements**.

### **3.2 UNRESPONSIVE BIDS**

Bids not meeting one or more of the following requirements may be deemed unresponsive and may not be afforded consideration:

- A submitted bid may be deemed unresponsive if the Proposer does not specifically offer all equipment and services as specified in the ITB. **Bids must include a statement of the equipment and services being offered so CWI can verify that the bid specifically meets the specifications detailed in the exhibits.**
- The bid must acknowledge that all terms, and conditions specified in this bid are included in the quoted price including shipping and delivery time. **In addition, the bidder must describe the specifications of the equipment and services being provided so CWI can verify that the bid complies with the specifications requested in this ITB.**
- The bid must state that this ITB and the bid submitted by the Proposer in response to this ITB will be made a material part of any contract executed.

### **3.3 CONTRACT AWARD**

Award will be made to the responsive Proposer with the lowest total cost and meets the ITB specifications.

- A. This ITB does not commit to awarding a contract, pay any costs incurred in the preparation of a bid, or contract for the services described herein.

## **4. PROJECT SPECIFICATIONS AND OTHER REQUIREMENTS**

### **4.1 SPECIFICATIONS**

See the follow exhibits for specifications:

- Exhibit A – CWI (CAT6) nCompass Cabling Specv6
- Exhibit B – CWI Health Sciences Floor Plans
- Exhibit C – CWI Health Sciences Copper Cabling Notes
- Exhibit D – CWI Ag and Hort Floor Plans
- Exhibit E – CWI Ag and Hort Copper Cabling Notes

### **4.2 OTHER REQUIREMENTS**

Other ITB requirements are as follows:

#### **4.2.1 TOTAL COST**

Provide your fully burdened Total Cost on Attachment 1 - Bid Schedule meeting all the specifications listed in Exhibit A.

#### **4.2.2 PRODUCT SUBSTITUTIONS**

During the term of any contract resulting from this solicitation, the Proposer is not authorized to substitute any item for that product identified in the solicitation without prior written consent of the college representative whose name appears on the front of this solicitation, or their designee.

#### **4.2.3 INSTALLATION, SETUP, AND ACCEPTANCE**

Proposer will provide CWI prices for all Equipment and Installation specified in **Exhibits A-E** which includes, but is not limited to, the procurement, installation, and all other work associated with this project.



All work shall comply with the Idaho Division of Building Safety's standards; including all permits, approvals of plans, and inspections.

Proposer will arrange and pay for any permitting and inspections pertaining to the project if required. All work shall meet Idaho state codes.

Acceptance will occur after proof of all required testing, inspections, and final inspection by CWI personnel to ensure the above has been accomplished.

#### **4.3 WARRANTY, SERVICE AND SUPPORT, MAINTENANCE, ETC.**

Proposer must provide a statement of warranty, service and support of on maintenance. The attached specifications outline the minimum required warranty in **Part 4.1 of Exhibit A**.

#### **4.4 SUBCONTRACTORS**

Unless otherwise allowed by CWI in the Contract, the Proposer shall not, without written approval from the CWI, enter into any subcontract relating to the performance of the Contract or any part thereof. Approval by CWI of a Contractor's request to subcontract, acceptance of subcontracted work, or payment for subcontracted work by CWI, shall not in any way relieve the Vendor of any responsibility under the Contract. Proposer shall be liable for all damages to CWI caused by negligent performance or non-performance of work under the Contract by the Contractor's subcontractor. Subcontractor(s) must maintain the same types and levels of insurance as that required of the Vendor under the Contract; unless the Proposer provides proof to the CWI's satisfaction that the subcontractor(s) are fully covered under the Contractor's insurance, or, except as otherwise authorized by CWI.

#### **4.5 RECORDS MAINTENANCE**

Proposer shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Proposer pursuant to the Contract. These records shall be retained by the Proposer for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

#### **4.6 AUDIT RIGHTS**

Proposer agrees to allow CWI personnel access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

#### **4.7 TITLE**

Successful Proposer warrants that all equipment, supplies, product and other items furnished by Proposer, shall be free and clear of any and all liens, restrictions, reservations, security interests, or encumbrances and, further, Vendor warrants it is transferring full, clear, and unrestricted titles to the same.



## **4.8 INSURANCE**

### **COMMERCIAL GENERAL LIABILITY INSURANCE**

Contractor shall, at its sole cost and expense, procure and maintain through the term of this Agreement, Commercial General Liability Insurance with limits not less than \$1,000,000 [\$2,000,000] Combined Property Damage and Bodily Injury Liability, including Blanket Contractual and Personal Injury Liability.

### **WORKER'S COMPENSATION**

If applicable, Contractor shall maintain workers compensation and employer's liability insurance. The commercial umbrella and/or employer's liability limits shall be as required by statute.

### **AUTOMOBILE INSURANCE**

If Contractor will be using a vehicle as part of the service provided under the Agreement or arranges for transportation in connection with this Agreement, the following insurance coverage will be required: Automobile Liability, including Property Damage and Bodily Injury with combined limits of not less than \$1,000,000.

### **INSURANCE CERTIFICATE**

The intent of the required insurance is to protect CWI should there be any claims, suits, actions, costs or damages arising from any negligent or intentional act or omission of Contractor, Contractor's sub-contractors, its agents, or its employees while performing under the terms of this contract.

During the term of this Agreement, Contractor will maintain the insurance noted above, and shall provide CWI with proof of insurance. The Certificate of Insurance shall name CWI as an Additional Insured on all required insurance policies (except Worker's Compensation) and should be emailed to the following address: [contract@cw.edu](mailto:contract@cw.edu). All insurance provided to Contractor will be issued by companies admitted to conduct business within the State of Idaho. Contractor will provide CWI thirty (30) days written notice of any cancellation, non-renewal, or material changes to the insurance provided.

Work under this Agreement shall not commence until evidence of all required insurance is provided to CWI. Evidence of such insurance shall consist of a completed copy of the Certificate of Insurance.



**SIGNATURE BLOCK**

Please return this page with each copy of your submittal.

The undersigned, an authorized agent of his/her company, hereby certifies:

( ) They have reviewed and understand all terms, conditions, and specifications herein stated and can meet such terms, conditions, and specifications unless expressly noted in the bid.

( ) Vendor is qualified to perform work and services as included.

( ) The pricing contained in this submittal is valid six (6) months from submission.

Company Name:

Address - City, State, Zip Code:

Federal Tax ID Number:

Printed Name of Person Submitting Bid:

Title:

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Authorized Signature

Phone Number:

Date of Bid Submission:



**ATTACHMENT 1 - BID SCHEDULE**

CWI Copper cabling Infrastructure

Please provide pricing for each building in the table below

Description	Equipment Price	Installation
Agriculture and Horticulture Building		
Health Sciences Building		
<b>(Please do not forget to provide a statement of the equipment and service being provided on a separate document so CWI can verify this bid meets the specifications of the attached Exhibits.)</b>		
Total:		
Grand Total:		

Your bid amount (aka Total Cost to CWI) must be fully burdened to include, all materials, transportation, installation requirements, labor, warranties, permit fees, and any other costs associated with meeting the specifications of this bid.

Company Name of Bidder: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_



**ATTACHMENT 2 - CHECKLIST OF REQUIREMENTS**

GENERAL:

REQUIREMENTS	YES/NO
One (1) copy of the Bid (Physical or Digital)	
Attachment 1 - Bid Schedule	
Statement of acceptance that all terms and conditions in this ITB and Vendor’s Response will be a material part of any contract awarded if Bid is selected.	
Statement of Warranty (Warranty must satisfy Section 4 of Exhibit A)	
Statement of the service and equipment being provided so CWI can verify it meets the specifications provided in the attached exhibits.	

Please use this checklist to verify all requirements are included with your bid.