

REQUEST FOR BID

E11-063

BARTLETT REGIONAL HOSPITAL (BRH) RADIO COMMUNICATION SYSTEM DESIGN AND INSTALLATION

Issued By:

Jennifer Mannix, Contract Administrato

Date: August 30, 2010

REQUEST FOR BID

Bartlett Regional Hospital (BRH) Radio Communications System Design and Installation

RFB E11-063

The City and Borough of Juneau (CBJ) intends to engage a qualified, experienced radio communication firm to design and install a radio communication system (System) at Bartlett Regional Hospital (BRH) in Juneau, Alaska. This Invitation for Bid includes the following four (4) step selection process:

- Qualifications Submittal and Review
- 2) Site Assessment
- 3) Bid Preparation
- 4) Formal Bid Submission

The project has a budget of \$100,000.

RFB DOCUMENTS may be obtained online at:

http://www.juneau.org/engineering ftp/contracts/Contracts.php or from the Contracts Office, CBJ Engineering Department, 3rd Floor, Marine View Center, telephone (907) 586-0490.

QUESTIONS should be directed to Jennifer Mannix, Contract Administrator, at (907) 586-0873 or jennifer mannix@ci.juneau.ak.us.

PROJECT COMPLETION

The complete System must be installed, tested and accepted by January 31, 2011.

SOLICITATION DEADLINES

Qualifications Submittal (Submittal)

<u>One</u> (1) copy of the Submittal, in a *sealed envelope*, must be received by the Purchasing Division <u>prior to 2:00 p.m. Alaska Time, September 22, 2010</u>, or such later time as the Contract Administrator may announce by addendum to planholders at any time prior to the submittal date. Proposals will be time-stamped by the Purchasing Division, which will establish the official time of receipt of proposals. Late proposals will <u>not</u> be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted.

Site Assessment

Site Assessment shall occur during the week of October 18, 2010 and shall include participation in a **mandatory** pre-bid meeting and site walk-through on **October 18, 2010** at the Bartlett Regional Hospital campus. Specific details regarding the site assessment will be sent to Qualified Contractors following the initial qualifications review.

Sealed Bids

Sealed bids must be received by the Purchasing Division <u>prior to 2:00 p.m., Alaska Time on October 28, 2010</u> or such later time as may be announced by addendum at any time prior to the deadline. Bids will be time and date stamped by the Purchasing Division, which will establish the official time of receipt of bids. Bids will be opened immediately thereafter in the Assembly Chambers of the Municipal Building, 155 S. Seward Street, unless otherwise specified.

NOTE: Mailing/delivery times to Alaska take longer than other areas of the U.S.

Qualifications and Bid documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:

City and Borough of Juneau, Purchasing Division 105 Municipal Way, Room 300 Juneau, AK 99801

Qualifications and Bid documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:

City and Borough of Juneau, Purchasing Division 155 South Seward Street Juneau, AK 99801

The CBJ Purchasing Division's phone number is (907) 586-5258 and fax number (907) 586-4561.

QUESTIONS REGARDING THIS RFP: Jennifer Mannix, Contract Administrator, phone (907) 586-0873, fax (907) 586-4530, <u>jennifer_mannix@ci.juneau.ak.us</u>, is the sole point of contact for all issues pertaining to this procurement.

Disadvantaged Business Enterprises are encouraged to respond.

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*********** SECTION I ************ GENERAL PROJECT DESCRIPTION AND DELIVERY PROCESS

BRH Radio Communications Design and Installation, Description

The Project shall consist of design and installation of an in-building radio communication system (System) within BRH. A complete scope of work as well as System performance requirements is included as Appendix A to this RFB.

Delivery Process, General

The following multi-step process will be followed in order to contract with the successful firm for this project:

Part 1 – Qualifications Submittal and Review

Submittals are to be received in the manner noted within SECTION II, SUBMITTAL REQUIREMENTS. All eligible submittals shall be reviewed for completeness and provided to the BRH Project Manager and JPD representative for scoring. They shall score the submittals on a "pass/fail" basis as described in the "QUALIFICATION CRITERIA" section of this packet, and will not utilize the application of any professional judgment. Clarification of submitted material may be requested during the evaluation process. However, accuracy of written statements may be verified, and where references or other supporting documentation is required, the absence of such documents or unfavorable responses will invalidate written documentation within the submittal. Qualification determination will be transmitted to the Contract Administrator who will verify the results and notify those firms which have met the qualification requirements. Firms deemed to be "not qualified" shall be given approximately 24 hours in which to notify the CBJ Purchasing Officer of their intent to protest. All protests shall be handled in the manner established by CBJ Ordinance, 53.50.062. See specific protest procedures at: http://www.juneau.org/law/code/documents/53.50 Purchasing _000.pdf.

Following the expiration of the 24 hour protest period and after all protests (if any) have been resolved, the Contract Administrator will issue a Notice of Qualification to the selected firms, at which time the Qualified Firms will be invited to participate in the Site Assessment during the timeframe described on page 2 of this document.

Part 2 – Site Survey

Qualified firms shall be offered a \$500 stipend to be applied toward performing a complete BRH site survey as described in this RFB and preparing a bid for the Project. The site survey must occur between the dates of October 18-22, 2010 and shall include participation in a mandatory meeting and site walk-through on October 18, 2010.

A site survey and audit should identify the following parameters:

- 1. Number of users in Facility(s)
- 2. Number of "foreign" networks, i.e., networks other than the one for which the bidirectional amplifier (BDA) system is being installed
- 3. Density of walls and ceilings
- 4. Proximity of windows relative to the parent system donor site
- 5. Existing signal strength throughout the building
- 6. A floor plan with accurate building dimensions
- 7. Complexity of the in-building environment

Part 3 –Bid Preparation

Qualified firms develop a plan for design and installation of the radio communication system that meets the performance requirements described in this RFB and prepare a bid according to the Bid Submittal attached as Appendix B.

Part 4 – Sealed Bid Submittal

Qualified firms submit a sealed bid for complete design and installation of a radio communication system in accordance with these bid documents. Contract shall be awarded to the lowest responsive, responsible Bidder.

Specific Details of the Process

Following the qualifications determination and the mandatory protest period, CBJ shall issue a notice of an initial, mandatory project meeting and BRH campus walk-through. Following the walk-through, Qualified Firms will have the opportunity to perform a site survey in whatever manner they deem appropriate to compile enough information to prepare a bid for complete design and installation of the System. Details of the site survey shall be coordinated with the BRH Project Manager.

Qualified Firms will be issued a Purchase Order in the amount of \$500 to be used as a stipend for participating in a site survey and preparing a detailed bid for design and installation of the Project. Note: only firms that participate in the site survey and submit a sealed bid for the project will receive the above referenced stipend.

<u>Limitations of bidders.</u> As noted earlier only qualified firms shall be allowed to submit bids on the Project. No firms may assign or otherwise transfer their 'qualified' status to another firm. All bids must appear in the names of the firms as previously qualified.

Compensation for Site Survey Services

Compensation for site survey services shall be limited to the following:

- That amount of compensation authorized within the purchase order to compensate for reasonable and documented travel and other associated expenses relating to the site survey services.
- The opportunity to submit a bid for design and installation of the System.

******* SECTION II ******** INSTRUCTIONS TO BIDDERS

1.0 INTERPRETATIONS AND ADDENDA.

- A. INTERPRETATIONS. All questions about the meaning or intent of the Bid Documents are to be directed to the Engineering Contracts Administrator. Interpretations or clarifications considered necessary by the Engineering Contracts Administrator in response to such questions will be issued by Addendum, mailed, faxed, or delivered to all parties recorded by the Engineering Contracts Administrator. Questions received less than seven Days prior to the Deadline for Bids may not be answered. Only questions answered by formal written Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. ADDENDA. Addenda may be issued to modify the Bid Documents as deemed advisable by CBJ. Addenda may be faxed or, if addendum format warrants, addenda may be posted to the CBJ Engineering Department website. In any event, notification of addendum issuance will be faxed to planholders. Hard copies are available upon request. CBJ will make all reasonable attempts to ensure that all planholders receive notification of Addenda, however, it is strongly recommended by CBJ that bidders independently confirm the contents, number, and dates of each Addendum prior to submitting a Bid.
- **3.0 FAIR COMPETITION**. More than one Bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. If CBJ believes that any Bidder is interested in more than one Bid for the WORK contemplated, all Bids in which such Bidder is interested will be rejected. If CBJ believes that collusion exists among the Bidders, all Bids will be rejected.
- **4.0 RESPONSIBLE BIDDER**. Only responsive Bids from responsible Bidders will be considered. A Bid submitted by a Bidder determined to be not responsible may be rejected. A responsible Bidder is one who is considered to be capable of performing the WORK.
 - 1. financial resources
 - 2. ability to meet delivery standards
 - 3. past performance record
 - a. References from others on contractor's performance
 - b. Record of performance on prior CBJ contracts
 - 4. record of integrity
 - 5. obligations to CBJ
 - a. Bidders must be in good standing for all amounts owed to CBJ at the time of Bid submission

- b. CBJ Finance Department, Treasury Division administers the registration and assessment of sales, business personal property and business real property taxes.
- A. Special standards for responsibility, if applicable, will be specified. These special standards establish minimum standards or experience required for a responsible Bidder on a specific contract.
- B. Before a Bid is considered for award, a Bidder may be requested to submit information documenting its ability and competency to perform the WORK, according to general standards of responsibility and any special standards which may apply. It is Bidder's responsibility to submit sufficient, relevant, and adequate information. OWNER will make its determination of responsibility and has no obligation to request clarification or supplementary information.
- **5.0 NON-RESPONSIVE BIDS.** Only responsive Bids will be considered. Bids may be considered non-responsive and may be rejected. Some of the reasons a Bid may be rejected for being non-responsive are:
 - A. If a Bid is received by the CBJ Purchasing Division after the Deadline for Bids.
 - B. If the Bid is on a form other than that furnished by CBJ, or legible copies thereof; or if the form is altered or any part thereof is detached; or if the Bid is improperly signed.
 - C. If there are unauthorized additions, conditional or alternate Bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite, ambiguous as to its meaning, or in conflict with CBJ's Bid document.
 - D. If the Bidder adds any unauthorized conditions, limitations, or provisions reserving the right to accept or reject any award, or to enter into a contract pursuant to an award. This does not exclude a Bid limiting the maximum gross amount of awards acceptable to any one Bidder at any one Bid opening, provided that any selection of awards will be made by CBJ.
 - E. If the Bidder has not acknowledged receipt of each Addendum.
 - F. If a Bid modification does not conform to Article 9.0 of this Section.
- **6.0 BIDDER'S EXAMINATION OF BID DOCUMENTS**. It is the responsibility of each Bidder before submitting a Bid:
 - A. To examine thoroughly the Bid Documents, and other related data identified in the Bidding documents (including "technical data" referred to below):

- 1. To consider federal, state and local laws and regulations that may affect cost, progress, or performance of the WORK,
- 2. To study and carefully correlate the Bidder's observations with the Bid Documents, and other related data; and
- To notify the Engineering Contract Administrator of all conflicts, errors, or discrepancies in or between the Bid Documents and such other related data.

7.0 BID FORM.

- A. The Bid shall be made on the Bid Submittal Attached as Appendix C.
- B. All blanks on the Bid Form and Bid Schedule must be completed in ink or typed.
- C. The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid form. <u>Failure to acknowledge Addenda may render Bid non-responsive and may cause its rejection</u>.
- D. The address to which communications regarding the Bid are to be directed must be shown.
- E. Bidder's Preferences: "Juneau Bidder" and "Bidders with Disabilities" preferences will be treated In accordance with provisions outlined in the City Purchasing Code 53.50.010 and 53.50.050. Unless otherwise specified in this RFB, a Juneau bidder will receive a 5% bidder preference if its bid is not more than five percent higher than the lowest responsive nonresident bidder. Bidders with disabilities will receive a 10% bidder preference if its bid is not more than ten percent higher than the lowest responsive non-disabled bidder. The Purchasing Code is available from the Citv Purchasing Division or online http://www.juneau.org/law/code/documents/53.50 Purchasing.pdf. All appropriate certificates must accompany this RFB.
- 8.0 DISCREPANCIES IN BIDS. In the event there is more than one Pay Item in a Bid Schedule, the Bidder shall furnish a price for all Pay Items in the schedule, and failure to do so may render the Bid non-responsive and cause its rejection. In the event there is more than one Pay Item in a Bid Schedule and the total indicated for the schedule does not agree with the sum of the prices Bid on the individual items, the prices Bid on the individual items shall govern and the total for the schedule will be corrected accordingly, and the Bidder shall be bound by said correction.

9.0 BID MODIFICATIONS AND UNAUTHORIZED ALTERNATIVE BIDS.

A. Any bidder may deliver a modification to a bid in person, by mail or fax (907-586-4561), provided that such modification is received by the Purchasing Division no later than the deadline for bids. Modifications will be time and date stamped by the Purchasing Division, which will establish the official time of receipt of the modification. The modification must not reveal the bid price but should be in the form of an addition or subtraction or other modification so that the final prices will not be known until the sealed bid is opened.

The Bid modifications shall be provided on the **Bid Modification Form** located at the end of this Section. Submittal of any other form by the vendor may deem the

modification unacceptable by CBJ. A mail or fax modification should not reveal the Bid price but should provide the addition or subtraction or other modification so that the final prices will not be known by the City and Borough until the sealed Bid is opened. Submitted Modification forms shall include the modification to the lump sum amount of each pay item modified.

FAX DISCLAIMER: It is the responsibility of the bidder to submit modifications in a timely manner. Bidders' use of a fax machine to modify their bid shall be at bidders' sole risk. The Purchasing Division will attempt to keep the fax machine in good working order but will not be responsible for bid modifications that are late due to mechanical failure, a busy fax machine, or any other cause arising from bidder's use of a fax machine, even if bidder submits a transmission report or provides other confirmation indicating that the bidder transmitted a bid modification prior to the deadline. The City will not be responsible for its failure to receive the modification whether such failure is caused by equipment or human error, or otherwise. Bidders are therefore strongly encouraged to confirm receipt of their bid modification with the Purchasing Division (907-586-5258) prior to deadline.

- B. Conditioned bids, limitations, or provisos attached to the Bid or bid modification will render it unauthorized and cause its rejection as being non-responsive. The completed Bid forms shall be without interlineations, alterations, or erasures in the printed text. All changes shall be initialed by the person signing the Bid. Alternative Bids will not be considered unless called for.
- **10.0 WITHDRAWAL OF BID.** Prior to the Deadline for Bids, the Bid may be withdrawn by the Bidder by means of a written request, signed by the Bidder or its properly authorized representative. Such written request must be delivered to the place stipulated in the Notice Inviting Bids for receipt of Bids.
- **11.0 AWARD OF CONTRACT.** Award of a contract, if it is awarded, will be made to the lowest responsive, responsible Bidder whose Bid complies with all the requirements prescribed.
- 12.0 EXECUTION OF AGREEMENT. Failure or refusal to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith shall be just cause for annulment of the award. If the lowest responsive, responsible Bidder refuses or fails to execute the contract, CBJ may award the contract to the second lowest responsive, responsible Bidder. If the second lowest responsive, responsible Bidder refuses or fails to execute the contract, CBJ may award the contract to the third lowest responsive, responsible Bidder.

13.0 FILING A PROTEST.

- A Bidder may protest the proposed award of a competitive sealed Bid by the City Α. and Borough of Juneau. The protest shall be executed in accordance with CBJ Ordinance 53.50.062 **PROTESTS** and CBJ Ordinance 53.50.080 ADMINISTRATION OF PROTEST. The entire text of the CBJ Purchasing Ordinance can be accessed at the CBJ website, http://www.juneau.org/law/code/Purchasing.pdf, or call the CBJ Purchasing Division at (907) 586-5258 for a copy of the ordinance.
- B. Late protests shall not be considered by the CBJ Purchasing Officer.

- JUNEAU BUSINESS SALES AND PERSONAL PROPERTY TAX: Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. CONTRACTORs and Subcontractors must be in good standing with the City prior to award, and prior to any contract renewals, and in any event no later than ten Days (calendar) following notification by the City of intent to award. Good standing means: all amounts owed to the City are paid in full, including Confession of Judgments; and vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, may be cause for rejection of your bid. To determine if your business is in good standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, at (907) 586-5268, concerning business personal property and real property tax.
- **15.0 PERMITS AND LICENSES**. The CONTRACTOR is responsible for all WORK associated with meeting any local, state, and/or federal permit and licensing requirements.

CITY AND BOROUGH OF JUNEAU PURCHASING DIVISION FAX NO. 907-586-4561

BID MODIFICATION FORM

Modificatio	ication form is submitted by any one be not forms submitted will be combined and a the modified Bid amounts will be calculated.	applied to the original bid
BID ITEM NO.	BID ITEM DESCRIPTION	MODIFICATION TO LUMP SUN (indicate +/-)
Total Incre	ease or Decrease: \$	
	Name of Bidding Firm	
	Responsible Party Signature	

******* SECTION III ******** QUALIFICATIONS SUBMITTAL REQUIREMENTS

General Submittal Requirements

Responses to this RFB (Submittal) shall be submitted in the manner noted. Responses lacking the required backup items, submitted late or improperly, or in any other manner determined to be incomplete may not be eligible for consideration. All information provided must be current and accurate.

All costs associated with the preparation and presentation of the submittals are the responsibility of the 'firm' without reimbursement from CBJ.

Format of Submittal

- Submittal shall consist of a single page cover sheet and the forms on pages 14 through 16 of this packet, designated as "SECTION III QUALIFICATION CRITERIA". Note interested bidders may request an MS Word copy of this document by emailing eng contracts @ci.juneau.ak.us or calling 907-586-0490.
- 2. Submittal shall include only those additional items of information or backup as referenced or required within the "criteria" section.
- 3. Materials that do not relate to the forms or the backup information will not be considered.

<u>Deadline for Submittal</u> The Qualifications Submittal shall be submitted according to the information specified on Page 2 of this RFB.

********** SECTION IV *********** STATEMENT OF QUALIFICATIONS

General Discussion, Review and Scoring Process

The determination of a qualified firm shall be based solely on the responses provided to the criteria listed within this section. To be considered Qualified, the submitting Firm must meet all of the qualifications described in this section.

Transmittal Letter

Materials within this section shall be transmitted under a single page transmittal letter, on company letterhead and provide:

- The name, title, and contact information (telephone, fax, email, mailing and physical address) of the individual(s) responsible for the preparation of the Statement of Qualifications. The name, address and other contact information relevant to the firm.
- A brief statement outlining why your firm should be selected to be a part of the Project team, and what exceptional capabilities your firm will bring to the Project.

Required Certification and Signature

Certification Statement: The undersigned individual hereby certifies that the statements made and documents presented in response to the CBJ's Request for Statements of Qualifications for the BRH Radio Communication System Design and Installation project, as provided, are true and accurate in all respects and, where provided, references may be contacted to confirm the content of the Statement of Qualifications. Furthermore, by executing this document the undersigned individual certifies that the firm is committed to the Project with respect to providing site survey services and that the proposal shall remain valid for a minimum of 90 days.

Submitted by:		
	Printed Name	Signature
	Title	Date of Signature
Representing:		
. 5	Name of Firm	City and State

Mandatory Qualification Criteria

1.	<u>Insurance</u> The Project will require the firm who is selected for installation of the System to obtain the following types of insurance coverage: General Liability, Workers Compensation, and Auto/Vehicle, in the amounts specified in Appendix E – Standard Contract of this RFB.
	Can the firm provide all required insurance coverage?
	Provide a written, signed statement from your insurance company substantiating the availability of such coverage or a current insurance certificate showing insurance policies currently in place.
2.	Required Licensing The Project will require any firm who is deemed 'qualified' to obtain all required licenses and registrations, including but not limited to a State of Alaska Business License and a State of Alaska Communications/Electrical Specialty Contractor's License. Firms should contact the State of Alaska, Department of Community and Economic Development, Division of Occupational Licensing. Contact information: Telephone: (907) 465-2550 or see their website at http://www.dced.state.ak.us/occ/home.htm for specific requirements.
	Note: Per Alaska Statute 08.18.011 prospective bidders must hold the required Contractor's License at the time a bid is submitted.
	Licensing and registration can be time consuming; firms are encouraged to review these requirements immediately.
	Can the firm obtain all required licensing prior to the Bid Opening? No Yes
	Status: Alaska Business License #
	Alaska Contractor Registration #
3.	<u>Prior Experience</u> . As stated previously in this document, qualified firms will be required to perform a site survey and subsequently design and install a radio communication system. Does the firm have previous experience performing these services? To be considered Qualified, the firm must provide information for a minimum of three (3) previous systems of similar scope and scale.
	Has the firm performed design and installation services on at least three projects of similar scope and scale? No Yes
Co	empany Name

	<u>1st Project</u> Name:		Owner:	
	Contact Person:		Telephone	e Number:
	Project Description:			
	Original Project Cost:	Oriç	ginal Completio	n Date:
	Final Project Cost (if changed): _		Final Comp	letion Date:
	Project included:	design		installation
	2 nd Project Name:		Owner:	·
	Contact Person:		Telephone	e Number:
	Project Description:			
	Original Project Cost:	Orig	inal Completior	Date:
	Final Project Cost (if changed): _		Final Comp	letion Date:
	Project included:	design		installation
	3 rd Project Name:		Owner:	
	Contact Person:		Telephone	e Number:
	Project Description:			
	Original Project Cost:	Orig	inal Completior	Date:
	Final Project Cost (if changed): _		Final Comp	letion Date:
	Project included:	design		installation
4.	Firm History CBJ desires to contract and integrity. Such a firm shall have be well experienced in design and have a strong financial standing, ar shall have a reputation as an outstator its quality, timeliness and efficient	ve been in exister installation of race and a stable mana anding firm, hight ancy.	nce a minimum dio communicat agement team a	of three (3) years, shall ion equipment systems, and work force. The firm its trade and well known
	Does the firm possess these qualiti	es?		No Yes
Со	ompany Name			

SPECIAL NOTICE: CBJ reserves the right to verify all information by contacting the references, as provided. The contact shall be verbal (via telephone) and include the review and discussion of all pertinent information. The exchange of information may include some or all of the topics addressed in the "Past Performance Questionnaire" as presented in the final section of attachments to this packet. Responses from identified "contact persons" that negate or contradict data or information provided in the submittal shall be documented in writing and provided for review upon request. Firms are encouraged to advise designated "contact persons" of this potential interview.



APPENDIX A – SCOPE OF WORK and SYSTEM PERFORMANCE REQUIREMENTS

Bartlett Regional Hospital (BRH) Radio Communication System Design and Installation RFB E11-063

General

The purpose of this document is to outline the scope of work and performance requirements for the BRH In-Building Radio Communication System (System).

Portable radios, frequently used by Juneau Police Department (JPD), Capital City Fire and Rescue (CCFR) and BRH Security staff, are unusable in most areas throughout BRH. To address and resolve this issue, an In-Building Radio Frequency (RF) Distribution System (Signal Booster) shall be installed and implemented to receive and transmit radio traffic inside the BRH. Furthermore, an onsite VHF repeater shall be installed to extend BRH Security radio coverage throughout BRH and its campus.

The In-Building RF Distribution System will be designed to work together with JPD's and CCFR's existing repeater network and the new onsite VHF repeater for BRH to improve inbuilding radio performance for said agencies.

The successful Contractor shall recognize the critical nature and environment of hospitals. Contractor therefore shall adhere to any and all work standards, certifications, and qualifications required by law, CBJ, and BRH.

I. Basic System Description (Signal Booster)

The primary components of an amplified In-Building RF Distribution system are identified below:

- **A. External antenna.** This is called the "DONOR" antenna. It is usually mounted on the roof, or a side of the structure, where a clear line-of-sight path exists to the distant radio tower. The distant site is also known as the "Donor". This is a two way interface
- **B. BDA (Bi-Directional Amplifier).** A very specialized RF amplifier which selects what frequencies are to be amplified in the downlink and uplink paths (they are different) and increases the RF signal strength in both directions. The Federal Communications Commission (FCC) calls these amplifiers 'signal boosters' and



there are very specific federal rules on their operation that shall be followed by the system designer.

C. The RF Distribution Network

The most common method is to use coaxial cables. The coaxial cables fall into two classes; standard (non-radiating) and radiating.

Standard (Non-radiating) coaxial cables route RF signals to multiple indoor antennas placed in areas where radio operation is needed.

"Radiating" coaxial cables (sometimes called 'leaky coax') intentionally allows low level RF signals to 'leak' in and out along the path of the cable. The ideal location for radiating cables is in passageways, drop ceilings, walls etc.

Indoor antennas can be placed at the end of a coaxial cable or tapped into a coaxial cable to allow multiple antennas along the coaxial cable route.

Ideally, the indoor antennas will be positioned where they are optically visible from every location where communication is needed. RF signals can travel through low density walls, but the signal will be weakened.

II. Basic System Description (BRH VHF Repeater)

BRH VHF Repeater

Currently BRH's radio traffic is done via simplex (one frequency for transmit and receive). VHF repeaters use two frequencies; therefore, frequency coordination and FCC licensing of a VHF pair shall be determined and FCC certified prior to installation. It shall be the Contractor's responsibility to coordinate frequencies and facilitate all required FCC licensing prior to installation of the System.

III. Signal Booster System Requirements

- A. Downlink Minimum Signal Boosting throughout 95% of Facility(s) providing a minimum -95dbm of received strength signal indicator (RSSI) for desired frequencies.
- B. Uplink Minimum signal strength of -95 dbm to parent systems.
- C. A class A BDA for signal boosting of four (4) Public Safety VHF repeater channels and 1 BRH VHF repeater channel plus accessory equipment as previously stated and TBD by Site Survey (i.e. antennas, cables, connectors, etc.)



- D. BDA shall be P25 mixed mode compatible to accommodate wide/narrow (25 and 12.5 Khz channel spacing) band for analog and P25 digital radio systems.
- E. Secondary Power The system shall be equipped with an emergency (back-up) source of power with an automatic transfer switch in the event primary power is lost. This secondary source of power must be capable of supplying adequate back-up power for a minimum of 12 hours to related system components.
- F. The signal booster and secondary power source shall be contained in a NEMA 4 type waterproof cabinet. Location of this cabinet shall be coordinated with BRH Project Manager.
- G. The system shall include automatic alarming of malfunctions of the signal booster and secondary power system. Any resulting alarms shall be automatically relayed to BRH's Windows based monitoring system, as defined in NFPA 72. Coordinate relay to current BRH
- H. Equipment shall have FCC certification prior to installation.
- I. System shall be in compliance with NFPA 72.

IV. BRH Repeater System Requirements

BRH VHF Repeater / 146-174 Mhz. Repeater shall provide coverage of 95% of all Hospital grounds in conjunction with signal booster in-building coverage plus accessory equipment as previously stated and TBD by Site Survey (i.e. antennas, cables, connectors, etc.)

V. Adherence to Local Codes

Contractor is responsible for obtaining all permits required for installation of the System, including a Building Permit, as required by the CBJ Building Division. All work that involves penetrations through fire rated wall systems shall be performed in accordance with CBJ Building Division requirements, utilizing listed cable rated penetration devices. All work that requires inspection by the CBJ Building Division shall be inspected and approved, and the Contractor shall provide copies of all inspection reports to the BRH Project Manager.

VI. Design and Installation Plan

Following contract award and issuance of Notice to Proceed, Contractor shall submit to the BRH Project Manager a final design that includes the following:

- 1. Spectrum analysis and coordination
- System design and engineering



3. Itemized list of materials required for installation

BRH Project Manager, along with JPD staff, will review the design submittal and work with Contractor to finalize design.

Following approval of final design, the Contractor shall submit a plan for installation of the System. Installation of the RF distribution Network throughout the BRH will be the most invasive part of the project and will require strict and disciplined coordination and scheduling between BRH and the Contractor to ensure patient care is not disrupted or put at risk.

VII. Acceptance Test Plan (ATP)

- A. Ensure all areas are clean and in good working condition.
- B. Ensure all connections and equipment have been labeled and neatly dressed
- C. Perform testing throughout BRH and its campus with JPD and BRH representatives to insure proper operation that meets system performance specifications and that no interference with any existing RF systems are present.
 - The most frequent problem with an in-building installation is inadequate isolation (path loss) between the roof antenna and those within the building. When insufficient the system 'oscillates' and causes interference. Therefore, proper alignment and testing shall be done to insure Outside to Inside Antenna isolation. The industry standard for minimum antenna to antenna isolation uses this formula; BDA gain + 15 dB.
 - 2. There are two types of coverage measurements: the Signal Strength Test and Voice Quality Test. The Signal Strength Test is cost effective with downlink RSSI signal measurements, and the Voice Quality Test is a subjective performance test of Delivered Audio Quality or DAQ. The ATP should be developed by both the Contractor and BRH staff to verify RF coverage based on such measurements. The procedure provides an accurate, statistically valid, repeatable, objective, and cost-effective method to verify all customer/user coverage requirements are met. A definition of coverage by signal strength or DAQ figures, which define the audio quality of a wireless systems' performance, should be accomplished so that all parties involved understand the overall objective and so that proposals and systems designs are in line with this ultimate objective.



3. Testing Process

A reliable, accurate wireless test device such as a spectrum analyzer in conformance with industry standards should be defined as a baseline to measure coverage performance and produce repeatable measurement. The wireless test equipment should include one antenna that will be mounted on a handcart 3-4 feet in height to replicate the portable at the hip-level location. Prior to taking signal strength measurements, each site shall be audited to verify that the radio system is operating properly. The audits will verify the antenna configuration, the power into the antenna, the antenna installation, and the frequency of the test transmitter/receiver.

VIII. Project Schedule

Contractor shall work with the BRH Project Manager to develop a detailed design, installation and testing schedule for the System.

The complete System must be installed, tested and accepted by November 30, 2010.

IX. Final Documentation and Warranty

BRH will provide the Contractor with Notice of Final Acceptance upon completion of installation, successful testing of the System and Contractor submittal of the following:

- 1. A complete system diagram.
- 2. System documentation which shall include product literature, and maintenance manuals for all equipment installed as part of the System.
- 3. Proof of FCC certification.
- 4. Contractor shall provide a written warranty of the System for one year following Notice of Final Acceptance, according to the following terms:
 - a. All items covered by warranty are to be replaced or repaired with new materials, including installation at the sole expense of the warranting Contractor for the minimum period of one year from the date of acceptance of the installed System by the CBJ.
 - b. The System warranty shall be signed by a principal of the Contractor's firm, duly-authorized to sign contracts. If the System is manufactured by another firm other than the Contractor, a supplemental warranty shall be submitted in accordance with the terms listed in these specifications for the System by the manufacturing firm. Warranty period shall be a minimum period of one year from the date of

acceptance of the installed System by the CBJ.

- c. FORM OF WARRANTY. Contractor hereby warrants to CBJ, subject to the limitations and conditions set forth below, that the installed System is free from defects in material, workmanship and performance and shall, for a period of one year from the date of acceptance by the CBJ, remain serviceable. Contractor shall, at its sole expense and cost, replace such elements of the System not performing to the standards called out in this Scope of Work for the life of the warranty, whether such non-performance is caused by defects in products, installation, or both.
- d. The Contractor shall not be held liable for any incidental or consequential damages. These warranties and the Contractor's obligations here-under are expressly conditioned upon the CBJ maintaining and properly caring for the System in accordance with the required maintenance manuals and instructions that are components of the System.
- e. The warranty is not to cover any defect, failure, damage or undue wear in or to the System caused by or connected with abuse, neglect, deliberate acts, acts of God or casualty.
- f. The Contractor shall be allowed to examine the System regarding any claim which the CBJ makes to be present at any time, to analyze the results of all tests conducted by the CBJ or others, and to conduct such tests of their own.
- g. After acceptance of the System, the Contractor shall not be responsible for any costs or expenses incurred by the CBJ or others with respect to periodic testing. If the CBJ notifies the Contractor that the System does not meet the conditions of this warranty, the Contractor shall make the appropriate improvements and pay for all costs of tests and analysis necessary to demonstrate that the surface is acceptable.
- h. In the event the Contractor does not respond to the CBJ's written notice within 10 days of receipt of notice or does not submit, schedule, and execute corrective work within 45 days (unless extended by the CBJ), the CBJ shall have the option of having the work performed at the expense of the Contractor.
- i. Sample form of warranty herein set forth is a suggested form for use for the work under this Section. Contractor's standard form of warranty may be used provided conditions specified are incorporated. All claims by the CBJ under this warranty must be made in writing to Contractor's address within 30 days after the CBJ learns of the defect giving rise to the claim. This warranty shall constitute a contract made in the State of Alaska and shall be governed by the laws thereof. Any lawsuits arising from this warranty shall be resolved within the Courts of the 1st Judicial District, State of Alaska.

APPENDIX B – BID SUBMITTAL RFB E11-063

BRH Radio Communication System Design and Installation

Dated:	Bidder:	
		(Company Name)
	By:	
	,	(Signature)
	Printed Name:	:
	Title:	
Telephone No.:	Address:	
<u></u>		(Street or P.O. Box)
Fax No.:		
		(City/State and Zip Code)
LOCAL BIDDER Does the Bidder meet the criteria of a Local No Yes Yes	Bidder, as defin	ned in the CBJ Purchasing Code, 53-50?
BIDDER WITH DISABILITIES Does the Bidder meet the criteria of a Bidder Code, 53-50? All appropriate certificate(s) in the content of the con		
No Yes		
Does the Bidder meet the criteria of a Bidde		

The Contractor shall provide all labor, equipment, materials and perform all Work as described in the Scope of Work.

COMPLETION TIME FOR THE WORK. The Contractor shall have until November 30, 2010, to complete all Work as described.

TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE DATE AND TIME BIDS ARE DUE:

- > Signed Bid and Signature Page
- > Completed Bid Schedule
- > Site Survey Report

APPENDIX B – BID SUBMITTAL RFB E11-063 BRH Radio Communication System Design and Installation

Bid Schedule for construction of <u>E11-063 Bartlett Regional Hospital Radio Communcation</u> <u>System Design and Installation</u>, in accordance with the Contract Documents.

Furnish all labor, equipment and materials, and perform all work as described in these bid documents for design and installation of an in-building radio communication system at Bartlett Regional Hospital. All prices listed below shall be in figures.

Regional Hospital. All	prices listed below	shall be in figures.		
Bid Item 1 – Material	s Total	\$		
Bid Item 2 – Labor T	otal	\$		
Bid Item 3 - Travel/P	er Diem Total	\$		
TOTAL BID	\$			
Date:	Bid	der:(Com	pany Name)	
which is hereby ackr below. Failure to	nowledged by the u acknowledge red	nts, including the follow Indersigned). Give num Ceipt of all Addenda Inction. If there are no ac	ber and date of each a may cause the Bi	Addenda d to be
Addenda No.	Date Issued	Addenda No.	Date Issued	\neg

APPENDIX C - SECURITY

PART 1 - GENERAL

1.1 SECURITY PROGRAM

A. The CONTRACTOR shall:

- 1. Protect WORK, existing premises, and Using Agency's operations from theft, vandalism, and unauthorized entry.
- 2. Initiate program in coordination with Using Agency's existing security program at initialization of Project mobilization.
- 3. Maintain program throughout construction period until Final Completion.

1.2 ENTRY CONTROL

A. The CONTRACTOR shall:

- 1. Restrict entry of persons and vehicles into Project site, as appropriate.
- 2. Allow entry only to authorized persons with proper identification.
- 3. Maintain log of visitors and make log available to BRH Project Manager on request.

1.3 PERSONNEL IDENTIFICATION

- A. At the discretion of the BRH Project Manager, the CONTRACTOR shall:
 - 1. Require each person authorized to enter premises to possess and visibly display an identification card.
 - 2. Maintain a list of authorized persons and assigned card number. Submit copy to BRH Project Manager on request. Individuals not visibly displaying an identification card shall be denied access to the Project. Cost of lost or replacement cards, after the first replacement, shall be charged to CONTRACTOR.
 - 3. Remove "on site" workers without proper identification from the Project site when required by the BRH Project Manager.
 - 4. Require return of cards from all individuals when they are no longer involved with WORK at the Project site.
- B. Identification card shall be provided by the Using Agency and include: personal photograph; name, title and employer, and assigned number.

1.4 SECURITY SERVICE

A. If CONTRACTOR chooses not to utilize existing BRH Security forces; then CONTRACTOR shall employ uniformed guard service to provide surveillance of site during all non-working hours.

APPENDIX C - SECURITY

1.5 RESTRICTIONS

- A. The CONTRACTOR shall not allow cameras on Project site or photographs taken except by written Approval of BRH Project Manager.
- B. All personnel employed on the Project site by the CONTRACTOR, Subcontractors, Suppliers, installers and other entities engaged in WORK shall strictly adhere to the security, safety, confidentiality, and hospital compliance program requirements depicted in Section 00800 Supplementary General Conditions, SGC 6.5.
- C. BRH Project Manager reserves the right to monitor CONTRACTOR's workforce utilizing both audio and visual technology.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SAFETY PROGRAM

A. General:

- 1. The safety of bidders, the CONTRACTOR, their work forces in total, the Using Agency's personnel, patients and the public is a major concern of the BRH Project Manager. To ensure Project and campus wide safety the CONTRACTOR shall carefully adhere to the following requirements.
- 2. CONTRACTOR shall employ a safety program to insure that CONTRACTOR's personnel and all personnel of the Subcontractors, Suppliers, Installers and material workers are trained and kept abreast of hospital safety requirements. In addition to the safety requirements enforced by code or jurisdictional entities, the CONTRACTOR's safety program shall also address, fire safety and deployment plans for the Project site, response to accidental release of hazardous materials, breach of infection containment barriers, and general emergency response.
- 3. CONTRACTOR's safety program will be provided to the BRH Project Manager, in writing, prior to commencement of WORK. Plans shall be periodically revised in response to issues that may arise during the course of construction. Such revisions shall be provided promptly to the BRH Project Manager.

B. The CONTRACTOR shall:

- 1. Abide by all applicable safety practices and requirements, irrespective of their origins.
- 2. Attend safety related meetings as periodically required by the BRH Project Manager.
- 3. CONTRACTOR shall employ a safety program to insure that CONTRACTOR's personnel and all personnel of the Subcontractors, Suppliers, Installers and material workers are trained and kept abreast of hospital safety requirements. Maintain program throughout construction period until Final Completion.

1.2 SAFETY STANDARDS

- A. Applicable safety related standards promulgated by safety or code enforcement agencies, such as but not limited to: AK-DEC, OSHA, Building Officials and Fire Marshal's Office representatives.
- B. Safety guidelines and policies established by the Department of Infection Control/Safety/Facilities of Bartlett Regional Hospital covering Infection Control for Construction and Renovation. (See BRH Policy at the end of this section.)
- C. Safety guidelines and policies established by Bartlett Regional Hospital covering Interim Life Safety Plan. (See BRH Policy at the end of this section.)
- D. Safety requirements required by the Contract Documents.

1.3 SAFETY PROCEDURES

- A. In addition to devices required by enforcement entities, the CONTRACTOR shall employ safety and containment devices (barricades, temporary separation/isolation walls, etc.) and warning signs at all locations where the public, patients or hospital staff may have access to, or mistakenly venture into, an area of active construction. The BRH Project Manager will have the final determination as to the locations and the extent of the required safety and containment devices and signage.
- B. As determined by the BRH Project Manager, and where conditions necessitate the construction of temporary exit routes, the CONTRACTOR shall construct such routes to the standards of the Contract Documents, or the enforcement agency. Such routes shall be Approved by the BRH Project Manager prior to putting them into use.
- C. CONTRACTOR shall cooperate with and assist the Using Agency in the establishment and maintenance of "user oriented" directional signage. CONTRACTOR shall not remove, block, or otherwise obscure such directional signage without specific written direction by the BRH Project Manager. Signage that has been disrupted during the course of construction shall be immediately repaired or replaced by the CONTRACTOR.
- D. When Directed by the BRH Project Manager, CONTRACTOR shall provide fire watch and other fire/life safety personnel on the Project.

1.4 SECURITY SERVICE

A. The CONTRACTOR shall:

- 1. Provide all security personnel and programs as described in Specification Section 015220, Security.
- 2. Cooperate with the BRH Project Manager, Using Agency and security forces employed by the Using Agency in ensuring the security and safety of the Project, and all other facilities on the hospital campus.
- 3. Be advised that the BRH Project Manager may observe safety practices via audio and video means.

1.5 RESTRICTIONS WITHIN ACTIVE CONSTRUCTION AREAS

- A. The CONTRACTOR shall restrict entry of persons and vehicles into the active construction areas as appropriate. Allow entry only to authorized persons with proper identification.
- B. Provide immediate notification to the BRH Project Manager, Using Agency and security forces employed by the Using Agency of entry, or desired entry, into the active construction areas of any individual not properly authorized.

PART 2 - PRODUCTS (Not Used)

Bartlett Regional Hospital

Title: INFECTION CONTROL FOR CONSTRUCTION AND RENOVATION

Department: Infection Control/Safety/Facilities

Original Date: 07-02 Author: Jan Beauchamp

PART 3 - EXECUTION (Not Used)

PURPOSE:

To establish a process for the identification and reduction of risk from airborne transmission of infectious agents during construction, demolition, renovation, and repair on the Bartlett Regional Hospital Campus.

DEFINITIONS:

- A. **ICRA:** Infection Control Risk Assessment. Analysis of a construction, demolition, or renovation project to establish infection risk and control by a multidisciplinary group designated for that purpose.
- B. **Infection Control Permit:** A permit issued by Infection Control for construction and renovation projects that are Class III or above as determined by the Infection Control Risk Group Matrix. (in the Infection Control Risk Assessment Packet, Appendix C)
- C. **ICRAC:** Infection Control Risk Assessment Committee. An ad hoc subcommittee of the BRH Infection Control Committee tasked with development, oversight, and enforcement of this policy.
- D. **HEPA Filter:** High efficiency particulate air filters. (99% of 0.3-micron size particles)
- E. **HVAC:** Heating, Ventilation, Air-conditioning. (Air-handling unit.)
- F. **CRP:** Construction and Renovation Policy. (This policy.)

POLICY:

- A. An Infection Control Risk Assessment (ICRA) will be performed for every construction, demolition, and renovation project on the BRH campus, including site work (utilities, landscaping, etc) even when no building is being constructed or renovated.
- B. Bartlett Regional Hospital requires any subcontractor, sub-subcontractor, vendor, employee, or agent to be bound by these requirements. Before any demolition or construction on-site begins, the contractor and contractor's employees will attend mandatory training sessions provided by a Bartlett Regional Hospital Safety or Infection Control representative. Course objectives will be distributed at class.
- C. An Infection Control Permit (see the Infection Control Risk Assessment Packet Appendix C) will be issued by the ICRAC and posted at the work-site as appropriate for the duration of the project, as indicated by the ICRA.
- D. Infection Control and Safety inspections are the responsibility of the ICRAC.
- E. Changes to the ICRA may be made by the ICRAC at any time during the project. Changes will be

communicated to the Construction Manager or designee.

- F. Bartlett Regional Hospital's Safety Officer or the ICRAC may modify performance requirements for certain activities. A modification made by BRH personnel does not relieve the contractor of compliance with proper infection control procedures.
- G. When required by the Infection Control Permit, HEPA equipped filtration machines shall provide air flow into construction area not less than 100 FPM at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power and ganged to a single switch for emergency shutoff and shall run continuously. In the event of a power failure and no back-up power is immediately available, work will be stopped until power becomes available.
- H. Documentation of the ICRA process will be maintained by the Construction Manager or designee.
- I. Regular reports will be provided to the Infection Control Committee by a representative of the ICRAC.

PROCEDURES:

A. Responsibilities During Project Planning

- A.1. An interdisciplinary team including architects, construction managers, contractors, department personnel, the Infection Control Coordinator, and Safety Officer will evaluate any construction project from design through completion for infection control concerns.
- A.2. The Infection Control Coordinator will be involved in the design phase of any project. The design and function considerations for infection control are listed in Appendix A. These considerations are for the duration of the project, as well as considerations for the infection control issues for the finished project. The Construction Manager or designee will contact the Infection Control Coordinator for obtaining input on the project.
- A.3. Each project will have an Infection Control Risk Assessment (ICRA) performed during the planning phase of the project. Projects in Class III, III/IV, or IV require an Infection Control Permit to be posted at the site for the duration of the project. (Appendix C)
- A.4. Construction measures required by the ICRA will be communicated to the contractors by the Construction Manager or designee during the bidding phase of the project. All contractors and contract construction personnel be responsible for maintaining and complying with the general and class specific infection control and safety practices for the project.

B. Responsibilities During the Active Construction Phase

- B.1. The Construction Manager or designee will perform a Safety and Infection Control Risk Assessment for every day that there is work on the site (Appendix B). Unsafe conditions will be corrected immediately and corrections documented on the form. The Construction Manager or designee is responsible for oversight and documentation of this process.
- B.2. As a quality control measure, a member of the ICRAC will inspect each project of Class III or greater on a weekly basis, using the BRH Safety and Infection Control Risk Assessment form. (Appendix C) The Construction Manager or designee will be notified immediately to correct any unsafe conditions.
- B.3. The contractor shall be required to take immediate action to correct all deficiencies.
- B.4. The ICRAC has the authority to stop construction for any breach in the infection control practices, or for any patient safety concern related to infection and construction. This will be done through the Construction Manager or designee.

- B.5. Failure of the contractor to promptly correct such deficiencies will result in corrective action taken by CBJ and BRH Construction Management per project documents.
- B.6. The Contractor will notify the Construction Manager or designee for any assistance with medical waste, work in negative pressure areas, or any concerns involving patients or patient care areas.

C. General Infection Control Practices for All Construction and Renovation Projects

- C.1. Construction activities causing disturbance of existing dust, or creating new dust, must be conducted in tight enclosures cutting off any flow of particles into patient areas.
- C.2. Construction areas will have dust mops, wet mops, brooms, buckets, and clean rags for wiping fine dust from floors and surfaces in adjacent areas.
- C.3. Walk-off mats shall be used outside of every construction entrance. Any dust outside the barrier shall be cleaned up immediately using a HEPA-filtered vacuum or wet mop.
- C.4. Debris from the construction site will be removed with carts that are covered in a manner that does not allow the escape of dust.
- C.5. Any ceiling tiles that are moved (even for visualization) outside of the construction barrier will be replaced immediately when unattended.
- C.6. Barriers
 - C.6.1. Closed door with masking tape applied over the frame and door is acceptable for projects that can be contained within a single room.
 - C.6.2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected:
 - C.6.2.1. Small, short duration projects generating minimal dust may use fire-rated plastic sheeting that extends from floor to ceiling. Seams must be sealed with tape to prevent dust and debris from escaping and have at least 2-foot overlapping flaps for access to entry.
 - C.6.2.2. Any project generating moderate to high levels of dust or of more than short duration must require rigid dust-proof, and fire-rated barrier walls (e.g. drywall) with caulked seams. An interim plastic dust barrier may be required to protect the area while the rigid impervious barrier is being constructed.
 - C.6.2.3. Barriers are required at penetrations of ceiling envelopes, chases and ceiling spaces to stop movement of air and debris.
 - C.6.2.4. Large dusty projects require an anteroom or double entrance vestibule for workers to remove protective clothing or vacuum off existing clothing.
- C.7. HEPA-filtered negative pressure units will be run continually during the course of the project (24 hours per day).

D. Performing An Infection Control Risk Assessment

- D.1. Each project will have an Infection Control Risk Assessment done during the programming phase of the project. The results will be communicated with the architect and contractor. (See ICRA Packet, Appendix C).
- D.2. Class III and higher projects require an Infection Control Permit before construction begins. (ICRA Packet, Appendix C)

REFERENCES:

Bartley, J., ed. (1999). <u>APIC Infection Control Toolkit Series: Construction and Renovation</u>. Washington, DC: Association for Professionals in Infection Control and Epidemiology, Inc.

Centers for Disease Control and Prevention, Healthcare Infection Control Practices Advisory Committee. (2001). <u>Draft Guideline for Environmental Infection Control in Healthcare Facilities</u>.

Comprehensive Manual on Accreditation of Hospitals (2001). Oakbrook, IL.: Joint Commission on Accreditation of Hospitals and Healthcare Organizations: 2001.

Davis, S. (2001). "Don't Wait for Dust to Settle on Patient Risk." In <u>Environment of Care Leader (6)</u> 11. (May 21, 2001).

Approval/Review/Revision					
Date:	Signature:	Date:	Signature:	Date:	Signature:

APPENDIX A:

Construction Design and Function Considerations for Environmental Infection Control

- A. Location of sinks and handwashing product dispensers.
- B. Types of faucets (aerated vs. non-aerated, and type of faucet e.g. wrist blades, knee, foot, or infrared controlled).
- C. Air-handling systems engineered for optimal performance and easy maintenance and repair.
- D. Air changes per hour (ACH) and pressure differentials to accommodate special patient care areas.
- E. Location of fixed sharps containers.
- F. Types of surface finishes (non-porous vs. porous).
- G. Well-caulked wall with minimal seams.
- H. Location of adequate storage and supply areas.
- I. Appropriate location of medicine preparation areas (e.g. >3ft. from a sink).
- J. Appropriate location and type of ice machines.
- K. Appropriate materials for sinks and wall coverings.
- L. Appropriate traffic flow (no "dirty" movement through "clean" areas).
- M. Isolation rooms with anterooms as required.
- N. Appropriate flooring (e.g. seamless floors in dialysis units).
- O. Sensible use of carpeting (e.g. no carpeting in special care areas or areas likely to become wet.)
- P. Properly engineered areas for linen services and solid waste management.
- Q. Location of main generator to minimize risk of system failure from flooding or other emergency.
- R. Installation guidelines for gypsum wallboard.

From: Centers for Disease Control (2001) Guidelines for Environmental Infection Control in Healthcare Facilities (draft).

APPENDIX B: Safety and Infection Control Risk Assessment Tool Project No.______ Date_____Time____

DAILY INFECTION CONTROL MONITOR:

Standard	
A. Construction Barricades:	
Barricades sealed, no penetrations	
Walk-off mats at all exits	
Barricade doors have closers	
Door frames gasketed, close and seal properly	
Adjacent ceiling areas intact	
Adjacent floors clean, no dust tracked	
B. Negative Air:	
Negative pressure at barricade entrance	
All windows and doors closed behind barricade	
Negative air machines running, filters clean, discharge hoses intact	
Demonstrated use of appropriate equipment to prevent airborne particulate matter: this includes HEPA filtration units, HEPA vacuum equipment, and continuous use of exhaust fans	
No construction activity within 25 feet of existing fresh air intake	
C. Jobsite:	
Project area clean, debris removed daily	
Debris removed in suitable closed containers	
No signs of pests	
No signs of water leakage	
D. Occupied Areas:	
Work authorized and scheduled	
Sheet plastic barricade in place and properly sealed	
Surrounding area clean	
Patient care equipment and supplies removed from construction area	
Ceiling tiles replaced when not being accessed (if	
occupied area, adjacent patient doors are closed)	

DAILY SAFETY MONITOR:

Standard		
A. General Safety:		
Contract workers wearing required identification		
Construction personnel wearing required PPE (e.g. hardhat, goggles, coveralls, etc.)		
Construction area secure (e.g. barriers adequate to prevent entry of unauthorized persons)		
Construction personnel following safe work practices (e.g. ladder safety, no smoking, trip and fall hazards, etc.)		
Power secured at end of each day		
Extension cords grounded, in good condition		
B. Exits		
Exits provide free and unobstructed access		
Alternate egress established and workers received training		
Negative air machines running, filters clean, discharge hoses intact		
C. Fire Equipment:		
Fire alarms, detection, and suppression systems operational		
Additional fire equipment and training provided for personnel		
D. Fire Safety:		
No smoking policy implemented		
Minimum of two fire drills per shift per quarter		
Area free of storage, housekeeping materials, food waste, and debris to reduce flammable and combustible fire load of building		
Additional comments and observations:	 	
		-
		-
Inspector Signature:		

APPENDIX C

INFECTION CONTROL RISK ASSESSMENT PACKET

An Infection Control Risk Assessment (ICRA) will be performed by the Construction Manager or designee for every construction, demolition, and renovation project on the Bartlett Regional Hospital campus, including site work (utilities, landscaping, etc.) even when no building is being constructed or renovated.

1. Step #1: Using the following table, determine the <u>type</u> **of construction activity** and <u>circle</u> Type A, B, C, or D.

The construction activity types are defined by the amount of dust generated, the duration of the activity, and the amount of shared HVAC systems.

Contact Infection Control if any activity is questionable under these guidelines.

Circle one **Type** below:

Chicle of	ic Type below.
Type A	Inspection and Non-Invasive Activities Includes, but is not limited to: • removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet • painting (but not sanding) • wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection
	Small Scale, Short Duration Activities Which Create Minimal Dust Includes, but is not limited to:
Type B	 installation of telephone and computer cabling access to chase spaces cutting of walls or ceiling where dust migration can be controlled
Туре С	Work That Generates a Moderate to High Level of Dust or Requires Demolition or Removal of Any Fixed Building Components or Assemblies Includes, but is not limited to: • sanding of walls for painting or wall covering • removal of floor coverings, ceiling tiles and casework • new wall construction • minor duct work or electrical work above ceilings • major cabling activities • any activity which cannot be completed within a single workshift
Type D	Major Demolition and Construction Projects Includes, but is not limited to: • activities that require consecutive work shifts • requires heavy demolition or removal of a complete cabling system • new construction

2. Step # 2.: Using the following table, identify the Infection Control Risk Group or Groups that will be affected by the construction activity, and *circle* Group 1, 2, 3, or 4.

*Circle the appropriate **Risk Group(s)** below:

Group 1	Group 2	Group 3	Group 4
Low Risk	Medium Risk	High Risk	Highest Risk
Office Areas	• Cafeteria	• Emergency	Critical Care Unit
 Public Areas 	 Patient care areas, 	Department	Special Care Nursery
(except when	inpatient and	Radiology	 Operating Rooms,
associated with a	outpatient, except as	• PACU	including C-Section
higher risk area)	noted in Groups 3 and	 Same Day Surgery 	Rooms
• All other non-patient	4.	Laboratory	 Central Sterile Supply
work areas (e.g.		Kitchen	Endoscopy
facilities, stores)		Obstetrics	 Infusion Therapy
Behavioral Health		Newborn Nursery	Pharmacy Admixture
Units		Pharmacy	Negative Pressure Isolation
		PT: Tub and Treatment	Rooms
		Rooms	

3. Step # 3: Determine the Level of Infection Control Activity required by *matching* the Construction **Type** with the Risk **Level** using the matrix below.

Circle one Class below:

	Construction Activity-Infection Control Matrix Construction Activity							
Risk Level	Type A Type B Type C Type D							
Group 1	I	II	II	III/IV				
Group 2	I	II	III	IV				
Group 3	I	II	III/IV	IV				
Group 4	II	III/IV	III/IV	IV				

4. Step # 4. Obtain an Infection Control Permit:

- An Infection Control Permit and approval will be required when the Construction Activity and Risk Level indicate Class III or higher (shaded areas).
- This permit will remain posted at the worksite for the duration of the project.
- This permit will be returned to the Construction Manager or designee at the completion of the project.

5. Step # 5. Identify Areas Surrounding Project Area

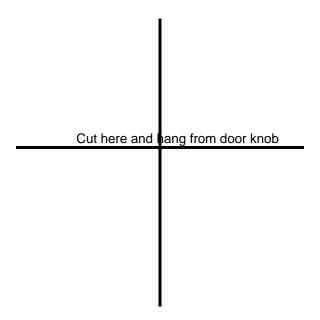
Identify the areas surrounding the project area, assessing potential impact. *

Identify Unit Below	, ,		Identify Lateral Unit	Identify Unit Behind	Identify Unit Front
Identify Risk	Identify Risk	Identify Risk	Identify Risk	Identify Risk	Identify Risk
Group:	Group	Group	Group	Group	Group
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Potential	Potential	Potential	Potential	Potential	Potential
Impact?	Impact?	Impact?	Impact?	Impact?	Impact?
Yes No	YesNo	YesNo	Yes No	Yes No	YesNo
See	See	See	See	See	See
comments	comments	comments	comments	comments	comments

comments	comments	comments	comments	comments	comments
Comments*					
					*note:
	f "Areas Surroundin				
	ne path of blown du	st coming from bui	lding demolition,	excavation, founda	ıtion
construction, and	site work				
6. Sten # 6. Iden	tify specific site of a	activity. e.g.: natie	ent rooms, medics	ation room, etc.	
o. Step " o. Iden	only specific site of t	activity, e.g., putil	int rooms, meare.		
7. Step # 7. Worl	k hours: Can or wil	l the work be done	during non-patien	t care hours?	
Yes	No_		Not applicable		
Other					

INFECTION CONTROL PERMIT

Bartl	lett R	egional Hospital Infection Control Construction	n Perr	nit			
						Permit No:	
Loca	tion o	f Construction:		Proje	Project Start Date:		
Proje	Project Coordinator			Estin	Estimated Duration:		
Cont	ractor	Performing Work		Pern	nit Exp	iration Date:	
Supe	rvisor	:		Tele	phone:		
YES	NO	CONSTRUCTION ACTIVITY	YES	NO	INFEC	CTION CONTROL RISK GROUP	
		TYPE A: Inspection, non-invasive activity			GROU	JP 1: Least Risk	
		TYPE B: Small scale, short duration, moderate to high levels			GROL	JP 2: Medium Risk	
		TYPE C: Activity generates moderate to high levels of dust, requires greater 1 work shift for completion			GROL	JP 3: Medium/High Risk	
		TYPE D: Major duration and construction activities Requiring consecutive work shifts			GROL	JP 4: Highest Risk	
CLAS		Execute work by methods to minimize raising dust from construction operations. Immediately replace any ceiling tile displaced for visual inspection.	3. 1	Minor D	emolition	n for Remodeling	
CLAS	SS II	Provides active means to prevent air-borne dust from				ction waste before transport in tightly	
Seal unused doors with du		2. Water mist work surfaces to control dust while cutting.	7. \	Wet mo	overed containers. /et mop and/or vacuum with HEPA filtered vacuum befor aving work area. lace dust mat at entrance and exit of work area.		
		Wipe surfaces with disinfectant.	Remove or isolate HVAC system in areas where work is being performed.				
CLASS III 1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control		begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control	7. N 8. I	 Wet mop with disinfectant Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 			
Da	ate	cube method before construction begins. 4. Maintain negative air pressure within work site	t	tightly covered containers.			
Init	tial	utilizing HEPA equipped air filtration units. 5. Do not remove barriers from work area until complete project is thoroughly cleaned by Env. Services Dept.	10. (11. l	Cover transport receptacles or carts. Tape covering. Remove or isolate HVAC system in areas where work is being performed.			
Class	IV	Obtain infection control permit before construction begins. Isolate HVAC system in area where work is being done to prevent contamination of duct system.	8. I	91			
Da	ate	Complete all critical barriers or implement control cube method before construction begins.		Dept. Vacuum	work ar	ea with HEPA filtered vacuums	
Init		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.	 Wet mop with disinfectant. Remove barrier materials carefully to minimize spre of dirt and debris associated with construction. Contain construction waste before transport in tight covered containers. 			sinfectant. materials carefully to minimize spreading s associated with construction. ction waste before transport in tightly ers. receptacles or carts. Tape covering.	
Additio	onal Re	quirements:					
Date		Initials		D		ions/Additions to this permit als are noted by attached memoranda.	



Bartlett Regional Hospital

MAINTENANCE/CONSTRUCTION IN PROCESS

KEEP DOOR CLOSED

Per Infection Control Policy Contact the Project Manager

at	for questions

Bartlett Regional Hospital

Title: **Interim Life Safety Plan** Department/s: All Departments

Original Date: Author: B. Sharp

PURPOSE: To provide protection when normal life safety processes are affected by construction to temporarily compensate for the hazard posed by existing life safety deficiencies.

POLICY:

- A. The Safety Officer will:
 - A.1. Be responsible for training personnel working in the construction areas to the ILSM program. Documentation of this training will be maintained in the employees file.
 - A.2. All hospital staff will be trained when structural and component features of fire safety are compromised.
- B. The Construction Manager will:
 - B.1. Be responsible for initiation of the Interim Life Safety Measures to ensure that a safe environment is maintained throughout construction or alterations to buildings and grounds.
 - B.2. Be responsible for training the contractor or designee in the elements of the BRH life safety and interim life safety measures.
- C. Free and unobstructed access to all existing exits in the building under construction will be provided at all times. Personnel will receive training if alternate exits must be designated.
- D. Free and unobstructed access to emergency departments or services shall be maintained at all times.
- E. Fire alarm, detection and suppression systems must not be impaired. A temporary but equivalent system will be provided when any fire alarm system is impaired. Temporary systems will be tested and inspected monthly. If a fire alarm system or the fire suppression systems are taken out of service or impaired for a period greater than 4 hours in a 24 hour period, the fire department will be notified and a fire watch provided.
- F. Temporary construction partitions will be smoke tight and built of noncombustible materials.
- G. The no-smoking policy in construction areas will be strictly enforced in accordance with BRH tobacco use policy.
- H. Storage and removal of construction debris that reduces the flammable and combustible fire load to the lowest level necessary for daily operations will be strictly enforced.
- I. The frequency of fire drills will be increased to two per shift per quarter.
- J. Hazard surveillance of buildings, construction areas and construction storage will be increased.

SCOPE: All employees in all departments of BRH.

PROCEDURE:

- A. The Construction Manager and the Facilities Manager will facilitate compliance with ILSM using BRH Interim Life Safety Measures checklist.
- B. The Construction Manager, Facilities Manager or designee will conduct daily inspections of all major construction areas where life safety deficiencies may exist. These inspections will be documented and deficiencies will be corrected immediately.
- C. The Construction Manager, Facilities Manager or a designee will ensure that the ILSM deficiencies are resolved as soon as possible and monitored daily until completed.
- D. The Safety Officer or designee will receive periodic updates concerning the ILSM programs and will report compliance to the Safety Committee and include this information in the quarterly board report.

REFERENCES:

Interim Life Safety Code, NFPA 101-1997

JCAHO 2002 Hospital Accreditation Standards, EC 1.5

Approv	Approval/Review/Revision						
Date:	Signature:	Date:	Signature:	Date:	Signature:		

END OF SECTION



APPENDIX E - STANDARD CONTRACT SERVICES CONTRACT BARTLETT REGIONAL HOSPITAL (BRH) RADIO COMMUNCATION SYSTEM DESIGN AND INSTALLATION Contract No. RFB E11-063

This Agreement

is entered into by and between the City and Borough of Juneau, Alaska ("City"), and Carver Construction, LLC, whose address is P.O. Box 240475, Douglas, AK 99824, phone 907-346-3215, cell 907-723-3215, and fax 907-364-3216 ("Contractor").

Witnesseth:

Whereas, the City desires to engage the Contractor for the purpose of rendering certain professional services, and

Whereas, the Contractor represents that it is in all respects licensed and qualified to perform such services:

Now, Therefore, the parties agree as tollows:

- 1. CONTRACTUAL RELATIONSHIP. The parties intend that an independent Contractor/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will be solely with the Contractor. Contractor is not considered to be an agent or employee of City for any purpose, and the employees of Contractor are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Contractor exclusively. It is further understood that the Contractor is free to contract for similar services to be performed for others while it is under contract with the City.
- 2. SCOPE OF SERVICE. The Contractor shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Contractor will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.

- (A) Except as noted in Appendix A, the Contractor represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.
- (B) All of the services required hereunder will be performed by the Contractor or under its supervision.
- (C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the Contract Administrator.
- (D) Contractor warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.

APPENDIX E – STANDARD CONTRACT
Contract No. E11-063
BRH Radio Communication System Design and Installation
Page 1 of 9

4. TIME OF PERFORMANCE.	The services	performed	under this	term contract	shall
commence after execution of any	Project Agre	ement and i	ssuance of	Notice to Pro	ceed.
Amendments to this Contract or an agreement prior to the stated expirate	, , ,	reement may	be made	upon mutual, v	vritten

5. REPORTING. Except as authorized within Appendix A, the	City's primary representative for
this Contract shall be	The City Manager shall be an
alternate representative. The City shall not be liable for Co	ontractor's expenses incurred in
reliance on directions received from any other municipal office	r or employee. The Contractor's
representative shall be	_•

- **6. COMPENSATION.** The City agrees to pay the Contractor according to the schedule attached as Appendix B. The Contractor's estimated fee schedule is attached to Appendix B.
- 7. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, except causes beyond the control of the Contractor, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract; or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Contractor under this Contract shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.
- **8. TERMINATION FOR CONVENIENCE OF CITY.** The City may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Contractor will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.
- **9. CONTRACT AGREEMENT.** All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.
- **10. CHANGES.** The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.
- **11. EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- **12. CONFLICTS OF INTEREST.** Contractor agrees that no employee of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or payment for this Contract, and no member of the employee's immediate family, has had or will have any direct or indirect financial interest in this Contract. If the Contractor learns of any such interest, the Contractor shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.
- **13. ETHICS.** Contractor shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Contractor shall at all times exercise unbiased judgment when performing its duties under this contract.
- **14. PUBLIC RELATIONS.** Contractor shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.
- 15. ELECTED OFFICIALS. The Contractor shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Contractor will promptly notify the Project manager of any request by an elected official for project-related information.
- 16. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 17. RECORDS. During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.
- **18. INSURANCE REQUIREMENTS.** The Contractor has secured and shall maintain insurance for the risks and in the amounts specified in Appendix C. The Contractor and its insurance carrier waive subrogation against the City.
- 19. INDEMNIFICATION. Contractor agrees to defend, indemnify, and hold harmless City, its employees, volunteers, Contractors, and insurers, with respect to any action, claim or lawsuit arising out of this contract, without limitation as to the amount of fees, and without limitation as to any damages resulting from settlement, judgment, or verdict, and includes the award of any attorneys fees even if in excess of Alaska Civil Rule 82, but only to the extent such action, claim, or lawsuit is caused or alleged to have been caused by Contractor's negligence. "Contractor" includes the Contractor's employees, its agents, and its subcontractors. The Contractor shall not be required to indemnify City for a claim of, or liability for, the independent negligence of City. "Independent negligence" is negligence other than in the City's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work. If there is a claim of, or liability for, the joint negligent error or omission of the City and Contractor, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. City shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

- **20. CHOICE OF LAW; JURISDICTION.** This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.
- **21. SUCCESSORS.** This Contract shall be binding upon the successors and assigns of the parties.
- **22. PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

23. TERMS AND CONDITIONS.

<u>Defective Work</u>: The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention within one year of completion of the work. The CBJ has the right to withold 10% percent of the payment until the project is completed and accepted by the BRH Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may nold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

<u>Permits, Laws and Taxes</u>: The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws.

<u>Compliance</u>: The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

<u>Contract Amendments</u>: Any requested changes or alterations to the contract must be approved in writing by the BRH Project Manager and City Manager. Any changes or work performed without such approval, will not be binding.

<u>Impossibility to Perform</u>: The Contractor will not be liable for default or breach of contract resulting from impossibility to perform when caused by "Acts of God" or as otherwise provided by the law.

<u>Performance of Contract</u>: If the Contractor is not performing according to the conditions stated in the contract, City staff will list the nonconformance issues and notify the Engineering Contract Administrator in writing and copy the Contractor. If, for some reason, these complaints are not resolved and/or the same type of complaint is being demonstrated over and over and the "good faith effort" in correcting differences appears to be ignored, the Engineering Contract Administrator will consider the contract "in breach" and terminate immediately. In the event the City finds it mandatory to obtain services of another Contractor, the original Contractor may be held ultimately responsible. For any additional costs which may be incurred by the City.

Alaska Statute 36 (Little Davis-Bacon) Requirements

The following applies to the System installation portion of the contract.

Title 36 AS (Little Davis-Bacon) requires that prevailing rates of pay be paid for work performed on any public works project which exceeds \$2,000.00 (contained in pamphlet number 600 and 400, copies available from the Alaska Department of Labor (ADOL), P.O. Box 020630, Juneau, Alaska 99802, or call 465-4842 or 465-4839).

AS 36.05.035 requires that the contracting agencies notify ADOL of the award of public contracts, as well as the name of the Contractors and subcontractors.

AS 36.05.040 requires the weekly filing of certified payrolls directly with the Wage and Hour Administration. It also requires any other information which ADOL may request. One specific requirement is that all Contractors and subcontractors notify ADOL as to the identity of all subcontractors they may have.

Contractors and contracting agencies are required to keep the ADOL notified of all subcontractors. This requirement is two-fold; one is to ensure proper Contractor licensing of all subcontractors and two, to enable the ADOL to notify subcontractors of their legal obligations under Title 36. If a subcontractor fails to respond to its legal requirements, ADOL may hold the Contractor responsible.

- The contracting agency and the Contractors must notify the ADOL of all Contractors and subcontractors on the project on a continuing basis.
- Certified payrolls must be sent weekly to the address below by each Contractor and subcontractor on the project.
- Failure to comply may result in the ADOL withholding progress payments to obtain compliance and/or debarment of the Contractor or subcontractor found to be in non-compliance.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to https://myalaska.state.ak.us/home/app. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Jennifer Mannix at the email address listed below. If Contractor elects to submit paper copies, they should be submitted to the addresses below.

Wage and Hour Section and State of Alaska
Department of Labor and Workforce Development Labor Standards and Safety Division
Wage and Hour Administration
P.O. Box 11149
Juneau, AK 99811-1149
907-465-4842

Jennifer Mannix
Contract Administrator
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
(907) 586-0873
jennifer_mannix@ci.juneau.ak.us

If you need additional information, contact the Alaska Department of Labor at 465-5011.

<u>Contract Closeout:</u> Prior to final payment, the Contractor shall provide the following documents to the Contract Administrator:

• Alaska Department of Labor (DOL) documents (Notice of Completion of Public Works and Employment Security Clearance for prime and any subcontractors).

In Witness Whereof the parties have affixed their signal of the parties have affixed the parties have affi	gnatures the date first above set	out:
CITY AND BOROUGH OF JUNEAU		
	Rod Swope City Manager	Date
Contractor company name		
• •	Name rank email	Date
Approved as to form:		
	Jennifer Mannix Contract Administrator jennifer mannix@ci.june	Date au.ak.us

APPENDIX A: SCOPE OF WORK BRH Radio Communication System Design and Installation Contract No. E11-063

Scope of Work is described in Appendix A – Scope of Work and System Performance Requirements of RFB E11-063.



APPENDIX B: INSURANCE REQUIREMENTS BRH Radio Communication System Design and Installation Contract No. E11-063

The Contractor shall provide evidence of insurance with a carrier or carriers satisfactory to the CBJ, covering injury to persons and/or property suffered by the CBJ or a third party, as a result of operations under this contract by the Contractor or by any Subcontractor. This coverage will also provide protection against injuries to all employees of the Contractor and the employees of any Subcontractor engaged in WORK under this contract. The delivery to the CBJ of a written 30-day notice is required before cancellation of any coverage of reduction in any limits of liability. Insurance carriers providing coverage shall have an A.M. Best rating of at least A-VII. The Contractor shall maintain in force at all time, during the performance of WORK under this contract, the following policies of insurance. The CBJ shall be named as additional insured for any and all work performed for the CBJ. Proof of this insurance is required before the final bid award.

- 1. Workers Compensation Insurance. (Additional insured requirements not necessary for Worker's Compensation Insurance.) The Contractor, if subject to the provisions of the Alaska Workers Compensation Act (AS 23.30), will provide the CBJ and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for workers compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers' Compensation Board. The Contractor further acknowledges and agrees that in the event it fails to maintain proper Workers' Compensation coverage, the State will implement the provisions of AS 23.30.045 8 and CBJ, at its option, may terminate this agreement for cause without liability.
 - a. Employers Liability

Bodily Injury by Accident: \$100,000,000 Each Accident
Bodily Injury by Disease: \$100,000,000 Each Employee
Bodily Injury by Disease: \$500,000.00 Policy Limit

- b. The Contractor agrees to waive all rights of subrogation against the OWNER and Engineer for WORK performed under the contract.
- c. If the Contractor directly utilizes labor outside of the State of Alaska in the prosecution of the WORK, "Other States" endorsement shall be required as a condition of the contract.
- Commercial General Liability Insurance. Such insurance shall cover all operations by, or on behalf of, the Contractor providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The minimum limits of liability shall be:

\$1,000,000 each occurrence for General Liability and Products/Completed Operations;

\$1,000,000 for Personal Injury Liability;

\$2,000,000 Aggregate for Products-Completed Operations;

\$2,000,000 General Aggregate.

3. <u>Business Automobile Insurance</u>. \$1,000,000 per accident, combined single limit, covering owned, non-owned and hired automobiles.

The City and Borough of Juneau shall be named as an "Additional Insured" under all liability coverages listed above with the exception of Worker's Compensation insurance.



Appendix F – Bartlett Regional Hospital (BRH) Floor Plans

BRH Radio Communication System Design and Installation RFB E11-063

