BUSINESS CENTER SOUTH
THE NEVADA SYSTEM OF HIGHER EDUCATION (“NSHE”), ON BEHALF OF THE UNIVERSITY OF NEVADA, LAS VEGAS (“UNLV”)

REQUEST FOR QUALIFICATION RFQ 711-FG
FOR ENGINEERING DESIGN SERVICES FOR UNLV EMERGENCY PHONE PLACEMENT

RELEASE DATE: Tuesday, January 16, 2018

(MANDATORY) PRE-PROPOSAL MEETING AND SITE INSPECTION: Monday, January 22, 2018 at UNLV CSB 131B (Planning and Construction department) 10:00 AM

LAST DAY FOR QUESTIONS: Friday, January 26, 2018 at 5:00 PM

LAST DAY FOR ADDENDA: Wednesday, January 31, 2018 at 5:00 PM

OPENING DATE, TIME and LOCATION: Tuesday, February 6, 2018 at 2:00 PM

SUBMITTAL LOCATION: University of Nevada, Las Vegas
4505 Maryland Parkway
Campus Services Building, Room 235
Las Vegas, NV  89154-1033

A Mandatory Pre-Proposal Meeting and Site Inspection will be held on the date and at the time and location noted above. An additional site inspection may be held at the discretion of the UNLV Project Coordinator. All contractors must stay for the entire mandatory site inspection, in order to qualify to submit on this project.

Sealed proposals, one (1) original and (3) three copies and one (1) electronic copy on CD or flash drive is required, subject to the terms, conditions, and scope of services herein stipulated and/or described herein, will be publicly opened as stated above (“Proposal(s)”). All Proposals must be received on or before this date and time to be considered. Proposals may be mailed or hand delivered to the address above. Please go to http://maps.unlv.edu/ to view a map of UNLV campus.

If you should have any questions regarding this Request for Qualification, fax or e-mail your questions directly to the Purchasing Representative:

Franklin Godinez, Senior Purchasing Analyst
Franklin.godinez@unlv.edu
Phone: (702) 895-5883
Fax: (702) 895-3859
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION A:</td>
<td>Introduction</td>
</tr>
<tr>
<td>SECTION B:</td>
<td>Submission Instructions</td>
</tr>
<tr>
<td>SECTION C:</td>
<td>General Terms and Conditions</td>
</tr>
<tr>
<td>SECTION D:</td>
<td>Scope of Work/Specifications</td>
</tr>
<tr>
<td>SECTION E:</td>
<td>Intentionally omitted.</td>
</tr>
<tr>
<td>SECTION F:</td>
<td>RFQ Response Form</td>
</tr>
<tr>
<td>SECTION G:</td>
<td>List of Subcontractors/Tier 2 Suppliers</td>
</tr>
<tr>
<td>EXHIBIT A:</td>
<td>Sample Certificate of Insurance</td>
</tr>
<tr>
<td>EXHIBIT B:</td>
<td>Minimum Contract Terms</td>
</tr>
<tr>
<td>EXHIBIT C:</td>
<td>Talkaphone Process</td>
</tr>
<tr>
<td>EXHIBIT D:</td>
<td>Emergency Phone Standards</td>
</tr>
</tbody>
</table>
SECTION A
INTRODUCTION

1. PURPOSE OF REQUEST

UNLV is seeking a formal Request for Qualifications (RFQ) for design services to map and replace existing emergency phones on the UNLV Campus. The scope includes the Maryland Campus and Shadow Lane campus. There are approximately 100 locations across both campuses that have existing emergency phones that will be replaced with new emergency phones in most cases. Some existing locations will be eliminated. This design effort will also include the installation of new phones at new locations.

2. UNIVERSITY OF NEVADA, LAS VEGAS

UNLV is located in the city of Las Vegas and is emerging as a premier urban university. UNLV currently has over 220 undergraduate, masters, and doctoral degree granting programs and serves approximately 28,000 students. Additionally, there are approximately 3,000 faculty and staff. The University's 340-acre campus is located in the southeast part of the City, near the McCarran International Airport and the Las Vegas Strip.

3. TERMINOLOGY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ</td>
<td>The term “RFQ” as used throughout this document will mean Request for Qualification.</td>
</tr>
<tr>
<td>PROPOSER</td>
<td>“Proposer(s)” as used throughout this RFQ document will mean the respondent(s) to this Request for Qualification or you, as applicable.</td>
</tr>
<tr>
<td>CONTRACTOR</td>
<td>Successful Proposer(s)</td>
</tr>
<tr>
<td>CONTRACT DOCUMENTS</td>
<td>The Request for Qualification documents, Proposer's Proposal and any mutually agreed upon written modifications</td>
</tr>
<tr>
<td>CONTRACT</td>
<td>“Contract” is the final agreement with the Contractor.</td>
</tr>
<tr>
<td>DIRECTOR</td>
<td>The term “Director” as used throughout this document will mean the University of Nevada, Las Vegas Director of Purchasing and Contracts.</td>
</tr>
<tr>
<td>REQUEST</td>
<td>Request for Qualification, RFQ</td>
</tr>
<tr>
<td>RFQ RESPONSE FORM</td>
<td>Proposer form submitted in Section F by an authorized representative for the Company named on said form, acknowledging that he/she/it has examined this RFQ including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein.</td>
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</tbody>
</table>
GENERAL TERMS AND CONDITIONS

By submitting a Proposal, you and all respondents (as applicable), acknowledge and agree with the terms and conditions upon which the Proposals will be evaluated, and the Contract awarded as set forth in Section C.

MINIMUM CONTRACT TERMS

Included in this RFQ are certain standard minimum contract terms and conditions which shall be included in the final and more extensive Contract with the Contractor. All UNLV contracts are subject to existing contracts (and any replacement contracts thereof).

UNLV

University of Nevada, Las Vegas

NSHE

The Nevada System of Higher Education. NSHE is Nevada’s public higher education system.

BOARD OF REGENTS

The elective body that has been vested by the Constitution of the State of Nevada to have exclusive control and administration of NSHE. The Board of Regents is the contracting party for any NSHE contract. The Board of Regents acts on behalf of UNLV.

COMPANY(IES)

“Company” shall mean the legal entity of the applicable Proposer, whether a sole proprietorship, corporation, LLC, Partnership, or other legal entity, and any person(s) acting on behalf of such entity.
UNLV invites the submission of Proposals on the material and/or services specified within this RFQ. Please read carefully all instructions, introduction, general terms and conditions, Purchase Order terms and conditions, scope of work and/or specifications, RFQ Response Form, sample insurance form, and Minimum Contract Terms, if applicable. Failure to comply with the instructions, terms and conditions, scope of work and/or specifications, of this RFQ may result in your Proposal being declared non-responsive.

1. **MANDATORY PRE-PROPOSAL MEETING AND SITE INSPECTION**

There will be a mandatory pre-submittal informational meeting on the date and at the location indicated on the cover sheet of this RFQ. Attendees at the meeting should consist of staff members proposed to work on this project. Additional team members may attend the meeting at the Proposer’s discretion. However, UNLV reserves the right to limit the number of team members allowed to attend this meeting through addendum. Failure of a Proposer, to attend this meeting may result in the rejection of the Proposal.

2. **PREPARATION AND SUBMISSION**

   a) The Proposer is expected to examine the entire RFQ including any attachments. Failure to do so will be at the Proposer’s risk.

   b) If it becomes necessary to revise any part of this RFQ, a written addendum will be provided to all Proposers. UNLV is not bound by any oral representations, clarifications, or changes made in the written specifications by UNLV employees, unless such clarification or change is provided to proposers in written addendum form from the Purchasing Department. All addenda must be acknowledged on the RFQ Response Form. Proposal may be considered non-responsive in the event Addenda are not acknowledged.

   c) The Proposal submitted should not exceed (40) pages. Other attachments may be included with no guarantee of review.

   d) All Proposals shall be typed in a font no smaller than 10 points on 8 ½” x 11” paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

   e) Proposals along with all required documents as described in this RFQ must be sealed and submitted in an envelope with the response form and MUST indicate the name of the Proposer, RFQ number, title as listed on the first page of the RFQ, and date and time of opening on the outside of the envelope. **Telegraph, facsimile, email or telephone Proposals will not be considered.**

   f) The Proposer should submit the required number of responses as indicated on the first page of this RFQ. The name of the Proposer’s Company shall be indicated on the spine and/or cover of each binder submitted.

   g) No responsibility will attach to UNLV or any official, regent, or employee thereof, for the pre-opening of, post-opening of, or the failure to open, a Proposal not properly addressed and identified.

   h) Alterations, modifications or variations may not be considered unless authorized by this RFQ or by an addendum.
UNLV RFQ 711-FG

i) When not otherwise specified, Proposer must definitely state time of proposed delivery. Days must be calculated in consecutive calendar days.

j) All equipment or supplies shall be new, and of the manufacturer’s current model unless specified herein.

k) Proposers shall take no advantage of any apparent error or omission in the RFQ. In the event a Proposer discovers such an error or omission, lack of clarity, or other irregularity, such Proposer shall immediately notify the Purchasing Department. The Purchasing Department will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the RFQ through the issuance of an Addendum.

Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the official Purchasing Representative. Verbal clarifications will not be binding. Written clarifications will be by addenda and posted on the UNLV Website: http://go.unlv.edu/purchasing/solicitations and/or e-mailed to all prospective Proposers who received a copy of the RFQ and, if applicable, attended the mandatory meeting. Proposers who have registered with the Purchasing Department may be notified via fax as well.

l) Altering any of this RFQ may render the Proposal null and void.

m) Companies submitting a Proposal in response to this RFQ are certifying that it has had no contact with an employee or member NSHE/UNLV in any manner which would give that Company submitting such a Proposal, any advantage over any other Company submitting one. Employees and members of NSHE/UNLV shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of the above shall be just cause for rejection of that particular Proposal without further consideration.

n) All Proposers, by signing the RFQ Response Form, certify that they agree to the terms and conditions set forth in this RFQ and attached Minimum Contract Terms (including all insurance requirements) unless otherwise stated.

o) All Proposers, by signing the RFQ Response Form, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.

p) Proposals, attachments and RFQ Response Form shall be enclosed in sealed envelopes and submitted as instructed on page one of this RFQ document.

q) UNLV accepts no responsibility or liability for any costs incurred by a responding Company prior to the execution of the Contract.

r) UNLV reserves the right to contract for less than all of the services identified herein and/or to reject any and all proposals in whole or in part, and to waive minor irregularities and omissions, whereby the best interests of the Nevada System of Higher Education would be served.

s) Proposals are not to contain confidential/proprietary information. UNLV is subject to the Nevada Public Records Law. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any Proposal submitted that is marked "confidential" or "proprietary," or that contains materials so marked, may be returned to the Proposer and not be considered for award.

t) Proposers should direct any questions regarding the RFQ to the designated contact(s) from the Purchasing Department. Proposers shall not contact other UNLV employees regarding this RFQ. Any such contact may result in rejection of the Proposal.
2. **EVALUATION OF PROPOSALS**

   a) At the date and time stated in this RFQ, all Proposals will be opened publicly and the name of the respondents/Proposers will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process.

   b) An evaluation committee shall evaluate Proposals based on the criteria listed below. UNLV reserves the right to create a “short list” of Companies to be interviewed. The Companies invited to interview will be evaluated again using the same criteria, but the second scoring will be based on each respondent’s/Proposer’s presentation and discussion. At the conclusion of the evaluation, the committee will recommend the Company(ies) for award.

   c) A Contract will be awarded on the basis of which Proposal(s) UNLV deems best suited to fulfill the requirements of this RFQ and meet UNLV’s needs. UNLV also reserves the right not to make an award if it is deemed that no single Proposal fully meets the requirements of this RFQ and/or meets the needs of UNLV.

   d) UNLV will be the sole judge as to the acceptability, for our purposes, of any and all Proposals.

   e) Any letters of recommendation that are submitted with the Proposal, but not specifically requested, will not be evaluated.

   f) Proposals will be evaluated according to the evaluation criteria stated below:

<table>
<thead>
<tr>
<th>Weighted Evaluation Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Firm Description</td>
<td>25</td>
</tr>
<tr>
<td>2. Project Experience</td>
<td>40</td>
</tr>
<tr>
<td>3. Project Team</td>
<td>25</td>
</tr>
<tr>
<td>4. Quality Control</td>
<td>10</td>
</tr>
</tbody>
</table>

   **Total Possible Points** 100

   1. **Firm Description** 25 points

      a. Provide a brief narrative describing the history of your firm. Identify the ownership, number of employees in the firm, and number of employees and their roles/position and title in the local office. Summarize the firm’s experience with applicable institutional building types (i.e., offices, labs, classrooms, studios etc), various construction delivery methods and familiarity with higher education campuses.

   2. **Project Experience** 40 points

      a. Describe your experience in providing engineering services and other related services with emphasis on your experience designing an emergency phone deployment. Give at least three (3) specific examples of prior projects of similar scope and nature completed in the last five (5) years.

      b. The Proposer should provide three (3) client references that are similar in size and scope to UNLV and for which requirements are similar to those specified herein. Current clients
within Clark County, NV are preferred. DO NOT INCLUDE UNLV AS A REFERENCE. The information provided should, at a minimum, include:

a. Name and location of institution  
b. Name and title of contact at institution  
c. Telephone number of contact  
d. E-mail address of contact

Furnishing incorrect or incomplete reference information may lead to Proposer’s elimination from consideration for award. The decision to eliminate a Proposer from consideration for poor reference checks, or for incorrect and/or incomplete reference information shall be at the sole discretion of UNLV and shall not be subject to appeal.

3. Project Team  

25 points

a. List the name, title, education, total years of experience/number of years with the firm, level of experience, professional licensing/years licensed for each proposed staff member of the firm to be assigned to these projects. Include key staff members who will be responsible for these projects from programming through construction, as may be required by the project scope. Describe their responsibilities on the projects listed. Provide resumes for these staff.

The Proposer must make a commitment that the staff identified in its Response will actually perform the assigned work. Any staff substitutions must have prior written approval of UNLV.

b. Provide an organizational chart of the project team and indicate the project roles of each staff member.

4. Quality Control  

10 points

a. Describe the firm’s quality control procedures.

b. Indicate means and methods for cost control that will be utilized for these projects.

c. Include recent (past 5 years) experience in designing projects within an established budget and schedule; identify the number of RFI’s and final project cost.

3. LATE PROPOSALS

Formal, advertised Request for Qualification indicates a time by which the Proposals must be received in the Purchasing Department. Any Proposals received after that date and time will be rejected and not be considered or will be returned unopened upon request by, and at the expense of the Proposer. Proposer is responsible for ensuring third party deliveries arrive at the time and place as indicated in this RFQ document.

4. PUBLIC OPENING OF RFQ’s

At the date and time stated in this RFQ, all Proposals will be opened publicly and the name of the respondents/Proposers will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process. Proposers, their authorized agents and other interested parties are invited to be present.

5. WITHDRAWAL OF PROPOSAL
Any Proposer may request withdrawal of a posted, sealed RFQ prior to the scheduled opening time provided the request for withdrawal is submitted to the Purchasing Department in writing, or presents themselves in person with proper identification to the Purchasing Department and verbally requests the Proposal be withdrawn and signs for its receipt.
SECTION C
GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE PERIOD

The Proposer agrees to a minimum of 120 calendar day acceptance period from the date of public opening.

2. APPROPRIATIONS

The terms of any Contract issued are contingent upon sufficient appropriations and authorizations being made by UNLV for the performance of the Contract. If sufficient appropriations and authorizations are not made by UNLV, the Contract shall terminate, without penalty, upon written notice being given by UNLV to Proposer. UNLV’s decision as to whether sufficient appropriations are available shall be accepted by Proposer and shall be final.

3. AWARD OF CONTRACT

a) Award will be made to the most responsible and responsive Proposer(s). The basis of award will be determined by evaluation of items as listed in section titled "Evaluation of Proposals" and any other established purchasing methods that are applicable, which may include life cycle cost, quality, availability, conformance to specifications, financial capability and service, all in the best interests of the requesting department and UNLV.

b) UNLV reserves the right to award on a multi-year basis and, if in the best interest of UNLV, to award to multiple vendors.

c) The initial term of the Contract will be one year ("Initial Term" or "Term"). Upon mutual agreement of both parties, the Contract may be extended for an additional four (4) year renewals terms ("Renewal Term(s)" or "Term(s)").

d) The Proposer is solely responsible for the content of its Proposal and ensuring that it best meets the evaluation criteria set forth in this RFQ. Previously published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to this RFQ.

e) UNLV reserves the right to reject any or all Proposals or any part(s) thereof and to waive informalities and minor irregularities in the Proposals received.

f) A formal, more extensive Contract will be signed by and between the successful Proposer(s)/Contractor(s) and UNLV to perform this service.

g) The terms and conditions contained in the attached Minimum Contract Terms or, in the sole discretion of UNLV, terms and conditions substantially similar to those contained in the Minimum Contract Terms, will be included in a more extensive and detailed Contract that results from this RFQ. If Proposer takes exception to the Minimum Contract Terms (including the insurance requirements), or any general terms or conditions set forth herein, Proposer will submit a specific list of the exceptions as part of its response to this RFQ. Proposer’s exceptions will be reviewed by UNLV and may result in disqualification of Proposer’s offer as non-responsive to this RFQ. If Proposer’s exceptions do not result in disqualification of Proposer’s response, then UNLV may consider Proposer’s exceptions when UNLV evaluates the Proposer’s response.
UNLV RFQ 711-FG

h) UNLV and its Purchasing Department reserve the right to enter into discussions with anyone, or all of the Proposers after Proposals have been initially reviewed by UNLV. Such discussions may be for clarification of Proposal content contained in a responsive Proposal and/or may result in request for a "Best and Final" offer from Proposer(s). Such responses shall be subject to all provisions, terms and conditions as set forth in the RFQ, unless otherwise modified.

4. **COMPLIANCE**

Proposers are required to comply with all applicable OSHA, EPA, ADA, HIPAA, FERPA, NCAA, GLBA provisions and any and all other relevant state and federal standards, codes and regulations that may apply.

5. **CONFIDENTIAL TREATMENT OF INFORMATION**

Proposers shall preserve in strict confidence any information obtained, assembled or prepared in connection with the performance of this RFQ.

6. **CONFLICT OF INTEREST**

Companies submitting a Proposal in response to this RFQ are certifying that it has had no contact with an employee or member of the NSHE/UNLV in any manner which would give that Company submitting such a Proposal, any advantage over any other Company submitting one. Employees and members of the NSHE/UNLV shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of any of the above shall be just cause for rejection of that particular Proposal without further consideration.

7. **DEFAULT OF CONTRACT**

In case of default of the Contract by Contractor, UNLV may procure the articles or services from the other sources and hold the Contractor responsible for any excess cost occasioned thereby; provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at the proper reduction in price or increase in Royalty Fee payment, as applicable.

8. **DISQUALIFICATION OF PROPOSERS**

Proposers may be disqualified and rejection of Proposals may be recommended by the Purchasing Department for any of (but not limited to) the following causes:

a) Failure to use the forms furnished by UNLV.

b) Lack of signature by an authorized representative on the RFQ Response Form or to comply with any applicable reporting requirements.

c) Failure to properly provide a full response in the RFQ Response Form.

d) Evidence of collusion among Proposers.

e) Unauthorized alteration of forms.

f) Failure to submit requested documents.

g) Failure to furnish proof of receipt of any addendum pertaining to a particular project.
h) Any Proposer who has defaulted on prior contracts or is guilty of misrepresentation by any member of that particular Company.

i) Proposer is not responsive or responsible.

j) Any misrepresentation in the Proposal.

k) The public interest would be served by such a rejection.

l) Failure to comply with submission instructions.

m) Unauthorized contact with a UNLV employee or other representative.

n) UNLV reserves the right to waive any minor informality or irregularity whereby the best interests of NSHE would be served.

9. **FAILURE TO FURNISH AT SPECIFIED (PRICE/ROYALTY RATE- INSERT AS APPLICABLE)**

If a successful Proposer fails to furnish any item at the price specified whether such failure is due to a mistake of fact by the Proposer or any other reason, the Director, may cause the name of such Proposer to be removed from the list containing the names of prospective Proposers to whom Request for Qualifications are mailed, for such period of time, not exceeding 1 year or less than 6 months, or the payment of a penalty of five percent (5%) of total price of all items on which was submitted (or an additional payment of five percent (5%) of the total Royalty Rate owed to UNLV, as applicable), as the Director may determine.

10. **FREIGHT TERMS**

a) All shipments are FOB destination.

11. **INSPECTION AND ACCEPTANCE**

Inspection and acceptance will be made at destination.

12. **PAYMENT TERMS**

Payments shall be made within thirty (30) days of acceptance of the related invoice, unless otherwise stated. Should the acceptance of such invoices be in doubt, the successful Proposer shall not be due any interest or penalty on any unpaid amounts.

13. **PROMPT PAYMENT DISCOUNTS**

The offered discount of a successful Proposer will not form a part of the award evaluation. In connection with any discount offered, time will be computed from the date of delivery of the equipment or supplies at destination or from the date the correct invoice is received by UNLV, whichever is later. Payment is deemed to be made for the purpose of earning the discount the date UNLV check is mailed.

14. **PROTESTS**
UNLV RFQ 711-FG

Any Proposer who is allegedly aggrieved in connection with the solicitation or award of a contract may protest. The protest must be submitted in writing to the Director, within seven (7) days after such aggrieved person knows or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Director will promptly issue a decision in writing to the Protester. If the protester wishes to appeal the decision rendered by the Director, such appeal must be made in writing to the Senior Vice President for Finance & Business within five (5) days of the receipt of the decision by the Director. The decision of the Senior Vice President for Finance & Business will be final. The Senior Vice President for Finance & Business need not consider protests unless this procedure is followed.

To be considered, all Protests must identify the following:

a) The name, address, and telephone number of the protester,
b) The signature of the protester,
c) Identification of the solicitation title and number being protested,
d) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and
e) The form of relief requested.

15. SAMPLES

As applicable, Proposers may be required to furnish a sample of the product being offered after the RFQ opening for further evaluation. Proposers will be responsible for any charges involved in shipping and picking up their samples.

16. SMALL AND LOCAL BUSINESS CONCERNS REPORTING REQUIREMENTS

UNLV supports equal opportunity for minority owned, women-owned, and other small disadvantaged business enterprises (MWDBE) to compete for contracts awarded by UNLV. UNLV also supports efforts to encourage local businesses to compete for UNLV contracts. In addition, UNLV supports finding opportunities for such (MWDBE) and local business concerns to participate as subcontractors or Tier 2 suppliers in large contracts. A “tier 2 supplier” or subcontractor is a supplier who is contracted for goods or services with the prime contractor, and may include, but is not limited to (MWDBE) and local business enterprises.

a) In compliance with NSHE policy, a Proposer responding to any RFQ for the purchase of goods or services that is anticipated to exceed $1,000,000 at any time during the life of the contract shall provide the following reporting information in its response:

(1) Proposer’s historical and anticipated commitment to Tier 2 MWDBE and local business enterprises. At a minimum, Proposer must provide historical information for the most recently completed fiscal year (July 1 through June 30) and their anticipated commitment to the current fiscal year in which this RFQ is issued.

(2) A listing of Tier 2 suppliers, including local and MWDBE suppliers, that will be given the opportunity to be considered and/or utilized as subcontractors for any work performed as a result of this RFQ. The listing must include the following information:
   • The name, city and state
   • Type of Tier 2 status (local, women owned, minority/and or disadvantaged)
   • Any certification of such status including the entity granting the certification if applicable
This is a reporting requirement and will not be used for evaluating any Proposal. However, failure to provide a complete Proposal in response to this RFQ could result in rejection of the submittal as incomplete.

b) Any award from this RFQ that results in a contract for goods or services that is anticipated to exceed $1,000,000 at any time during the life of the contract will require the Proposer to provide, at a minimum, annual reports listing expenditures with MWDBE and Local Subcontractors. These reports pertain only to expenditures that are directly attributable to the UNLV prime Contract. The report shall contain the following information:

- The name, city and state; type of Tier 2 status (local, women owned, minority/and or disadvantaged); and any certification of such status including the entity granting the certification if applicable. If a business concern meets more than one definition (e.g. local and women-owned, or minority and women owned), that should be identified
- A description of the goods or services purchased
- The amount of expenditures with the subcontractor attributed to the prime contract for the most recent completed fiscal year (July 1 through June 30)
- The reporting information must be available to UNLV by September 15

b) Definitions

1. Definition of Local Business Enterprise. "Local Business Enterprise" is intended to mean a business concern that is a) owned 51% or more by Nevada residents, b) is headquartered in Nevada, or c) a majority of employees of the business are Nevada residents.

2. Definition of Disadvantaged Business Enterprise (DBE). "Disadvantaged Business Enterprise" is intended to mean a business concern owned by a minority or woman that is at least fifty-one percent (51%) unconditionally owned by one or more minority or women individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

3. Definition of Minority Business Enterprise (MBE). "Minority Business Enterprise" is intended to mean a business concern owned by one or more minority individuals that is at least fifty-one percent (51%) unconditionally owned by one or more minority individuals, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

4. Definition of Women-Owned Business Enterprise (WBE). "Women-Owned Business Enterprise" is intended to mean a business concern owned by one or more women that is at least fifty-one percent (51%) unconditionally owned by one or more women, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals.

5. Definition of Disabled Veteran Business Enterprise (DVBE). "Disabled Veteran Business Enterprise" is intended to mean a business concern of which at least 51% of the ownership interest is held by one or more veterans with service-connected disabilities; that is organized to
UNLV RFQ 711-FG

engage in commercial transactions; and that is managed and operated on a day-to-day basis by one or more veterans with service-connected disabilities. This includes a business which meets the above requirements that is transferred to the spouse of a veteran with a service-connected disability upon the death of the veteran, as determined by the United States Department of Veterans Affairs.

(6) Definition of Small Business Enterprise (SBE). “Small Business Enterprise” is intended to mean a business concern which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, veterans, or physically-challenged, and where gross annual sales does not exceed $2,000,000.

c) All Proposers, by signing this RFQ Response Form, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.

17. SUSTAINABILITY

a) A key focus of UNLV is to minimize the impact the procurement of goods and services has on the local environment. UNLV is committed to sustainable economic, social, and environmental practices in all operations involving UNLV. It is important that Proposers share this commitment as well. Therefore, sustainable goods and services should be offered whenever available or specifically when required in the RFQ.

b) UNLV may request the successful Proposer to provide reports related to sustainability on all goods and services provided under its Proposal. Reports may include, but are not limited to: sustainable attributes of each product or service, the dollar and percentage amount spent on sustainable or environmentally preferred products and services, and the total amount spent by UNLV.

c) All electronic equipment UNLV purchases must be Energy Star rated (or, if there is no Energy Star rating for the desired equipment, energy efficient models or substitutes are preferred). The requirement to purchase Energy Star rated equipment will improve UNLV's energy and financial performance while distinguishing our institution as an environmental leader.

18. TAXES, LICENSES AND PERMITS

a) It is the Proposers' responsibility to secure all required licenses, permits and insurance necessary for the proper execution and completion of the work/Services involved. UNLV is exempt from paying state, local and federal excise taxes.

b) Companies conducting business for profit in Nevada are required to have a current Nevada business license pursuant to NRS 76.100 (1) unless the entity is either a) a non-profit corporation or b) meets the requirements for an exemption and has filed the appropriate notice of exemption with the Nevada Secretary of State. By submitting its Proposal, the Proposer certifies that it has a current Nevada business license or it is exempt and agrees to provide immediate notice to UNLV's Purchasing Department in the event the license is no longer valid.

c) NSHE/UNLV is exempt from Nevada State sales tax as provided by Nevada Revised Statutes 372.325 and 374.330. The NSHE/UNLV State Tax Exempt Number is RCE-000-441. The Federal Tax ID number is 88-6000024.

19. EQUAL EMPLOYMENT OPPORTUNITY

UNLV is an Equal Opportunity/Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without
regard to, among other things, race, color, religion, sex, age, creed, national origin, ethnicity, religion, gender, marital status, pregnancy, political affiliation, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. UNLV employs only United States citizens and individuals lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.
SECTION D
SCOPE OF WORK/SPECIFICATIONS

The intent of this RFQ is to establish a primary source for UNLV’s Emergency Phone Placement design requirements.

The general design scope is as follows:

- Conduct Site Visits to evaluate current power and data connections
  - Evaluate existing IDF/Telephone rooms
  - Measure distance for power and data/telephone connections
  - Identify current power connection and capacity of new connections as needed
- Provide power and data/telephone design for the new emergency phone system
- Provide specifications for all equipment to meet the UNLV standards
- Provide all typical details required for the assembly and installation of the emergency phones
- Provide book/sheet specifications to comply with State of Nevada adopted codes and UNLV standards
- Provide Construction Administration during the construction phase.
# EXHIBIT A
SAMPLE CERTIFICATE OF INSURANCE

## ACORD CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverages afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

### IMPORTANT:
If the certificate holder is an additional insured, the policyholders must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, such policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| INSURED | 1st | 2nd | 3rd | 4th | 5th | ...
|---------|-----|-----|-----|-----|-----|------
| NAME    |     |     |     |     |     |      
| ADDRESS |     |     |     |     |     |      
| TAX ID  |     |     |     |     |     |      
| PRODUCER |     |     |     |     |     |      
| INSURER |     |     |     |     |     |      

### COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any document or other document with respect to which this certificate may be issued or may purport, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

| TYPE OF INSURANCE | CM, CA | CS, CC | CP, CF | NS, CN | CG, GC | Total Limit |
|-------------------|-------|-------|-------|-------|-------|-------------
| COMMERCIAL GENERAL LIABILITY |       |       |       |       |       |             
| AUTO LIABILITY     |       |       |       |       |       |             
| PROFESSIONAL LIABILITY |       |       |       |       |       |             
| WORKERS' COMPENSATION |       |       |       |       |       |             

### CERTIFICATE HOLDER

BOARD OF REGENTS  
NEVADA SYSTEM OF HIGHER EDUCATION  
4655 MARYLAND PARKWAY  
LAS VEGAS, NEVADA 89154-1033

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