

# Washington University IT, TFC, BJC Approved Contractor List Additions

October 21, 2016

## 1. Overview:

The purpose of this document is to outline the process that a low voltage structured wiring contractor must follow in order to be placed on the joint Washington University IT, Telecommunications Facility Corporation, Barnes Jewish Corporation (WashU IT/TFC/BJC) approved contractor list for our Academic Medical Campus. Please keep in mind that obtaining the necessary certifications, and satisfying this document's requirements does not mean automatic placement on the list. Requirements are not only certification based, but includes does the current list contain enough certified copper contractors or enough certified fiber contractors? Does the perspective contractor have a dedicated low voltage communications division? Does the contractor employ an on-staff BICSI Registered Communication Distribution Designer (RCDD) and employ BICSI certified installers? Is there a requirement for an additional contractor on the list? Is it in WashU IT/TFC/BJC's best interest to add an additional contractor? Successful completion of this document's requirements enables the contractor to be considered for low voltage projects of 25 thousand dollars or less.

## 2. Required Certifications:

Contractors desiring to work for WashU IT/TFC/BJC must have dedicated low voltage communication workers certified by BICSI in the areas that they are applying to do work for us. The contractor must demonstrate enough in-depth knowledge and exhibit enough experience in order to provide a quality completed product that meets applicable industry standards, BICSI best practices guidelines and our structured low voltage wiring standard. The contractor is expected to work unsupervised and is subject to unannounced inspections where quality, adherence to our low voltage structured wiring standard, and safety best practices will be review by the applicable project manager (PM).

Requirements:

- Copper – Belden CSV certification  
Panduit Certified Installer certification
- Fiber – Corning Cable Systems NPI certification
- BICSI – On Staff Registered Communication Distribution Designer (RCDD)
- BICSI - Certified BICSI installers and technicians
- Fire Stop – STI Fire Stop certification training

## 3. Additional Requirements:

- Test Equipment
  - Copper – Level IV field tester with calibration sticker – contractor will make the tester available to WashU IT/TFC/BJC PM for inspection.

- Possess appropriate Cat 5e, 6, and 6a attachments.
  - Fiber Optic – Time Domain Reflectometer with calibration sticker – contractor will make the tester available to WashU IT/TFC/BJC PM for inspection.
    - Possess appropriate multimode 62.5, 50 micron, and single mode attachments.
- Demonstrate an in-depth knowledge of WashU IT/TFC/BJC low voltage structured wiring standard.
  - Latest copy of the standard always available – subject to a question and answer evaluation as it pertains to the project at any time.

#### **4. 25 Thousand Dollars or Under Projects:**

It doesn't matter if a project is 25 thousand dollars or 25 million dollars; all WashU IT/TFC/BJC projects follow our low voltage structured wiring standard. The standard is based upon applicable industry standards and BICSI guidelines – don't deviate from it without prior written permission first from the appropriate PM. The contractor will be graded on not only the project's successful timely completion, but quality verification, safety, labeling, the timely submission of red-line drawings, as-built drawings, and electronic final drawings. The contractor's PM/RCDD will be evaluated on his or her knowledge of our low voltage standard as it pertains to the particular project. Through the bidding process, the contractor will be exposed to the existing bidding process by being given the opportunity to participate.

#### **5. Project Work Flow and Evaluation:**

The prospective contractor will be evaluated on their performance on ten (10) under-25 thousand dollar projects by WashU IT/TFC/BJC project managers. With the amount of contractors on the existing approved contractor list, completing these 10 projects can take a considerable amount of time. Work will not be taken from an existing approved contractor just to evaluate a perspective new contractor.

- Project assigned to contractor by appropriate WashU IT/TFC/BJC PM
  - Contractor's representative and PM will meet on site and thoroughly discuss the project, what is expected, and establish a substantial completion date for the project.
  - Drawings, if appropriate will be provided to the contractor.
  - A bid will be requested from the contractor and the bid's due date established.
- WashU IT/TFC/BJC will have also bid the project with a current approved contractor.
  - Bids from the approved contractor and the perspective new contractor will be reviewed by WashU IT/TFC/BJC PM.
- WashU IT/TFC/BJC PM and contractor representative review bids for accuracy.
  - Contractor and WashU IT/TFC/BJC PM discuss bids.

- Contractor given the opportunity to accept the project terms by agreeing to accept the WashU IT/TFC/BJC suggested bid as payment for the project.
- Contractor agrees to start project.
  - WashU IT/TFC/BJC discusses the project details with contractor.
  - Substantial completion date agreed upon.
  - Project deliverables dates due agreed upon.
  - Project's contractor Scorecard documentation starts.
- WashU IT/TFC/BJC PM obtains payment information from contractor.
  - Contractor provides payment information.
  - Contractor provides certificate of insurance.
  - Purchase order is generated before work is allowed to start.
- WashU IT/TFC/BJC project evaluation begins.
  - WashU IT/TFC/BJC PM starts regularly following up on project's progress.
    - Constant quality verification.
    - Constant adherence to low voltage standard verification.
    - Monitor safety practices.
    - Provide constant objective project feedback to contractor.
  - Verify that deliverables dates are met.
    - Redline drawings.
    - As-built drawings.
    - Electronic final drawings.
- Project close out.
  - WashU IT/TFC/BJC PM will meet on-site with contractor's representative.
    - Verify that project scope and completion date were met.
    - Quality verification.
    - Labeling accuracy.
    - Documentation accuracy.
    - Job site cleanliness.
  - Provide Contractor performance feedback.
  - Grade contractor scorecard.
    - Discuss contractor scorecard with contractor.
    - File contractor scorecard for historical documentation purposes.
- If everything is completed to the appropriate WashU IT/TFC/BJC PM satisfaction, release the P.O. for payment to the contractor.

## **6. Conclusion:**

Working for WashU IT, TFC, and BJC is an opportunity not afforded to every contractor. With our academic and hospital environment, we have only one chance to get the job done “right” – we aren’t afforded the luxury of going back on-site numerous times. One might think that these requirements are too stringent, but they are a necessity for the environment that we work in. Placement on our approved contractor list is given but earned.