



County of Georgetown, South Carolina

129 Screven Street, Suite 239 · Georgetown, SC 29440-3641
Post Office Box 421270, Georgetown, SC 29442-4200
(843)545-3082 · Fax (843)545-3500 · purch@gtcounty.org

ADDENDUM #4 TO BID #16-076

BID NUMBER: 16-076

ISSUE DATE: Wednesday, Jan. 18, 2017

“REVISED” OPENING DATE: Wed., March 08, 2017 OPENING TIME: 3:00 PM (Eastern NIST)
Bid Opening Location: Georgetown County Courthouse, Suite #339, (Purchasing Conference Room)

Pre-Bid Conference/Site Inspection: MANDATORY, Wednesday, January 25, 2017 at 10:30AM

PROCUREMENT FOR: Design-Build Services for Department of Social Services (DSS) Facility
Commodity Code(s): 15510, 96820, 90638, 90610

This addendum will amend **BID #16-076, Design-Build Services for Department of Social Services (DSS) Facility** originally issued on Friday, January 06, 2017. This clarification is being provided to all known and registered correspondents in response to questions received. All addenda and original bid documents are also available online at: <http://www.gtcounty.org>, select Quick Links, “Bid Opportunities” and “Current Bids.”

The following items were discussed, in no particular order. This section is taken from the Pre-Bid Agenda, and changes or clarifications have been highlighted in **BOLD**.

Pre-Bid Conference Agenda, Modified with Corrections
RFQ #16-076, Design-Build for Department of Social Services (DSS) Facility
Wednesday, January 25, 2017 at 10:30 AM Eastern NIST

1) Project Description:

Refer to Pages 3-5 of the Project Manual

- (a) Georgetown County hereinafter referred to as “Owner”, will undertake the design and construction of a new Department of Social Services (DSS) Facility to be located on three parcels acquired for the purpose located at NW Corner of West Church Street and Lafayette Circle within the Georgetown City limits, (TMS #05-0007-003-00-00, TMS #05-0007-004-00-00, and TMS #05-0007-005-00-00), and bounded by Dekalb Street in the rear. The facility site is not inside the Georgetown City historic overlay zone. **The County is awaiting the final survey of the combined parcel, which will be distributed as soon as available.**
- (b) **The street address is 515 Lafayette Circle.**
- (c) This new, approximately 15,000 (+/-) sq ft facility, is to be built to replace the current facility located at 330 Dozer Street. The existing facility will remain in use until completion of the new building.
- (d) The project will be a one story structure approximately 15,000 sf to accommodate a projected 72 employees. The site is located with-in the City of Georgetown in the existing “Georgetown County

Human Resources Complex Planned Development” (PD) at the intersection of Lafayette, and West Church. The project is part of this previously approved PD in which the retention pond is designed to accommodate the storm water runoff.

- (e) All moveable furniture (IE: other than case goods) will be provided by the Lessee to include all chairs, desks, workstations.
- 2) This is an owner bid and awarded project. For clarification, while the State operates the Department of Social Services, each County is responsible for providing an appropriate facility for the area operation. Similar to the housing of the Health Department.
- 3) All requests for additional information and clarification must route through the County Purchasing Officer as the owner’s representative. Responses will be published as addenda, distributed to all registered parties and posted on the County website at www.gtcountry.org, select “Bid Opportunities” in the **Quick Links** box. Plans in PDF format are posted there as well.
- 4) Represented here today for the project are:
 - a) Art Baker, PE County Capital Projects Department;
 - b) Kyle Prufer, County Purchasing Officer;
 - c) **Charlie Reese, DSS IT Specialist**
 - d) Robin Poston, DSS Outgoing Director
 - e) Annie M. Wade, DSS Business Manager
 - f) **Cheryl Brown, DSS Medicaid Supervisor**
- 5) **Ms. Donna Stackhouse is the incoming DSS Director for Georgetown County and will also be actively involved in the project.**
- 6) The construction estimate range for this project is +/- \$2,250,000.00.
- 7) The funding for this project comes from county funds. There are currently no State or Federal funds involved. While all typical non-collusion, workplace requirements, immigration and non-segregation codes will apply, there is no requirement for Davis-Bacon certified payroll.
- 8) **The RFQ portion of the bid will not require a bid bond. This will be part of the RFP requirements for the short-listed offerors. This awarded RFP project will require the selected design-build team to provide a performance bond, and a Payment and Material Bond. The selected provider will also be required to provide Builders Risk insurance on the project.**
- 9) The key milestones section on page 3, item (d) specifies substantial completion within 360 days from the construction NTP.
- 10) Liquidated Damages
The Contractor shall pay to the Owner Liquidated Damages in the amount of three hundred dollars (\$300.00) for those damages suffered by the Owner as a result of delay for each and every calendar day that the Contractor has failed to complete any key milestone activity by its substantial completion date.
- 11) **The attendance registration forms for this mandatory pre-bid will be published on the County website this afternoon. Only those firms, or in the case of a team - those teams must have a representative registered in attendance to be qualified to submit a Request for Qualifications. Any resulting AIA agreement will be between the County and the prime contractor, who will be**

wholly responsible to retain the design firm, engineers, and any subcontractors as determined necessary.

12) Owner / Design-Builder Contract

The final contract will be Actual Cost Plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP). The project will be Open Book. All savings, including unused contingency, will be returned to the Owner. Contract documents will be based on AIA Doc. #A141-2004, Standard Form of Agreement Between Owner and Design-Builder.

13) Evaluation Criteria for Selection

Selection Criteria:

The Design-Build Team (DB) will be selected using:

- (i) a qualifications-based selection process during the Request for Qualifications (RFQ) stage to develop a short list and;
- (ii) a best value selection process during the Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this solicitation.

Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the County will select a short list of no fewer than three (3) candidates that it considers to be the most qualified. The failure of a prospective candidate to be selected shall not be grounds for protest.

Request for Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage reimbursable expenses, preconstruction fee, preconstruction stage design fee, preconstruction stage personnel costs, construction stage personnel costs, construction stage itemized general conditions cost, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive:

- (i) a form of the Agreement with the County containing the contract terms and conditions, and
- (ii) a set of the most recent criteria documents and (iii) a proposed Project schedule.

Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Tennant and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the County and the Tennant questions in an individual setting to help the firms prepare their responses to the RFP. The County will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the County and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and expectations. The County will notify each short-listed firm to schedule individual times for the

interviews.

Selection Schedule:

“REVISED” Time Line: RFQ #16-076

Item	Date	Time	Location*
Advertised Date of Issue:	Friday, January 13, 2017	n/a	n/a
MANDATORY Pre-Bid & Site Inspection:	Wednesday, January 25, 2017	10:30 AM ET	Beck Rec†
Deadline for Questions:	Wednesday, March 01, 2017	3:00 PM ET	Suite 239
Submittal Must be Received on/or Before:	Wednesday, March 08, 2017	3:00 PM ET	Suite 239
RFQ Opening & Tabulation:	Wednesday, March 08, 2017	3:00 PM ET	Suite 239
Interviews/Presentations to Est. Shortlist	Week of March 20, 2017	TBD	TBD
Owner Establishes Shortlist RFQ Ranking	Wednesday, March 29, 2017	n/a	n/a
Owner Issues RFP Request to Top Ranked	Friday, March 31, 2017	n/a	n/a
RFP Opening & Tabulation:	Wednesday, April 12, 2017	3:00PM	Suite 239
Owner Establishes Top Ranked Offeror	Friday, April 14, 2017	n/a	n/a
County Council Consideration	Tuesday, April 25, 2017	5:30 PM ET	Chambers
Notice to Proceed May be Issued After:	Monday, May 05, 2017	n/a	n/a
Final Completion	360 Days from NTP	n/a	n/a

Local Vendor Preference

This is a County-funded project and the “Georgetown County Local Vendor Preference” must apply to the RFP portion of the responses received. This is outlined in Exhibit I in detail on page 36 of the original Project Manual.

Cancellation and Rejection:

The County reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The County shall have no liability to any proposer arising out of such cancellation or rejection. The County reserves the right to waive minor variations in the selection process.

- 14) **The RFQ Selection Criteria as originally published, will be replaced by the schedule as attached on pages 8-9.**
- 15) The fee submittal will not be included as part of the evaluation criterial for the RFQ, and will be requested as part of the RFP when issued. The Design-Builders Fee Proposal Form on Page 43 of the original Project Manual is deleted for the RFQ.
- 16) Clarifying the mix of County and State Personnel represented here, the owner of the project is Georgetown County, South Carolina. That said, our intent is to provide a facility that will best suit the needs of the DSS staff serving the County. The concept drawing that we’ve provided was suggested by DSS for the facility size anticipated. However, DSS itself is continually evolving. There has been discussion of a “call center” concept, however there is still a population that visits the facility in person. There is currently a discussion that the “Medicare” personnel should be wholly segregated from the other DSS personnel. That could involve a separate entrance, restrooms, conference room, etc. The point being, this is very much a moving target, and the further change from Governor Haley to Governor McMaster may exacerbate that evolution.
- 17) **The RFQ calls for a single, unbound, reproducible original that can be digitally scanned for distribution to the evaluation committee.**

- 18) The three (3) TMS parcels shown on page 47 of the Project Manual, have been combined into a single parcel for the project. **This was not previously completed and will involve a delay of about two weeks to accomplish so we may file the corrected survey with the City of Georgetown. An additional Addendum will be issued with the survey when complete.**
- 19) The preliminary RFQ evaluation committee, named by the County Administrator is composed of the following individuals:
- a) Ray C. Funnye, County Director of Capital Services;
 - b) Art Baker, PE County Capital Projects Department;
 - c) Charlie Reese, State DSS IT Specialist;
 - d) Donna Stackhouse, Georgetown Branch DSS Director
 - e) Annie M. Wade, Georgetown Branch DSS Business Manager
 - f) Cheryl Brown, Georgetown Branch DSS Medicaid Supervisor

- 19) There were many questions on the last similar project, wanting answers on specific questions such as “*Will there be a dumpster, concrete pad and screening included?*”, or *Will 6” wide stud walls be required in every interior wall , or just wet walls?*”. The answer to every one of those types of questions will be “*To be determined by the owner in coordination with the selected design/build team*”.
- 20) There are three (3) previously published addenda available on the county website at www.gtcounty.org select "Bid Opportunities" from the *Quick Links* box on the homepage.
- 21) A summary of the communications/data specifications and requirements is attached as “Exhibit A” as provided by Charlie Reese, a State DSS IT Specialist. The County is responsible to provide conduit and cat 5e to the locations indicated.
- 22) The conceptual plan that is included in the project manual was developed by Clay Watts (now retired) with State DSS. Since DSS continues to grow and roles are redefined, the concept must also evolve. The intent of including this plan was to provide as much information as we have available as to the type of a traditional facility and the current best-guess of layout. The concept will evolve throughout the design phase.
- 23) DSS functions include Medicaid, human services (child protective services and adult protective services), SNAP, with a mix of workstations, client interview areas, offices, classrooms, break rooms, etc. The current trend in DSS is to further segregate human services and Medicaid. This could result in a requirement for separate entrances, which will be part of the design, with the intent to provide separation of data and staff. There is a desire to keep different federal data systems apart. While the clients may be the same for both services, Medicaid will require a separate data room, and possibly a separate entryway.
- 24) Some of the annotations on the conceptual plan include card readers for security, a mail center, one-way glass, data connection locations, and built-in case work.
- 25) The County Capital Projects Division developed a possible layout for public parking, which is attached as EXHIBIT B. There is also some discussion about the benefit to having secure, rear entrance parking for employees working after hours, or transporting and delivering individuals.
- 26) The building drawings of other recently constructed DSS facilities that were displayed at the Pre-Bid are not endorsed by the County, nor do we have copyright permission to share those. They were provided simply to indicate that these are available through a web-search if you would like to see other concepts or what other locations have done.
- 27) Parking lot lighting is included in the design-build plan. The City of Georgetown does not provided decorative lighting on a leased basis.
- 28) Open office is desired for working with clients, but there must also designated spaces for training, a client/attorney room, visiting rooms, class/auditorium session space, as well as more atypical office space.
- 29) The Medicaid section, also known as “Health and Human Services” is comprised of approximately ten (10) staff and supervisors. This service falls under different confidentiality guidelines since health records are involved (HIPPA), and is also funded alternately. Thus the proclivity to separate Medicaid from the DSS Health and Economic Services sections. They function primarily during regular office hours. Medicaid has traditionally been housed in the same facility as DSS, in some cases simply

because the facility does not have space for separation.

- 30) Regarding separation of Medicaid and DSS operations areas, since both groups serve many of the same clients, it would be more convenient if a shared waiting space could provide access to both areas without exiting the building.
- 31) The personnel in the “Economic Services” division of DSS operate primarily as a call center. This staff works from desks to conduct mainly telephone interviews, and some face-to-face, for SNAP (formerly food stamps) and TANA (formerly public assistance/welfare) benefits to those in need.
- 32) The personnel in the “Human Services” division of DSS are in very mobile 24/7, in and out of the facility. They provide child protection services and adult protective services for vulnerable individuals who cannot take care of themselves. They utilize the state fleet vehicles and car seats and work both before and after office hours so a secure parking and after hours entry would be very beneficial.
- 33) The budget for this project is currently capped at \$2,250,000.00. It is believed that this is adequate to fund an appropriate facility. There will be “needs” and “wants” identified as the design process proceeds and the hope is that give and take through value engineering and creative design can utilize the funds provided for the maximum benefit.
- 34) The County is awaiting a formal confirmation from the City of Georgetown that the existing storm water retention pond built to accommodate the entire PD is satisfactory as it stands. Any updates pro or con will be forwarded. There is a cinder block sump access shown in the site photos, as well as the white capped riser for the sanitary sewer. The site photos are posted to the website.
- 35) Revisit the location site parcel as often as you need.
- 36) The parking can enter either directly from Lafayette Circle or can loop in from the paved stub-out adjacent to the SC Mental Health Department Facility.

ADDITIONAL QUESTIONS AND RESPONSES

Question 1: Can an architect team with more than one GC?

Response: **There is nothing that specifically prohibits that, but noting that the County is giving preference to an experienced team that has functioned together on prior projects, it would not be in the better interest of either of the team members.**

Question 2: Can the submittal contents criteria under item (g) with respect to “completed” design-build projects be modified to include “completed or in progress”?

Response: **Item 4. (g) on page 13 of the Project Manual shall be modified to read:**
(g) List and briefly describe projects that your firm has completed or in the construction process during the past five (5) years that also required design-build services and were valued at or above \$1,000,000. Also briefly describe the largest project your firm has completed within the past ten (10) years regardless

of delivery method, but indicate the delivery method used on that largest project.

Question 3: Will the County exempt this project from the Local Vendor Ordinance?

Response: **That is not possible so long as the ordinance is in place. What I did do, was to make the project a two-step process, with the initial RFQ (Request for Qualifications) based on qualifications and experience to establish a short list of no less than three (3) top-ranked offerors. Those three (3) will then be invited to submit an RFP (Request for Proposal) which will entail submittal of cost percentages, which will fall under Ordinance 2014-09, the “Local Preference Ordinance”.**

Question 4: Can references be only Design-Build or can references for similar size and type facilitate be provided?

Response: **It can be a mix. We certainly value the design and construction team aspect where we hope to take advantage of value engineering to reduce cost or add value to the building, but this may also be the first time that two firms have worked together as a team, in which case the history of each is telling.**

Question 5: Who will comprise the County’s team with whom the designated design team will work?

Response: **Unknown exactly, but it will likely mirror the mix of folks shown in the evaluation committee**

Question 6: Is this the first building to be placed in this Planned Development?

Response: **No, everything else is existing. This will be the last structure planned in the PD.**

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ADDENDUM ACKNOWLEDGEMENT

Bid #16-076

Design-Build Services for Department of Social Services (DSS) Facility **Mandatory Submittal Form**

To be returned with the final proposal submission to Georgetown County.

COMPANY NAME: _____

Addendum #1 Received Date: _____ Initialed By: _____

Addendum #2 Received Date: _____ Initialed By: _____

Addendum #3 Received Date: _____ Initialed By: _____

Addendum #4 Received Date: _____ Initialed By: _____

Addendum #5 Received Date: _____ Initialed By: _____

Addendum #6 Received Date: _____ Initialed By: _____

If your Bid submission has already been mailed, acknowledgment may be provided by faxing this form to (843)545-3500, or attaching a digital scan and sending by e-mail. .

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Georgetown County
"REVISED" DESIGN-BUILDER FEE PROPOSAL
MANDATORY VENDOR SUBMITTAL FORM

-Not Used-

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Design-Build Solicitation Rating Form

Project: Department of Social Services Facility

Proposer: _____

Project No.: 16-076

City, State: _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 Points)			
a) Proximity of firm to Project Site	Less than 50 Miles	5	
	50 to 100 Miles	2	
	More than 100 Miles	0	
b) Amount of Awarded Contracts in Previous 24 Months	Less than \$2,000,000	5	
	\$2,000,000 to \$10,000,000	2	
	More than \$10,000,000	0	
2. Depth of Resources/Key Personnel (Maximum 25 Points)			
a) Project Design	Experience /ability of Architect/Engineer/Design Professional to achieve owner's vision and requirements	0-5	
b) Project Superintendent	Experience /ability / qualifications of available Project Superintendent	0-10	
c) Project Manager	Experience /ability / qualifications of available Project Manager	0-5	
d) Technical Staff	Experience / ability of tech staff to coordinate construction documents and develop accurate estimates and schedules	0-5	
3. Team's Overall Project Experience (Maximum 25 Points)			
a) Previous Team Collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b) Team's litigation or arbitration record for past ten (10) years	Two (2) or more	0	
	One (1)	2	
	None (0)	3	
c) Workers' Compensation Experience Modifier Rate	EMR more than 1.25	0	
	EMR of 1.00 to 1.25	2	
	EMR less than 1.00	3	
d) Team Organization	Clarity of responsibility / communication demonstrated by submittal	0-5	
e) LEED* Registered /Certified Project Experience	Two (2) or more	3	
	One (1)	2	
	None (0)	0	
f) Experience with Similar Projects/Delivery Methods	Less than 2 Projects	0-2	
	2 to 4 projects	3-6	
	More than 4 projects	7-8	

Selection Criteria		Value	Score
4. Overall Team Qualifications (30 points)			
a) Team's Financial Stability (If forming a partnership, list separately by firm)	Annual Billings for 3 Years	0-2	
	Contacts & Insurance Carrier	0-2	
	Contacts for Bonding Agent	0-2	
	% of Negotiated or design/build during last 3 years	0-2	
	Current Asset/Liability Ratio for last 5 years	0-2	
b) Budget and Schedule Management	Performance in completing projects within original construction budget and schedule	0-10	
c) 'Previous Team Performance	Past Performance as indicated by evaluations and letters of reference	0-10	
5. Responsiveness of Submittal (10 points)			
a) Responsive and complete submittal	Extent to which the instructions in th RFQ were followed	0-3	
b) Understanding of the Project	Accuracy in recognizing the project's assumptions and requirements	0-3	
c) Unique team ability germane to the project	Team's unique ability to provide Design-Build Services to the extent described in this document	0-4	
*Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes: _____

Evaluator Number: _____

Date: _____

EXHIBIT A

Summary of Preliminary Data/Communications/IT Requirements SC State Department of Social Services

Part numbers in the text below are Panduit, Hubbell, Berg-Tek. Equivalent may be substituted as required.

- Phone/Server/Switch Room - Install (2) 4' x 8' x 3/4" sheets of Fire Retardant Plywood on back wall tight against ceiling, Paint with Fire Retardant Paint, Gray in color. Provide # of Sleeves as recommended by cable installer through floors/ceiling assemblies and/or ceilings for cabling and provide cable management hardware as recommended by cable installer. Fire Stop all penetrations as required.
- At minimum provide ceiling mounted, thermostatically controlled exhaust fan with thermostat set at 82 degrees Fahrenheit for 24/7 heat dissipation. Provide adequate HVAC to compensate for 4000 BTU heat load plus and other loads (recommend standalone A/C Unit, properly ducted, and piped). Critical heat point for equipment is 85 degrees Fahrenheit. Provide 2 quadruple receptacles with each being on dedicated 20 AMP circuit for DSS purpose.
- Install one (1) Panduit CMR19X84NU 7' (84") floor mounted standard equipment rack, mounted at a minimum of 24" from back wall. Brace top of rack to wall with Hubbell HLS0612B 12" wide cable ladder & appropriate hardware. Secure rack to floor as required. Install one (1) Panduit SRM19X25A1 adjustable mount shelf mounted at 27 to 28 inches in height (14U to 15U) from floor, mounted with tray lip down and longer end facing front and one (1) Panduit SRM19X25A1 adjustable mount shelf mounted at the bottom of the rack (location 1U), mounted with tray lip mounted down and longer end facing rear.
- Install Panduit DP48688TGY or equivalent 48-port, Category 6 (at minimum), punch-down patch panel, 2 RU in height, using 8-position, 8-conductor modular jacks with 110 type connections for cable. Universal T568A and T568B color-coded wiring schemes included. Punch-down patch panels to adhere to performance requirements of ANSI/TIA/EIA-568-C standards and wired in accordance with TIA-568B designation. Punch-down patch panels must mount to standard 19" equipment rack. Punch-down modules must meet or exceed Category 6/Class E performance levels and terminate unshielded twisted 4-pair, 22 — 26 AWG, 100 ohm cable. Patch panels include pre-numbered labels with writeable surface on back. Additional numbering engraved in the front and back of the panel. Furnish patch panels required to terminate all data cables indicated on drawing, plus five (5) ports for growth. Patch panels should be installed starting at the second position from the top (44U) and down. Leave 1U space above top patch panel. Install horizontal cable manager between each patch panel.
- Install two Panduit 19" Front Only Horizontal Cable Management Panel WMPHF2E or equivalent as required PER installed patch panel. Install one manager below each patch panel, and additional to be installed by DSS for tending patch cables between patch panels and switches.
- Install a minimum of two Panduit Front Only Vertical Cable Management Panel WMPVF22E or equivalent, one on each side of rack for tending patch cables between patch panels and switches.

- Locations depicting phone, computer or combinations thereof to be 1" conduit stubbed above ceiling with double gang boxes and single gang plaster rings on lower end (each 1" conduit will accommodate six CAT-6 cables). Provide Berk-Tek Model CX6050 (BLUE) or equivalent plenum category 6 UTP cable, UL Listed type CMR/CMP, 24 AWG, 4 pair solid copper conductors meeting current ANSI/TIA/EIA-568 requirements and wired in accordance with T568B designation. Label each cable on both ends using self-laminating cable label. Labels shall match the outlet and patch panel identification labels and shall be located on the jacket no less than 3" or more than 10" from point where jacket is cut and stripped for cable termination. Leave 8' minimum length of cable from ceiling height. Install Panduit Model NK688M 8 position, 8 conductor modular category 6 jack or equivalent (orange for data, ivory for voice [*voice not required in Current DSS Standard Installation*]), terminated to 110 type IDC connection, labeled with both wiring designations T568A/B, and used to connect category 6 UTP patch cables.
- Install Panduit NK2FIWY face plates or equivalent as required for mounting modular jacks. Label each jack with room number and device designation (Data/Voice) as required. Install blank inserts as needed.
 - Co-location of other agency's equipment in the DSS equipment rack is permitted after DSS reviews inventory, equipment size, power and other limitations. The equipment must be clearly labeled and that wiring be maintained as neatly as possible.

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