



Request for Proposals (RFP)

To Provide

Justice Center Surveillance Camera System

For

90 North Street, Canton, GA., 30114

RFP# 2023-043

**Cherokee County
1130 Bluffs Parkway
Canton, Georgia 30114**

RFQ No. 2023-043
CCTV Installer Services
For Justice Center Surveillance System

REQUEST FOR PROPOSALS

The Cherokee County Board of Commissioners (“COUNTY”), on behalf of the Cherokee County Sheriff’s Office (“Using Agency”) invites interested and qualified closed circuit surveillance hardware and software equipment installers to submit a written response to requirements outlined in this Request for Proposals (RFP).

This requirement is to provide a comprehensive, upgraded, Vicon Surveillance System including, but not limited to, removal of existing analog cameras, installation in excess of 100 new surveillance cameras, programming software, Cat 6E data cable, associated components, ancillary hardware not supplied by the COUNTY, trims, sealants, all cable continuity testing, new schematic drawings, and firestopping to complete this system as referenced in the Scope of Work (Exhibit “A”) at the Cherokee County Justice Center located at 90 North Street, Canton, Georgia 30114 (“Project”).

Funding for this project is provided by the U.S. Treasury Department through the American Rescue Plan Act of 2021 (ARPA) and requires active registration with www.SAM.gov to submit a responsive proposal. This project supports the U.S. Treasury’s Expense Category 3.4: Public Health-Negative Economic Impact: Public Sector Capacity – Effective Service Delivery. The awarded INSTALLER will be expected to adhere to all applicable requirements and regulations outlined in the Final Rule which took effect on April 1, 2022. The Final Rule is available for download and review at: [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#).

1. GENERAL PROJECT INFORMATION

Project Description:

Cherokee County Justice Center

CCTV Surveillance System Upgrade

90 North Street, Canton Georgia 30114

1.1 Cherokee County, Georgia, is a rapidly growing rural / suburban county of approximately 275,000 in population, located along I-575, approximately 50 miles northwest of downtown Atlanta, and is one of the fastest growing counties in Georgia and the nation.

1.2 The Justice Center contains surveillance close circuit cameras which will need to be removed and replaced, with new surveillance cameras, associated ancillary equipment, and software programming. The equipment to be installed is listed in Exhibit B.

1.3 Project Deliverables

It is anticipated the delivery method for this Project will be removal, replacement of cable, installation software programming, training, and annual maintenance.

1.4 Project Schedule

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INSTALLER'S services are anticipated to commence in December 2023 with removal and installation of a fully operational surveillance system being complete by April 2024. Project is anticipated to take 3-6 months. (Note: *All of the dates indicated in this section are estimates and as such are subject to change.*)

PROJECT OVERVIEW

- A. The COUNTY will provide to INSTALLER, a secure staging area located near the Justice Center to store tools and materials during the project schedule however the COUNTY shall not be responsible for any lost, missing tools, or materials belonging to the INSTALLER. This area will be a short distance to the Justice Center.
- B. COUNTY shall provide INSTALLER with Vicon surveillance cameras, mounting kits, and associated hardware for installation as required per the equipment listing in Exhibit A. All COUNTY provided equipment and materials are presumed to be fit for their intended purpose and shall be verified by the INSTALLER. INSTALLER shall be responsible to replace in kind all equipment and materials that is damaged by the INSTALLER during installation herein. In addition, INSTALLER shall be responsible for all consequential damage to Justice Center property during the removal and installation process.
- C. The INSTALLER shall provide 16 hours of operational training to the COUNTY at the conclusion of the project.
- D. INSTALLER shall pull all accessible existing cable and replace with new Cat. 6E cable. Existing cable too difficult to remove shall be left in place and replaced with new Cat. 6E cable in close proximity to pulled cable, subject to approval by COUNTY. All cable shall be replaced with new Cat. 6E cable.
- E. The COUNTY shall keep possession of all surveillance cameras and related equipment during the removal process therefore, the INSTALLER shall not dispose of, or retain, any surveillance cameras or related equipment, other than old cabling, and materials during the removal process without written consent from the COUNTY.
- F. The successful INSTALLER will need to present certification, that they are authorized and approved to install Vicon equipment and possess extensive experience with Vicon programming software.
- G. The Cherokee County Justice Center will be fully operational during CCTV installation process. The successful INSTALLER understands that time is of the essence and working hours may not be the same from day to day, so overtime and weekend work hours are a possibility. COUNTY will try to accommodate the INSTALLER with accessibility as much as possible, but it will be the INSTALLER'S responsibility to work around the schedule of the Justice Center.
- H. Successful INSTALLER understands schedule flexibility to do the work is of utmost importance. In addition, the Sheriff's department will be providing a monitor during work hours so coordination between the INSTALLER'S work schedule and Sheriff's office will need to be discussed from day to day and approved prior to commencement of the work.
- I. Installer understands and agrees that all resulting debris, waste, and tools, from the removal and installation process must be removed at the conclusion of each day's work and leaving the space in same condition prior to the work.

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- J. INSTALLER understands that background checks will be required by the Cherokee County's Sheriff's office for anyone doing work related to this RFP inside the Justice Center. The Sheriff's office will provide the required form, but it is the INSTALLER'S responsibility to complete the form and submit to the Sheriff's office PRIOR to the Work. INSTALLER employees will not be allowed into the Justice Center unless they have passed a background check.

2.0 INSTALLERS PROFESSIONAL REQUIREMENTS

COUNTY seeks to retain a highly qualified CCTV surveillance system INSTALLER with demonstrated and proven prior technical acumen and individual personnel experience and qualifications in the successful, removal, installation, and programming in support of a CCTV surveillance system at the Cherokee County Justice Center of similar budget, scope, size, and scale to the work currently proposed herein.

The INSTALLER will provide the completed schematics, vision, experience, and managerial acumen. The successful INSTALLER will be expected to contract with the COUNTY in a timely manner. The INSTALLER'S offer shall be firm through-out the project schedule and shall be held responsible for fulfilling all contractual obligations. The Project will be led by the INSTALLER'S Project Manager and shall work closely with the COUNTY and its representative and any other consultants engaged by the COUNTY and in the best interest of the COUNTY and the project.

2.1 BASIC SERVICES

The County's standard Professional Services Agreement shall set forth the Basic Services Requirements which the INSTALLER has agreed to perform.

- 2.2 It will be the responsibility of the INSTALLER to propose a removal and installation strategy. The COUNTY will provide a tour of the Justice Center facilities and equipment locations only to the qualified INSTALLERS who are selected to move to the Request for Proposals phase of this solicitation. The tour will provide the INSTALLER an opportunity for discussion and evaluation of all project criteria and requirements for scope, site conditions, quality, removal, and installation schedules.
- 2.3 INSTALLER work strategy shall be agreed by the COUNTY prior any work.
- 2.4 Upon execution by all parties of the formal Professional Services Agreement (PSA) and receipt of the written Notice to Proceed by COUNTY, the selected INSTALLER shall promptly commence the staging, mobilization, and schedule execution based on Justice Center data provided by COUNTY and prepare for an initial kick-off meeting with the COUNTY at the Justice Center's Office to assure a complete understanding of the project requirements and to set schedule for performance.
- 2.5 The selected INSTALLER and COUNTY shall jointly and mutually establish a schedule and work plan, and other elements of these important kick-off activities. The selected INSTALLER's Project Manager shall issue the schedule and work plan agenda and keep and issue all minutes and other records of this first kick-off meeting, and all future scheduled meetings. All project meetings will occur at the project site – 90 North Street.

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3.0 SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via BidNet Direct for this solicitation no later than the date and time indicated in the Schedule, as may be amended. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period.

The deadline for submission of questions relative to the RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant questions and requests for clarification received by the COUNTY and the corresponding responses will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct.

Once the submission deadline has passed, all submissions will be final. No information will be provided orally to any Party. Parties requiring clarification or interpretation shall make a written request as set forth herein no later than the date referenced above.

4.0 CRITERIA FOR EVALUATION OF STATEMENTS OF PROPOSALS

Proposals will be evaluated based on their relative responsiveness to the criteria described in Sections 6-8 and with those criteria's values weighted as shown herein:

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2023-036_ABC Company Proposal"

Please do not submit individual documents or sections separately.

TOTAL PAGE COUNT OF THE SUBMITTAL SHOULD NOT EXCEED 30 PAGES.

Emphasis should be on completeness, relevance, and clarity of content.

(Required forms shall not be considered against the page count.)

Proposers are further reminded to include a completed INSTALLER AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1) with the Statement of Qualifications. (See Appendix C) FAILURE TO PROVIDE THIS AFFIDAVIT MAY RESULT IN REJECTION OF PROPOSAL.

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5.0 SUBMITTAL COSTS and CONFIDENTIALITY

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The COUNTY is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the COUNTY. Simply labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of Georgia's Open Records Act, the details of the proposal documents will remain confidential until final award.

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6.0 PROPOSED SUBMISSION REQUIREMENTS

- 6.1 Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the company has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of COUNTY ship, including state of residency or incorporation, and number of years in business. Declare whether the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.
- 6.2 Briefly describe the history and growth of your company. Provide information about the company's proposed team for this project along with their credentials.
- 6.3 Disclose if the company has been involved in any litigation in the past five (5) years. List any active or pending litigation and explain.
- 6.4 Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- 6.5 Provide firm's FEIN (Federal Employer Identification Number).
- 6.6 Provide the firm's UEL number from www.SAM.gov verifying the proposer as an active registration and is not debarred or suspended from doing business with the Federal Government.
- 6.7 Supply financial references and main banking references.
- 6.8 Company has all the necessary, valid, and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed. (**Provide** copies of relevant licenses)
- 6.9 Disclose whether the company has ever been removed from a contract or failed to complete a contract as awarded or assigned.

7.0 EXPERIENCE and QUALIFICATIONS

- 7.1 Provide qualifications and description of the level of expertise for the company employees in the execution of projects similar to this project, including the level of experience with schematic diagrams, software integration, and programming similar in nature to this project. Describe the companies experience with working in a fully operational Justice System environment, or similar complexity, including court schedules and access to the work areas. Describe 3-5 projects of similar size (100 – 200 surveillance cameras), in order of most relevant to least relevant, which demonstrate the INSTALLER'S capabilities to perform the project at hand. For each project, the following information shall be provided:
- 7.2 Project name, location, and a brief description of project.

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8.0 GENERAL INFORMATION / REQUIREMENTS

- 8.1 Submit qualifications and proposals as described herein. The full cost for proposal preparation is to be borne by the proposing firms. Proposals must be signed in **blue ink** by a company official authorized to commit company resources. The full assembly of proposals shall be as one electronic document unless directed otherwise. Proposals are due Not Later Than (NLT) the time and date stated herein (**Late proposals shall not be accepted**) and shall be identified with the project/proposal name and number.
- 8.2 This Statement of Qualifications is one of two documents making up this solicitation. The second document is the Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both documents together constitute the entire Step 1 of the solicitation at the time of issuance.

Required County Standard Forms

- 1- APPENDIX A: Information and Addenda Acknowledgement Form
- 2- APPENDIX B: Non-Influence and Non-Collusion Affidavit
- 3- APPENDIX C: E-Verify Affidavit
- 4- APPENDIX D: References *
- 5-APPENDIX E: Acceptance of County' Standard Professional Services Agreement (Sample provided) **
- 6-APPENDIX F: Suspension, Debarment and Litigation Affidavit.
- 7-Attachment 1 - ARPA Terms & Conditions, Certifications & Representations
- 8-Attachment 2- Federal Grant Certifications

8.2.1 OTHER REQUIRED SUBMISSIONS

- 9- Evidence of/ability to provide Insurance at the limits identified herein, ***
- 10- Certifications, Licenses or Registrations as required by law and/or as requested

Notes:

*The COUNTY reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability, and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

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9.0 CONTRACT INFORMATION

The contract that will be used for this project is the Professional Services Agreement. It can be located on the Procurement Department's homepage found on Cherokee County's website (Sample provided).

Cherokee County does not intend to modify any language contained in general terms and conditions of the contract, and any significant exceptions proposed by a company, as determined by the COUNTY may result in the submitting companies' proposal to be determined non-responsive.

10.0 SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the COUNTY's best estimate of the schedule that will be followed. All times indicated are prevailing times in Canton.

STEP II (RFP) Estimated Timeline		
COUNTY issues RFQ Re-Bid through Bid Net	September 7, 2023	COB
COUNTY conducts Mandatory Pre-Proposal Site Visit for finalists	September 18, 2023	1PM
Deadline for Installers questions and requests for clarification	October 6, 2023	4PM
Deadline for COUNTY responses to Installers questions	October 12, 2023	4PM
Deadline for submission of Proposals	October 20, 2023	4PM
Award Successful Company – BOC Agenda Meeting	November 21, 2023	

11.0 PRE-PROPOSAL SITE VISIT

A mandatory pre-proposal conference/Justice Center site-visit will be scheduled by the COUNTY. The current Schedule of Events calls for this site visit to occur **September 18, 2023**, commencing promptly at 1:00 PM local time at the property located at 90 North Street, Canton GA. 30114. Pertinent information pertaining to the conference/Justice Center site-visit shall be included in instructions provided at the pre-proposal conference. ***The COUNTY reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Sign-in forms and non-disclosure agreement (NDA attached), must be signed.***

12.0 CRITERIA for the EVALUATION of PROJECT PROPOSALS:

The Proposals will be evaluated to select the INSTALLER which rate highest according to the criteria below. The selection committee reserves the right to request and evaluate requested clarifications of proposal content and upon completed scoring will develop a short-list the highest scoring INSTALLER's.

15% Factor:

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- **Resources of the Firm:** The firm's stability, including the firm's corporate history, growth, resources, form of COUNTY, litigation history, financial information, and other evidence of stability.
- **Experience and Qualifications:** Overall assessment of the firm's relevant project experience and qualifications, including the demonstrated ability of the firm in effectively managing similar scoped projects of secured buildings and proposed project team and their experience with similar structures, and new facilities comparable in complexity, size, and function to the one contemplated. Also, experience with COUNTYS such as the State of Georgia and/or other similarly structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.
- **Suitability:** Information that may serve to differentiate the firm from other firms in suitability for this specific project.

15% Factor: Project Management Proposed Removal & Installation Plan: The accuracy of the company's proposed schedule management, approach for managing responsibility and accountability for project concerns, and process for effectively resolving issues and maintaining project commitments.

30% Factor: Total Cost of Labor and Materials: The total proposed cost broken out by labor and materials structure and schedule shall be submitted.

40% Factor: Pricing and scope and service of Proposed annual maintenance agreement for 3 years after warranty.

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EXIBIT A

SCOPE OF WORK

1.0 CAMERA SYSTEM INSTALLATION

- A. Summary - The scope of this project is to provide (furnish and install) a complete data infrastructure including all associated components, trims, sealants, firestopping, etc. to complete a fully operational camera surveillance system.
- B. Cat 6E data cabling including single mode fiber cabling.
- C. Install customer provided data enclosures
- D. Install Vicon server, matrix and workstations.
- E. Install Vicon cameras to include all adjustments and setup.

2.0 SUBMITTALS

- A. Drawings: Shop drawings to include certification test results as well as a complete set of drawings with locations identified.
- B. Operation and Maintenance Data: For all equipment and components to include emergency operation and maintenance manuals.
- C. Qualification Data: Contractor will need to provide documentation that they are an approved installer and certified vendor of Vicon equipment.
- D. Provide maintenance contract for all equipment to start at the of warranty.

3.0 COORDINATION

- A. Project manager identified that will coordinate installation of materials and equipment with County personnel.
- B. Onsite staging area for equipment and tools will be decided before project start.
- C. Normal waste and trash can be placed in dumpster outside the Justice center. Equipment and old wiring will need to be coordinated with County personnel.
- D. Some of this work will have to be done after hours and on weekend. All after hours and weekend work will need to be coordinated in advance.

4.0 PRICING

- A. Pricing should be itemized by parts and components.
- B. Pricing should include all contractor provided data infrastructure and installation of all County provided Vicon equipment including adjustment and programming of cameras and components.
- C. Pricing also includes installation of County provided data enclosures. (Wall mount)

5.0 SUMMARY

- A. All cabling will consist of dedicated home runs from the cameras to the appropriate panel on each floor. Cabling shall be yellow in color to correspond with the intended use being a

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surveillance system. All jacks shall be category 6E rated and color coded. The colors and labeling scheme are necessary to meet County standards.

6.0 SPECIFICATIONS

- A. Cable Type- Cable shall be yellow plenum rated Cat 6E.
- B. Cable support system- cable shall be properly supported using caddy j-hooks system. The support system shall consist of appropriately sized and spaced supports to comply with codes and manufacturer suggested installation practices.
- C. Jacks shall be terminated on Category 6E mini-com insert type patch panels. Jacks shall be manufactured by Panduit or approved equal subject to COUNTY approval. The contractor shall be responsible for all wall/ceiling plates and components associated with this system.
- D. Patch panels shall be snap in style manufactured by Panduit mini-com.
- E. Labeling- All cabling, patch panels and jacks shall be properly labeled to comply with TIA standards. All labeling shall be machine printed on both ends respectively.
- F. Testing /Certification- all cabling shall be tested and certified using a level 3 tester such as a Fluke DTX-1800. Test results shall be provided to COUNTY in pdf format.
- G. Warranty- 25-year Manufacturer's Warranty required on infrastructure components.

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EQUIPMENT LISTING FOR INSTALL/HOOK UP			
	ITEM	DESCRIPTION	QTY
1	V2102D-W313MIR 10557-00	Outdoor Dome Camera; 2 MP; 3.1-10 mm motorized varifocal lens; IR	40
2	V2105D-W313MIR 10557-10	Outdoor Dome Camera; 5 MP; true WDR; 3.1-10 mm motorized varifocal lens; IR	70
3	V2008D-W310MIR 10553-15	Outdoor Vandal dome starlight camera; 8 MP; true WDR; 3.6-10 mm motorized varifocal lens; IR; advanced analytics	1
4	W2360W-12-1 10559-05	Outdoor panoramic camera; 12 MP; true WDR; fisheye 1.5 mm fixed lens; IR; built-in microphone	2
5	V2005D-PTZ 10561-10	5 MP PTZ Dome Starlight camera; vandal-proof IP66; integral 1/2.8" day/night camera with 5.2-148 mm 30X zoom lens	4
6	V2032-WIR-360 10517-25	Multi-sensor starlight camera; 32 MP; 360 degree coverage; four (4) 8MP image sensors, smart IR; four motorized 3.6-10 mm lenses; H.264/H.265; true WDR; provides remote positioning and presets; includes mounting cap	5
7	SVFT-UPM-2 10476-20	Universal parapet mount; indoor/outdoor	5
8	V2360W-ICH 10559-50	In-ceiling mounting kit; allows the V2360W-12 dome to be installed into a hard ceiling	1
9	V2360W-ICD 10559-45	In-ceiling mounting kit; allows the V2360W-12 dome to be installed into a DROP ceiling	1
10	VLR-VPRO-LIC 10455-25	Valerus pro license; single edge device new license for use with Vicon cameras and single-channel encoder	129
11	VLR-VPRO-UPP-3 10456-06	Upgrade protection plan for Valerus Pro tier	129
12	V2000-360-ICD 10517-50	In-ceiling mounting kit; allows the V2000-WIR-360 series to be installed in a drop ceiling	2
13	V2XXXXD-PM 10553-31	Pendant Cap; for the V2000D and V2100D series of varifocal cameras; compatible with SVFT-WM-1	4
14	SVFT-WM-1 10476-05	Wall mount; small; indoor/outdoor; compatible with V2000D-PTZ and V2000D/V2XXXXD-PM	4
15	VERA-2U72TF-N02 M00A52	Recording server with RAID; 96 TB; dual gigabit network ports; supports 200 IP cameras	2
16	VECA-SF000D-N04 M00B07	Client workstation; supports four 4K monitors	3
17	VEAA-1U000D-N02 M00B36	Application server; 1U rack; dual gigabit network ports	1
18	C9300L-24UXG-4X-E	Catalyst 9300L 24p, 8mGig, network essentials, 4x10G uplink	1
19	PWR-C1-1100WAC-P/2	1100W AC 80+ platinum Config 1 Secondary power supply	1
20	C9300L-DNA-E-24-3Y	C9300L Cisco DNA Essentials; 24-port	1
21	CON-SNT-C9300LGX	SNTC-8x5xNBD Catalyst 9300L 24p; 8mGig; network essen	1
22	C9200L-48P-4X-E	Catalyst 9300L 48-port; PoE+; 4x10G, network essentials	4
23	PWR-C5-1KWAC/2	1KW AC Config 5 power supply - secondary power supply	4
24	C9200L-DNA-E-48-3Y	C9200L Cisco DNA essentials; 48-port	4
25	CON-SNT-9200L4X	SNTC-8x5xNBD Catalyst 9200L 48-port PoE+ 4 x 10G	4
26	SFP-10G-LR-S	Cisco SFP+ transceiver module 10GigE 10GBase-LR-LC/PC single mode up to	10
27	N370-08M	8M Duplex singlemode 8.3/125 fiber optic patch cable LC/LC 26ft 8 meter	10
28	N370-01M	1M duplex singlemode 8.3/125 fiber optic patch cable LC/LC 3ft 1 meter	10
29	9PX1500RTN-L	Eaton 9PX 9PX1500RTN-L UPS (rack mountable / external) AC 100/110/120/125V 1350 watt - 1500 VA - RS-232; USB ethernet 10/100/1000 output connectors; 8 2U black silver	5
		Middel atlantic TFC OW series cable safe data wall cabinet; 12U rack height x 26" rack width x 20" rack depth - wall mountable black	