

Commercial Low-Voltage RFP Template

Define Division 27 and 28 boundaries, local compliance, acceptance evidence, pricing and closeout before bids are compared.

How to use it. Complete every field, attach the site schedule and drawings, delete systems that are outside scope, and issue the identical document to every bidder. A blank field is an assumption the bidder will price in its favor.

1. Procurement and project profile

Issuing organization

Procurement contact and email

Project / program name

Proposal due date, time and timezone

Number and type of locations

States and known AHJs

Business driver and measurable outcome

Opening, refresh, compliance deadline, loss-prevention objective or operational constraint.

Actual scope in one paragraph

Systems, approximate quantities, owner-furnished equipment and the line where this contractor stops.

2. Required attachments

- Site schedule: address, building type, square footage, ceiling type, operating hours and site contact.
- Drawings: device locations, pathways, closet details, risers and applicable Division 27/28 sheets.
- Standards: owner design standard, approved manufacturers, labeling convention and closeout index.
- Commercial documents: insurance limits, contract form, pricing sheet and bidder-question procedure.

Missing attachments or bidder assumptions permitted

Scope and Responsibility Matrix

Do not leave ownership implied. Name who furnishes, installs, programs, tests and accepts each system. If responsibility varies by site, reference the site schedule.

3. Trade boundaries

Trade area	Required boundary	Responsible party / exclusions
Structured cabling	Copper media, pathways, terminations, labels and certification	
Fiber backbone	Fiber type, strands, pathway, splicing, OLTS/OTDR and polarity	
Video surveillance	Cameras, mounts, cabling, PoE, aiming, VMS and retention boundary	
Access control	Readers, locks, REX, power, life-safety interface and programming	
Pathways	Conduit, sleeves, tray, J-hooks, supports and pull strings	
Firestopping	Rated penetrations, approved systems, labels and inspection records	
Racks and grounding	Racks, cabinets, managers, bonding and electrical coordination	
Network configuration	Switch ports, VLANs, addressing, credentials and handoff	

4. Quantity and substitution controls

Quantity basis

Drawing count, site survey, allowance or unit-priced field verification.

Substitution and approved-equal process

Owner-furnished equipment and delivery point

Explicitly excluded work

Required bidder response: mark every scope item Included, Excluded, Allowance or Clarification Required. Silence is not acceptance.

Permits, Schedule and Site Constraints

5. Permitting and inspection

Permit owner and fee treatment

License / registration requirements by jurisdiction

Adopted code, local amendments and project specification

Plan review and inspection hold points

Correction ownership and final permit records

6. Schedule and constraints

Mobilization, milestones and substantial completion

Work windows, blackout dates and cutover limits

Badging, escorts, landlord / GC onboarding and lead time

Occupied-space, infection-control, sanitation or production rules

Dependencies and readiness criteria before dispatch

Power, pathways, room readiness, equipment delivery, network configuration and owner decisions.

Bid requirement: provide a crew-loading plan, assumed production rate and site sequencing—not just a completion date.

Testing, Acceptance and Closeout

7. Acceptance evidence

Copper acceptance

Permanent-link/channel model, category limit, native result files and retest rules.

Fiber acceptance

Designed loss budget, OLTS wavelengths, OTDR requirements, polarity and strand schedule.

Camera acceptance

Views, focus, naming, recording, retention, PoE and remote-access checks.

Access-control acceptance

Door function, forced/held events, egress, life-safety interface and point list.

Punch-list, remediation, retest and final signoff process

8. Required closeout package

- Native and PDF test results indexed to the final identifiers.
- As-built drawings, port / strand / device schedules and labeling reconciliation.
- Representative and exception photographs, permit finals and inspection records.
- Asset list, serials, configuration / credential handoff and warranty records where applicable.
- Open-item register showing owner, disposition and acceptance authority.

Project-specific closeout additions or format requirements

Named acceptance authority and payment holdback

Recommended clause: final payment is contingent on an accepted closeout package, not only physical installation.

Pricing and Bid Evaluation

9. Pricing schedule

Required price line	Bid value or unit	Assumptions / exclusions
Per-site mobilization		
Copper drop by category		
Fiber strand / termination / splice		
Camera or access-control device installation		
Pathway and firestop		
Lift, permit and inspection allowance		
Project management		
After-hours premium		
Add / move / revisit unit rate		

10. Published evaluation weights

Scope completeness %

Leveled price %

Schedule realism %

Testing / closeout %

Qualifications / compliance %

Risk / exceptions %

Award decision, normalized total and retained clarifications

Level before scoring. Restore omitted scope, permits, lifts, travel, testing and project management to every submitted total before comparing price.

This template is a procurement aid, not legal, engineering or code advice. The buyer's design professionals, counsel and authority having jurisdiction control the final requirements. SRS Networks deploys enterprise infrastructure across the 48 contiguous states, Alaska and Hawaii.