

Data Center Rack Relocation, Ladder Rack Installation, Fiber Relocation, Cabling, and Equipment Cutover Statement of Work (SOW)

1. Purpose

Burnet County is requesting a detailed quote from qualified telecommunications/network infrastructure contractors to provide the labor, materials, equipment, testing, documentation, and project coordination necessary to relocate and reorganize network infrastructure into new server racks.

The work will include pre-installation planning, documentation, ladder rack installation, rack preparation, fiber housing relocation, rack-mounted equipment relocation, Category 6 (Cat6) cable organization and re-termination as required, testing, system turn-up, cleanup, and final as-built documentation.

The project is anticipated to be performed primarily during **weekend maintenance windows** to minimize disruption to County operations. The vendor shall coordinate all work with the County Department of Technology and Cybersecurity (DoTC). The project must be completed no later than September 20, 2027.

Quotes are due by 2:00 p.m. CST on August 28, 2026.

2. Scope of Work

2.1 Planning, Site Assessment, and Documentation

Prior to performing physical work, the Contractor shall conduct a detailed site assessment and document the existing infrastructure.

The Contractor shall:

- Audit and label existing cable runs, patch panels, and equipment.
- Document source and destination ports for existing copper and fiber connections.
- Create or update rack elevation diagrams showing the proposed location of:
 - Fiber housings and cassettes
 - Patch panels
 - Network switches
 - Firewalls
 - Power distribution units (PDUs)
 - Cable management
 - Other rack-mounted equipment
- Document current port mapping, including:
 - Patch panel port

- Switch port
 - Connected device
- Verify available power capacity at the new rack locations.
- Evaluate existing Cat6 cable slack and cable lengths.
- Identify cables requiring extension, re-routing, re-termination, or replacement.
- Develop cable pathway routing for overhead ladder rack and/or other approved pathways.
- Verify proposed ladder rack placement does not conflict with:
 - HVAC systems
 - Fire suppression/sprinkler systems
 - Lighting
 - Building structures
 - Other utilities
- Identify all materials and equipment required to complete the project.

3. Ladder Rack Installation

The ladder rack infrastructure shall be installed and completed prior to relocating active network equipment.

The Contractor shall:

- Survey the installation area and identify suitable structural support points.
- Verify structural requirements for threaded rod, wall brackets, ceiling supports, or other approved mounting methods.
- Furnish and install required support hardware.
- Furnish and install ladder rack sections and associated hardware.
- Maintain appropriate clearance above rack cabinets and equipment.
- Install splice kits and joining hardware at all ladder rack connections.
- Bond and ground the ladder rack system in accordance with applicable electrical codes, manufacturer requirements, and industry standards.
- Verify the ladder rack system is properly bonded to the building grounding system.
- Verify the ladder rack has sufficient load capacity for the anticipated cable bundle weight.
- Maintain appropriate separation between power and telecommunications cabling.

The Contractor shall coordinate with the County regarding the final ladder rack pathway and elevation prior to installation.

4. Rack Preparation

The Contractor shall prepare the new server racks for equipment installation.

Work shall include:

- Positioning and leveling new server racks.
- Installing PDUs.
- Installing vertical and horizontal cable management.
- Installing cable management fingers, arms, or equivalent approved components.
- Installing rack grounding/bonding connections.
- Verifying rack grounding continuity.
- Confirming adequate rack clearance and service access.

5. Fiber Housing and Cassette Relocation

The Contractor shall carefully relocate the existing fiber housing infrastructure.

The Contractor shall:

- Identify and label every fiber strand before disconnection.
- Document source and destination for each fiber connection.
- Inspect fiber connectors prior to reconnection.
- Clean fiber connectors using appropriate fiber-optic cleaning equipment.
- Disconnect and relocate fiber housing chassis to the designated rack position.
- Securely mount the fiber housing chassis.
- Reinstall fiber cassettes in the correct slot order.
- Maintain existing fiber identification and documentation.
- Verify fiber routing and bend radius requirements.
- Perform post-installation fiber testing using appropriate optical testing equipment, such as an OTDR and/or optical light source/power meter.
- Document test results and identify any fiber loss or damaged strands.

Any damaged fiber discovered during the relocation shall be reported to the County immediately. Repair or replacement work outside the original scope shall require County authorization prior to proceeding.

6. Rack-Mounted Equipment Relocation

The Contractor shall coordinate with the County Technology Department for the shutdown, relocation, and restart of network equipment.

Equipment may include:

- Patch panels
- Network switches
- Firewalls
- Fiber equipment
- Other designated rack-mounted network equipment

The Contractor shall:

- Participate in a pre-cutover meeting.
- Follow the approved maintenance window.
- Power down equipment in an agreed-upon sequence.
- Physically relocate and securely remount equipment in the new racks.
- Install equipment in the approved rack U-positions.
- Reconnect redundant power feeds where applicable.
- Reconnect management and console cabling.
- Maintain proper cable routing and serviceability.
- Verify equipment is securely mounted and properly grounded.
- Coordinate equipment startup with the County Technology Department.

The County Technology Department shall retain responsibility for configuration changes unless otherwise specifically included in the Contractor's quoted scope.

7. Cat6 Cable Organization and Re-Termination

The Contractor shall reorganize existing copper cabling to support the new rack configuration.

Work shall include:

- Identify and verify existing Cat6 cable runs.
- Re-route Cat6 cables to the appropriate patch panel locations.
- Re-terminate cables where required.
- Identify cables that are too short to reach the new termination point.
- Provide replacement cable or extension solutions where authorized.
- Dress and bundle cables using appropriate hook-and-loop/Velcro cable management.
- Do not use zip ties in a manner that compresses or damages Category 6 cable.
- Maintain manufacturer-required cable bend radius.
- Label both ends of every cable.
- Ensure patch panel and switch port numbering corresponds with the approved port map.
- Maintain appropriate separation between power and data cabling.

- Route cabling neatly through the ladder rack and rack cable-management systems.
- Maintain serviceability and accessibility for future maintenance.

8. Testing and System Turn-Up

Upon completion of installation and relocation activities, the Contractor shall perform comprehensive testing.

Copper Testing

The Contractor shall:

- Certify Cat6 cabling using a Fluke tester or equivalent certification-grade test equipment.
- Test all new, re-terminated, or modified Cat6 runs.
- Verify compliance with applicable Cat6 performance standards.
- Provide electronic test results to the County.

Fiber Testing

The Contractor shall:

- Perform fiber loss testing using appropriate optical test equipment.
- Perform OTDR testing where appropriate.
- Verify optical loss is within acceptable limits.
- Provide electronic fiber test results to the County.

Network Turn-Up

The Contractor, in coordination with County Technology personnel, shall:

- Power equipment on in the approved sequence.
- Verify physical link status.
- Verify patch panel and switch connectivity.
- Verify management and console connectivity.
- Assist with troubleshooting connectivity issues attributable to the physical relocation.
- Support County personnel during configuration validation.
- Participate in end-to-end connectivity testing.

The County Technology Department shall validate network configurations, VLANs, firewall policies, routing, and other logical network functions unless specifically included in the Contractor's quote.

9. Cleanup and Final Documentation

Upon completion, the Contractor shall:

- Remove abandoned or unused cabling identified for disposal.
- Remove installation debris and packaging.
- Properly recycle or dispose of removed cabling and materials in accordance with applicable requirements.
- Label racks, patch panels, fiber housings, ladder rack sections, and applicable infrastructure.
- Ensure all cable labels are legible and durable.
- Update rack elevation diagrams.
- Update cable and port mapping documentation.
- Provide final as-built documentation.
- Provide photographs documenting the completed installation.
- Conduct a final walkthrough with County Technology personnel.
- Complete all identified punch-list items.
- Obtain County acceptance/sign-off.

10. Proposed Project Phasing and Weekend Work Plan

The Contractor shall provide pricing and scheduling based on the following anticipated three-weekend implementation approach.

Weekend 1 – Infrastructure and Preparation

Primary activities:

- Site preparation
- Ladder rack installation
- Structural support installation
- Ladder rack grounding/bonding
- New rack placement and leveling
- Rack anchoring
- PDU installation
- Rack cable-management installation
- Rack grounding/bonding
- Initial labeling and infrastructure preparation

Weekend 1 is intended to minimize operational risk. **No production network cutover is anticipated during this phase.**

Weekend 2 – Core Cutover

Primary activities:

- Fiber housing/cassette relocation
- Fiber connector cleaning and inspection
- Fiber reconnection
- Fiber testing
- Rack-mounted equipment relocation
- Patch panel relocation
- Switch relocation
- Firewall relocation
- Power and management cable reconnection
- Cat6 re-termination and/or re-routing
- Initial cable dressing
- Equipment startup
- Initial connectivity validation

Weekend 2 represents the **highest-risk operational window**.

The Contractor shall provide a defined:

- Start time
- Stop time
- Cutover sequence
- Testing schedule
- Go/no-go checkpoint
- Rollback procedure
- Escalation process

If required testing or validation cannot be completed within the approved maintenance window, the Contractor shall coordinate with County Technology personnel to execute the documented rollback plan.

Weekend 3 – Testing, Punch List, and Documentation Buffer

Weekend 3 shall serve primarily as a **contingency, testing, remediation, and closeout window**.

Potential activities include:

- Cat6 certification testing
- Fiber loss testing
- OTDR testing
- Correction of failed cable runs
- Correction of labeling or port-mapping discrepancies
- Final cable dressing
- Final labeling

- Punch-list completion
- As-built documentation
- Rack elevation updates
- Final photographs
- Final walkthrough

Weekend 3 shall be quoted as a contingency/buffer and shall not be assumed to require full utilization if all work is successfully completed and validated during Weekends 1 and 2.

The Contractor shall identify the labor and material costs associated with Weekend 3 separately.

11. Change Management and Operational Controls

The following requirements shall apply to each weekend work window.

Change Window Notification

The Contractor shall coordinate with the County to ensure stakeholders and affected end users receive appropriate notification before any work that may affect County operations.

Go/No-Go Checkpoint

At the beginning of each weekend, the Contractor and County Technology Department shall confirm:

- Required materials are onsite.
- Required labor is available.
- Prior work has passed validation.
- Required documentation is current.
- Maintenance window is approved.
- Rollback procedures are available.
- Required County personnel and vendor resources are available.

Closeout

At the conclusion of each weekend, the Contractor shall provide a brief status report identifying:

- Work completed
- Testing completed
- Issues encountered
- Outstanding items
- Changes from the approved plan
- Required actions before the next work window

12. Contractor Responsibilities

The Contractor shall provide all labor, supervision, tools, equipment, consumables, installation hardware, testing equipment, and incidental materials necessary to perform the quoted scope unless specifically identified as County-furnished.

The Contractor shall:

- Provide qualified and appropriately trained personnel.
- Comply with applicable federal, state, and local codes.
- Follow applicable telecommunications, electrical, grounding, cabling, and manufacturer requirements.
- Protect existing County infrastructure during construction.
- Coordinate all service-impacting activities with County Technology personnel.
- Maintain a clean and safe work area.
- Identify unforeseen conditions before performing additional billable work.
- Obtain County authorization before performing work outside the approved scope.

13. County Responsibilities

The County will:

- Provide reasonable access to the applicable facilities.
- Identify designated County Technology personnel for coordination.
- Provide access to existing network documentation where available.
- Coordinate County personnel required for network shutdown, startup, and configuration validation.
- Approve maintenance windows.
- Review and approve proposed rack elevations and implementation plans.
- Provide or identify County-furnished equipment where applicable.
- Review and approve change orders or out-of-scope work before authorization.

14. Quote Requirements

The Contractor shall provide a detailed, itemized quotation based on the complete scope of work.

The quote shall separately identify:

1. Planning and site assessment labor
2. Ladder rack materials
3. Ladder rack installation labor
4. Rack preparation labor
5. Rack grounding/bonding
6. PDU installation

7. Cable management materials and installation
8. Fiber relocation labor
9. Fiber cleaning and testing
10. Fiber repair/re-termination, if applicable
11. Rack-mounted equipment relocation labor
12. Cat6 re-termination labor
13. Cat6 replacement cable/materials, if required
14. Cat6 certification testing
15. Fiber testing
16. Weekend labor rates
17. Overtime/after-hours rates, if applicable
18. Weekend 1 cost
19. Weekend 2 cost
20. Weekend 3 contingency/buffer cost
21. Project management/coordination
22. Cleanup and disposal
23. Documentation and as-built drawings
24. Any required permits or inspections
25. Any exclusions or assumptions

The Contractor shall clearly identify **County-furnished materials/equipment** and any materials or services specifically excluded from the quotation.

16. Deliverables

At project completion, the Contractor shall provide:

- Final rack elevation diagrams
- Final cable/port mapping
- Fiber documentation
- Cat6 certification test results
- Fiber test results
- Equipment rack locations
- Cable labeling documentation
- Photographs of completed installation
- Punch-list documentation
- Final project status/closeout report
- Identification of any remaining deficiencies or recommended remediation

All final documentation shall be provided electronically in commonly accessible formats, such as PDF and, where applicable, editable diagram/document formats.

17. Acceptance Criteria

The project shall be considered substantially complete when:

- New racks are securely installed, leveled, grounded, and operational.
- Ladder rack is securely installed, supported, bonded/grounded, and suitable for the intended cable load.
- Fiber infrastructure has been relocated and tested.
- Cat6 cabling has been properly routed, labeled, terminated, and certified where modified.
- Rack-mounted equipment has been installed in accordance with the approved rack elevations.
- Power and management connections have been restored.
- Physical network connectivity has been validated.
- Required test results have been provided.
- Cable and port documentation has been updated.
- Required labeling has been completed.
- Cleanup has been completed.
- Punch-list items have been addressed.
- Final as-built documentation has been delivered.
- County Technology personnel have completed the final walkthrough and accepted the work.

18. Vendor Qualifications

The Contractor should demonstrate experience with:

- Data center/network infrastructure installations
- Structured cabling
- Category 6 cabling
- Fiber-optic infrastructure
- Rack and ladder rack installation
- Data center grounding and bonding
- Network equipment relocation
- Fiber testing and certification
- Copper certification testing
- After-hours/weekend network cutovers
- Documentation and as-built drawings

The Contractor shall identify relevant certifications, qualifications, and experience of personnel assigned to the project.

19. Proposal Assumptions

The Contractor shall clearly identify all assumptions used to develop the quotation, including:

- Estimated number of Cat6 terminations
- Estimated number of fiber strands/connections
- Estimated ladder rack footage
- Number and size of racks
- Number of PDUs
- Number of equipment devices to be relocated
- Required testing
- Required personnel
- Estimated labor hours
- Required materials
- Anticipated number of weekend work hours
- Any conditions that could affect schedule or cost

Any assumptions that differ from the requirements of this SOW shall be clearly identified in the proposal.

20. Project Coordination

The Contractor shall designate a single project manager as the primary point of contact for coordination with Burnet County.

The project manager shall coordinate:

- Pre-installation planning
- Site assessment
- Material procurement
- Scheduling
- Maintenance windows
- Contractor personnel
- Cutover activities
- Testing
- Issue escalation
- Documentation
- Final project closeout

The Contractor shall participate in project kickoff and pre-cutover meetings as requested by the County.

21. Pricing Summary

The Contractor shall provide a separate, itemized quotation for the proposed project. The quotation shall clearly distinguish labor costs from material costs, with each category provided as a separate quote.

The Contractor shall clearly identify all labor-related project costs and all material costs to provide transparency and facilitate County review, budgeting, and procurement. See Appendix A for anticipated material list to be included in the material list quote.

22. Final Statement

Burnet County's objective is to complete the rack and cabling reconfiguration in a controlled, documented, and standards-based manner while minimizing disruption to County operations. The Contractor shall provide a complete solution that emphasizes infrastructure integrity, cable identification and traceability, proper grounding and bonding, fiber and copper testing, network availability, safety, and accurate final documentation.

The quoted scope shall include all labor and materials reasonably necessary to complete the work described herein unless specifically identified as an exclusion or County-furnished item.

Appendix A

Equipment and Materials

The Contractor shall furnish and install the following equipment and materials as required to complete the work described in this Statement of Work. This list is an anticipated list. The County will honor vendor's need for additional equipment as required.

Item Description		Quantity
1	Cable Pathway Elevation Kit for ZetaFrame Cabinet, 4–6 in. H (100–150 mm), one pair, black	4
2	Junction Swivel Splice Kit, 3/8 in. × 1-1/2 in., black	2
3	Wall Angle Support Kit, 20 in. W × 2 in. H × 2 in. D, black	2
4	Wall Angle Support Kit, 14 in. W × 2 in. H × 2 in. D, black	2
5	Ladder Rack Kit Butt Splice	2
6	U.L. Classified Cable Runway, 12 in. W × 1.5 in. H × 9.71 ft., black	2
7	U.L. Classified Cable Runway, 18 in. W × 1.5 in. H × 9.71 ft., black	3
8	Cable Runway Radius Bend, 12 in. W × 12.5 in. H × 12.5 in. L, black	2
9	Copper Grounding Busbar, 10 in. grounding bar with 16 × 1/4 in. grounding bar holes	1
10	Ground Wire	50
11	3/8 in. All-Thread	10
12	3/8 in. Nuts	1 box
13	3/8 in. Washers	1 box
14	Unistrut, 1-5/8 in., gold	3
15	1/2 in. Velcro Cable Management Roll	5
16	Miscellaneous Installation Materials	1 lot

Equipment and Material Requirements

All equipment and materials shall be new and suitable for the intended application. The Contractor shall verify field conditions and quantities prior to installation and shall notify the County of any material requirements that differ from the quantities identified above.

The listed equipment and materials are based on the material requirements identified in the Contractor's submitted quotation for the **Sheriff Office MDF Reconfiguration** project.

The Contractor shall identify any additional materials determined to be necessary to complete the approved scope of work before procurement or installation. Any materials outside the approved scope shall require County authorization prior to purchase or installation.