



City of Norwich

Norwich Public Utilities
100 Broadway, Room No. 105
Norwich, CT 06360

Phone: (860)823-3706
Fax: (860)823-3812
E-mail: whathaway@cityofnorwich.org

Request for Proposal **Fiber Splicing Services** **RFP 20-07**

The Purchasing Agent for the City of Norwich, on behalf of Norwich Public Utilities, will receive sealed proposals for **Fiber Splicing Services** until 2:00 P.M. prevailing time on **October 23, 2019** at which time they will be publicly opened and read aloud. All proposals are to be delivered to William R. Hathaway, Purchasing Agent, City of Norwich, 100 Broadway, Room 105, Norwich, CT 06360.

Copies of the Proposal Documents may be downloaded from the following websites:

City of Norwich
State of Connecticut

<http://www.norwichct.org/bids.aspx>
https://das.ct.gov/SCP_Search/Default.aspx

Questions regarding this request for proposal must be submitted in writing no later than **October 11, 2019** at 12:00 P.M. EDT and be directed to William R. Hathaway, Purchasing Agent, 100 Broadway, Room 105, Norwich, CT 06360, or by e-mail to whathaway@cityofnorwich.org or by fax to (860)823-3812.

Norwich Public Utilities reserves the right to accept or reject any and all responses, in whole or in part, to waive technical defects, minor irregularities and omissions if, in its judgment, the best interests of Norwich Public Utilities will be served.

All proposers must submit an original, one (1) copy, and a digital copy on electronic media (Compact Disk or USB drive) of their proposal in a sealed envelope bearing the responder's name and the RFP number. The following information must appear in the lower left hand corner of the envelope: **Sealed Proposal No: RFP 20-07**

Responders must ensure that employees and applicants for employment are not discriminated against because of their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such bidder that such disability prevents performance of the work involved.



CITY OF NORWICH, CONNECTICUT

PLEASE RETURN THIS FORM IMMEDIATELY!

Acknowledgement: Receipt of RFP Documents

RFP No: 20-07

Title: Fiber Splicing Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the City of Norwich to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: 09/30/2019

Date Documents Received: _____ / _____ / _____

Do you plan to submit a response? _____ Yes _____ No

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)823-3812

E-mail: whathaway@cityofnorwich.org

Fax or e-mail this sheet only. A cover sheet is not required.

DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS RFP

Request for Proposal Fiber Splicing Services

BACKGROUND

Norwich Public Utilities (NPU), which was established in 1904, owns and operates natural gas, electric, water and wastewater systems for the City of Norwich. NPU is governed by a five-member Board of Public Utilities' Commissioners who are appointed by the City Council. NPU has 150 employees and serves approximately 21,000 electric customers, 9,600 gas customers, 11,000 water customers and 7,600 wastewater customers

Water Operations: The City has a water supply system that consists of a 10-mgd water filtration plant, a 4-mgd water filtration plant, four reservoirs, one emergency supply well, and a fully accredited laboratory. NPU produces an annual water quality report that indicates that NPU consistently meets or exceeds drinking water standards set by the federal and state regulators. NPU has embarked on a significant water infrastructure improvement program over the past several years that includes several projects in design and construction phases totaling approximately \$22 million.

Wastewater Operations: Wastewater for NPU customers is treated in an activated sludge treatment plant. NPU's Sewer Authority has worked closely with the City to secure funding to expand its wastewater collection system to neighborhoods that have seen the failure of private septic systems that affect residential property values. An extensive, multiyear combined sewer overflow program, funded through State grants and loans, has successfully eliminated most sewer system overflows, and greatly improved water quality in the Shetucket, Yantic and Thames Rivers.

Natural Gas: NPU continues to expand its natural gas service throughout the City. Since 2010, nearly 1,900 new natural gas customers have been added to the NPU network. This activity has generated nearly \$3.2 million in new annual revenue for NPU. NPU was recently honored by the American Public Gas Association (APGA) with two awards recognizing excellence in operations and digital marketing. NPU is one of only 21 public natural gas systems in the United States - out of more than 700 APGA members - to be given the Systems Operational Achievement Recognition (SOAR) award, which is presented to natural gas utilities that demonstrate excellence in the four critical operational areas: worker safety, workforce development, systems integrity, and systems improvement.

Electric: In 2016, NPU completed a project that will make the City of Norwich and NPU a leader in renewable energy. Working with the Connecticut Municipal Electric Energy Cooperative (CMEEC), NPU identified the former Roger's Road landfill as an ideal location for a Community Solar Garden that will provide its customers with more than 2.75 MW of renewable energy. When added to NPU's existing hydro power capabilities this brings the renewable portion of the NPU portfolio to nearly 20%. In May 2015, NPU received the RP3 Platinum Award from the American Public Power Association that recognizes utilities that demonstrate high proficiency in four areas - reliability, safety, work force development and

system improvement. In receiving a Platinum designation, NPU is among a select group of less than 100 utilities out of over 2,000 public power companies nationwide and the only one in Connecticut.

Municipal Area Network: NPU continues to build upon and leverage its Municipal Area Network (MAN) that consists of 35 miles of 144 strand fiber optic cabling around the City in two “loops.” The fiber provides high-speed data, video and communications connectivity that is 600 times faster than any other data network available in Norwich. This implementation has expanded the connectivity opportunities of NPU and the City with a 100% redundancy for internet services and opens the door for improved disaster recovery services and network monitoring

Scope

Norwich Public Utility is requesting fiber splicing and troubleshooting services. The Vendor shall be required to install splice closures, prepare the cable and fibers for termination, and perform fusion splicing of the required number of single mode fibers at each location. Typical splicing shall consist of fiber to fiber within a splice closure and fiber to patch cord within a break-out box. Fiber shall be provided by NPU. The Vendor shall test all fibers being spliced. Any splice exceeding maximum loss values shall be re-spliced at the Vendor’s expense. The work is located in Norwich, Connecticut. All work shall be conducted in a manner accepted and abide by any applicable code and/or standards.

Requested fiber support includes but is not limited to:

- Fusion Splicing Multimode and Single Mode Fiber

All splices shall be tested. The splice shall be deemed successfully completed if: (1) individual splice losses do not exceed 0.3 dB; and (2) maximum mated connector losses do not exceed 0.75 dB. These standards are based on the Telecommunications Industry Association (TIA) and the Electronic Industries Alliance (EIA) Optical Fiber Cabling Components Standard (EIA/TIA 568-B.3) for outside plant.

- Removing Splice boots from utility poles to perform fiber splicing
- Installation of Splice Boots on to utility poles after performing fiber splicing.
- Installation of Fiber Termination Boxes
- Troubleshooting fiber problems
- OTDR Testing
- Power Meter testing

Work will be scheduled in advanced, Monday thru Friday 7:00AM to 4:30PM. However, NPU may contact vendor for emergency non-business hours support.

NPU Fiber Optic System includes but is not limited to:

- Single Mode
 - 144 Count
 - 48 Count

- 12 Count
- Multimode
 - 12 Count
 - 48 Count

Splicers must have a minimum of 5 year experience of splicing Multimode and Single Mode Fiber and must be factory trained on the model of fusion splicing machine that is being used.

A significant portion of the NPU fiber network is hung in the electric gain. Vendors shall have Linemen qualified by NESC and OSHA; be certified to work in the power gain on a utility pole; have ability to physically climb the pole; and provide appropriate equipment staff certification.

All equipment needed to perform the service shall be provided by the Vendor such as Bucket Truck, Fiber Splicing Trailer, Traffic Control, and Fusion Protection Sleeve.

Costs for Labor and Equipment shall be given on an hourly basis and will be billed in half hour increments. Material shall be provided by NPU with the exception of the fusion splice protector. Splicing Material costs shall be provided on an item by item basis.

Submission of Qualifications

Proposals submitted in response to this Request for Qualifications and Fees shall include the following:

1. Letter of interest
2. Qualification Statement: 1) Name of company and parent company, if any. Description of the firm and all proposed subcontractors.
3. Address of principal office and office from which Projects will be managed
4. Staffing - Include only those resumes of staff that are likely to provide these services
5. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Purchasing Department.
6. Legal form of ownership. If a corporation, where incorporated.
7. Litigation - Describe any litigation, including arbitration proceedings (past and present), involving your firm.
8. Default - Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract or been notified of a default by your client? If so, where and why?
9. Short description of recent tasks or projects that demonstrate successful performance with equal complexity.
10. Include three (3) references, with a contact name and phone number that NPU may contact. It is preferred that references include those clients for whom the respondent has provided services similar in nature, quality, and quality to those requested in this RFQ.
11. Rate – Include hourly rates for all roles and equipment.

Criteria for Award/Method of Selection

After the Qualification packages are received, they will be reviewed, and those firms determined by NPU to be the most qualified may be asked to appear before the selection committee for a formal interview. The intent is to qualify one (1) or more firms to provide services to support the four (4) utilities regarding splicing services.

The following criteria will be considered in determining qualified firms:

1. Previous experience.
2. References.
3. Experience of senior management and support staff.
4. Ability of the firm to perform the work.
5. Rate

The term of the agreement will be three (3) years with two (2) additional one (1) year term extensions at NPU's discretion. NPU reserves the right to issue further detailed Requests for Proposals or Qualifications for any specific project when NPU determines that such solicitation is in its best interest.

REQUEST FOR PROPOSAL
NORWICH PUBLIC UTILITIES
NORWICH, CONNECTICUT

RFP 20-07 FIBER SPLICING SERVICES

The proposer agrees to provide Fiber Splicing Services, in accordance with the terms and conditions of RFP 20-07, and at the rates submitted in response to this RFP.

Respectfully submitted:

Name and Title (in cursive)

Name and Title (printed)

(Seal – if bid is by a corporation)

Business Address

Telephone Number

Fax No.

Email Address

City of Norwich Connecticut

Department of Finance/Purchasing
100 Broadway, Room 105
Norwich, CT 06360-4431

Telephone Number:
(860)823-3706

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<http://www.norwichct.org>



Standard Proposal and Contract Terms and Conditions

All Requests for Proposals issued by the City of Norwich ("City") will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Request for Proposals.

The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Proposals

1. Proposals must be submitted on forms supplied by the City Purchasing Department. Telephone, facsimile and e-mail Proposals will not be accepted in response to a Request for Proposals.
2. Proposers shall bear any and all costs associated with response to this invitation to Proposal, including the costs for any presentation and/or demonstrations (if applicable).
3. The time and date Proposals are to be opened is given in each Proposal issued. Proposals received after the specified time and date of Proposal opening given in each Proposal shall not be considered. **Proposal envelopes must clearly indicate the Proposal number** as well as the date and time of the opening of the Proposal. The name and address of the Proposers shall appear in the upper left hand corner of the envelope.
4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following websites:
<http://www.norwichct.org>
<http://das.ct.gov>
5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Norwich does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.
6. Incomplete Proposal forms may result in the rejection of The Proposal. Amendments to Proposals received by the City after the time specified for opening of Proposals, shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. All Proposals shall be signed by a person duly authorized to sign Proposals on behalf of the Proposers. Unsigned Proposals shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be

initialed by the person signing the Proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the Proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of Proposal for those items erased, altered or corrected and not initialed.

7. The City of Norwich reserves the right to accept or reject any and all Proposal responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the City will be served. Determination of the best interests of the City shall include consideration of pending civil litigation between the City and any firm submitting a Proposal to the City or its subcontractor or supplier.
8. Conditional Proposals are subject to rejection in whole or in part. A conditional Proposal is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for Proposals.
9. Alternate Proposals will not be considered, unless specifically authorized in the invitation to Proposal. An alternate Proposal is defined as one which is submitted in addition to the Proposers primary response to the invitation for Proposals.
10. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the Proposal, and subject only to cash discount. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
11. Pursuant to Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in Proposal prices.
12. By its submission the Proposers represents that the Proposal is not made in connection with any other Proposers submitting a Proposal for the same commodity or commodities and is in all respects fair and without collusion or fraud.
13. All Proposals will be opened and read publicly and upon Award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any Proposal opening are generally not available until a contract has been formally awarded.

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14. Proposal and or performance bonds may be required, if Specifically required within the specifications. Bonds must meet the following requirements:

Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; **Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as"; **Individual** - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

15. The City requires the Contractor to carry commercial General liability insurance to protect it from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage: \$1,000,000 each occurrence; \$2,000,000 aggregate

Products or Completed Operations: \$1,000,000 each occurrence; \$2,000,000 aggregate

Professional Liability (Errors and Omissions): \$2,000,000 each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City property): \$1,000,000 combined single limit for each accident

Workers' Compensation: Shall be in accordance with State of Connecticut requirements at the time of Proposal. The policy must contain a waiver of subrogation in favor of the City of Norwich, executed by the insurance company.

Umbrella/Excess Liability: \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage.

The City of Norwich, its officers (both elected and appointed), employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

All insurance required hereunder (except Workers' Compensation and Professional Liability) shall contain waivers of subrogation in favor of the City, its employees, agents and elected or appointed officers. The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of the City.

Thirty (30) days' notice of cancellation is required and must be provided to the City of Norwich via certified mail.

Samples

16. Accepted Proposal samples do not supersede Specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted Proposal sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

Award

17. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

18. The Purchasing Department may reject any Proposers in default of any prior contract or guilty of misrepresentation or any Proposers with a member of its firm in default or guilty of misrepresentation.

Delinquent Tax Set Off

19. In accordance with §7-46 of the City of Norwich Code of Ordinances, the award of any contract for the performance of any work, or the furnishing of any services and/or materials or equipment, the vendor awarded the contractor shall agree that any taxes, landfill fees or special assessments due from the vendor to the City of Norwich, unless previously paid, may be set off against any monies that may be due from the City of Norwich to the vendor for the performance of work or the furnishing of services and/or materials or equipment under said contract.

20. Any person or vendor performing work or furnishing services, materials, or equipment to the City, or any department, board or agency thereof, shall, as a condition of doing such, agree that any delinquent taxes, landfill fees or special assessments due from him, her or it to the City, unless previously paid, may be set off against any monies that may be due from the City to such person or vendor for the performance of such work or the furnishing of services or materials or equipment.

Contract

21. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

22. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation

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without the prior written consent of the Purchasing Department.

23. Proposers have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified Proposers.

24. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

25. The Proposers hereinafter referred to as persons requesting the use of city facilities of the City of Norwich, or in contracting with the City of Norwich for goods, services, materials, labor and the like with the City of Norwich and its respective officers, agents and servants agrees to indemnify, defend and save harmless from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Norwich and its respective officers, agents and servants, or of the Proposers or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the City of Norwich and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Proposers or any participant or spectator or anyone directly or indirectly employed or working for the Proposers while engaged in the activity in the City of Norwich.

26. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to

reasonable compensation as determined by the Office of Corporation Counsel for the City of Norwich, however, no compensation for lost profits shall be allowed.

27. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Norwich is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Norwich.

Delivery

28. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the Proposal specifications.

29. Delivery will be onto the specified City loading docks by the Contractor unless otherwise stated in the Proposal specifications.

30. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award.

Saving Clause

31. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

Advertising

32. Contractors may not reference sales to the City for advertising and promotional purposes without the prior specific approval of the Purchasing Department.

Rights

33. All data collected by the contractor relative to the performance of services or delivery of materials shall remain the sole property of the City of Norwich. Such data includes historic usage of materials and services as collected by the contractor. The City of Norwich has sole and exclusive right and title to all printed material produced for the City, and the contractor shall not copyright any printed matter produced under the contract.



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34. The Contractor assigns to the City all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

35. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by the June 2015 Special Session Public Act No. 15-5, as well as the provisions of Title VI of the Civil Rights Act of 1964 and all amendments thereto. The Contractor also agrees that it will hold the City harmless and indemnify the City from any action which may arise out of any act by contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

36. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.