

Request for Proposal: Fiber Installation

Bid #2021-11

May 5, 2021

Montville Public Schools

800 Old Colchester Road

Oakdale, CT 06370

Table of Contents

Overview	3
1.1 General Description	4
2.1 Product and Services Specifications	4
3.1 Installation Schedule.....	4
4.1 Changes to Scope of Work.....	4
5.1 Vendor Responsibilities	5
6.1 Pricing and Payment Structure	6
7.1 Bidder Requirements.....	6
8.1 Discrepancies and Omissions	6
9.1 Contingencies	7
10.1 Questions and Clarifications.....	7
11.1 Award	7
12.1 Termination: Default.....	7
Appendix A: Fiber Lengths by Schools.	8
Appendix B: Map of Schools	9
Appendix C: Insurance requirements	10
Appendix D: Contractor Indemnification.....	11
Appendix E: Affirmative Action.....	12
Appendix F: Reference Check	13

Overview

Montville Public Schools is seeking proposals for fiber installation at the following locations:

- Montville High School, 800 Old Colchester Road, CT 06370
- Dr. Charles E. Murphy Elementary School, 500 Chesterfield Road, Oakdale, CT 06370
- Oakdale Elementary School, 30 Indiana Circle, Oakdale, CT 06370
- Mohegan Elementary School, 49 Golden Rd, Uncasville, CT 06382

Bids must comply with all sections of this RFP and the products and services to be considered. The district reserves the right to request vendors present their proposal to the district technology staff in person.

Questions should be addressed, no later than May 21th 2021 at 12:00 pm to Nic Savoie by email at nsavoie@montvilleschools.org. Questions and their answers will be posted on the district web site (<http://www.montvilleschools.org/>) under RFP by May 26, 2021. The District will have the final authority to the resolution of all questions.

Sealed bid proposals must be received by **June 4th, 2021 at 12:00 pm** at the Office of the Superintendent, Montville Public Schools, 800 Old Colchester Road, Oakdale, CT 06370. Bid package should include two copies and sent into the attention of Nic Savoie and labeled "Fiber Installation". Bids received after that date and time will not be accepted.

Proposal opening will be on **Wednesday, June 4th, 2021 at 1:00 pm** at Montville Public Schools.

Montville Public Schools reserves the right to amend or terminate this Invitation to Bid, accept all or any part of a proposal, reject any or all bids, to waive any informalities or minor irregularities in bidding and to select other than the lowest bid if deemed in the best interest of the district.

To submit a bid, Vendors are required to attend a mandatory walk-through of the schools. Vendors are required to report to the Montville High school's main office to sign-in on an attendance and Covid check sheet by 10:00 am on May 19th, 2021. No considerations are given for not knowing condition of installation environment. Once a bid is accepted, the vendor will not be able to change pricing based on a condition not known to the vendor, after work begins. Bid acceptance by Montville Public Schools is consider final.

Scope of Work

1.1 General Description

The general description of the Scope of Work (SOW) for this project is to provide and install 10 gig fiber optic cabling at four schools in support of a 10 Gigabit network upgrade project. All bids must comply with all sections of this RFP and the products and services to be considered.

2.1 Product and Services Specifications.

The District is accepting proposals for indoor- fiber optic cabling cable run as listed in Appendix A. Exact location of fiber run will be determined during the mandatory walk-through. See Appendix A for a project map and lengths.

- **MDF closet in to switch closets (12 strand/ 6 Pairs MM)**
- Plenum rated Armored OM3 Fiber
- Terminated LC
- Provide 20 Patch Cables (Length to TBD)
- To be terminated onto a 1U rack with the installer providing the termination enclosure.
- The MDF will have a single enclosure dedicated to each fiber cable.
- All fiber must be installed to manufactures' specifications, including but not limited to, maximum bend radius, and maximum pulling tensions.
- Old fiber and old termination enclosures needs to be removed.

3.1 Installation Schedule

Cabling must be completed during non-school day hours or times agreed upon at signing of contract. All installation equipment must be removed from student access during school hours. A storage room will be provided for the vendor. Work must be completed by August 15, 2021.

4.1 Changes to Scope of Work

The District, without invalidating the Contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All said changes in the SOW shall be authorized by written "Change Order(s)," signed by the District.

5.1 Vendor Responsibilities

It shall be the responsibility of the selected vendor/contractor to provide the configuration and system quantities to all locations stated herein. It is the vendors responsibility to examine the scope of the proposed work to fully acquaint themselves with the specification and nature of the work to be accomplished. Vendors shall have no claim against the District based upon ignorance of the nature and requirement of the services provided, misapprehension of the work environment, or misunderstanding of the specification or agreement provisions.

The intentional or accidental omission of necessary component(s) or system(s) shall require the selected vendor/contractor to supply said missing component(s) or system(s) at no cost to the District. The District is not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Work-

The successful vendor will be required to provide proof of insurance as outlined in AppendixC and sign an Indemnification Statement, a copy of which can be found in Appendix D.

The awarded Bidder shall:

- Attend the mandatory walk-through at on May 19th, 2021 at 10:00 am.
- Have sufficient resources to complete the SOW within the allotted timeframe.
- Meet jointly with representatives of the District to exchange information and agree on details of equipment arrangements and installation interfaces for the cabling project.
- Furnish all labor, supervision, tooling, and miscellaneous mounting. Hardware and consumables for the cabling system installed at schools.
- Furnish, install, and terminate all fiber strands at each location according to the Product and Services Specifications.
- Install all cable in accordance with the Product and Services Specifications and/or manufacturer's recommendations and best industry practices.
- Develop and submit for approval a labeling system for the cable installation. At a minimum, the labeling system shall clearly identify all components of the system. Sample labels must be approved by the District.
- Test (100%) all cables and termination hardware for defects in installation and to verify cable performance under installed conditions. Testing procedures should be included in proposal documentation.
- Documentation of testing and footage of each cabling run in proposal documentation. Final payment will be withheld until the District has receipt of paper documentation of the testing.
- Pull any and all permits if needed
- Comply with all local and state building codes.
- Abide by, and be responsible adhering to, for all electrical and fire code regulations.
- Complete Appendix D, E, and F
- Planned fiber path must be approved by the Director of Facilities.
- Fiber runs must be properly supported above the drop ceiling utilizing J-Hooks or other cable support devices in accordance with TIA/EIA standards
- Provide as-built diagram showing all jack numbers, pull boxes, cable paths, etc...

6.1 Pricing and Payment Structure

This RFP will automatically become part of any contract awarded to a vendor. The district will pay the vendor monthly based upon an invoice representing the percentage of work completed (District needs to agree with the percentage being billed) less a 10% retainage. The retainage will be paid once the District accepts the work as complete and receives the required testing from the vendor. Proposal of cost schedule shall be valid for 90 days following the proposal due date. TAX EXEMPTION – Purchase of materials for this project are exempt from Connecticut sales tax.

WAGE RATES – If applicable the contractor must be in full compliance with CGS Section 31-53 and 31-53(a) which applies to each contract for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration, or repair of any public works project by the state or its agents, or by any political subdivision of the State, CGS Section 31-53 (g) provides monetary thresholds which must be met before the law is applicable. In accordance with CGS Section 31-53, projects are subject to the payment of minimum prevailing wages where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction of any public works project is \$400,000 or more and where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is \$100,000 or more. For qualifying projects, all contractors and subcontractors shall submit to the Finance Department certified weekly payrolls for all contracts meeting the stated monetary limits. The certified payrolls shall be submitted to the Finance Department with the contractor's monthly certificate for payment. The contractor should familiarize themselves with all aspects of the provisions under state law in order to ensure full compliance.

7.1 Bidder Requirements:

The service provider must meet the following minimum requirements: Process a current CT contractor's license - Submit license number with bid and provide a listing of materials and manufacturer's warranty.

Provide three references with bid for work performed in comparable size and scope of this RFP - include contact person's name, address, email, and telephone number along with letter of reference/recommendation.

Bid shall be broken down to identify labor and material by school. Additionally, provide an hourly rate for work performed outside the RFP by certifications.

Provide listing and certification of staff that will be completing the work Provide estimated amount of time required to complete the job.

8.1 Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Nic Savoie, Montville Public Schools, by email (nsavoie@montvilleschools.org). Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with successful vendor(s). Contractors will be required to submit addend (if applicable) with signatures as part of their bid package to acknowledge addends.

9.1 Contingencies

This RFP should not be considered as a Contract to purchase goods or services but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Montville Public Schools decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions **will not** be accepted. Vendors will be considered nonresponsive if the above requirements are not met as requested.

10.1 Vendor Questions and Clarifications.

Questions should be addressed, no later than May 21st, 12:00 pm to:

Nie Savoie

Email: nsavoie@montvilleschools.org

Questions and Answers will be posted on district website, www.montvilleschools.org by May 26th,

11.1 Award

Montville Board of Education reserve the right to reject any or all responses, waive minor irregularities in bidding and to select other than low bid if it is deemed in the best interest of the District. The District will disqualify any proposal that is determined to be incomplete or non-responsive. The District reserves the right to negotiate with the apparent acceptable vendor (s). The judgement of the District on such matters shall be final.

Price will be a factor when awarding the bid, however, it will not be the sole determining factor. The award will be based upon those considerations, which are determined to be in the best interest of the District and will be made to the most responsive, responsible bidder whose proposal is determined to be the most effective and economical.

12.1 Termination: Default

The District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this RFP or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the District's liability will be limited to the payment for goods and service delivered and accepted as the date of termination.

Appendix A

Fiber Locations and Lengths

*All Lengths are estimates. Estimates taken from Google maps.

- Montville High School
 - MDF to Closet B 241 FT
 - MDF to Closet C 347 FT
 - MDF to Closet D 293 FT
 - MDF to FIELD *Path to TBD by Vendor **500 FT

- Dr. Charles E. Murphy Elementary School
 - MDF to Closet B 204 FT
 - MDF to Closet C 296 FT

- Mohegan Elementary School
 - MDF to Closet B 166 FT
 - MDF to Closet C 235 FT

- Oakdale Elementary School
 - MDF to Closet B 256 FT
 - MDF to Closet C 309 FT

Appendix B Maps of Schools

Maps of school will be available at the Vendors meeting. Venders may email the Technology Director at nsavoie@montvilleschools.org as well for the maps of the schools.

**Appendix C
Insurance Requirements**

1. SPECIAL CONDITIONS: SCHEDULE OF INSURANCE:

Insurance Requirements

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Montville Board of Education as an

Additional Insured on a primary and non-contributory basis to all policies, except Workers

Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s rating of “A-“VIII.

		(Minimum Limits)
General Liability	Each Occurrence General Aggregate Products/Completed Operations Aggregate	\$1,000,000 \$2,000,000 \$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Professional Liability	Each Claim Aggregate • Including Cyber Liability	\$1,000,000 \$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of three (3) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for three (3) years from the completion date.

Workers’ Compensation and	WC Statutory Limits	
Employers’ Liability	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificate(s) of Insurance must be presented to School prior to contract issuance. The Certificate(s) shall evidence all required coverage including Additional Insured and Waiver of Subrogation. Vendor agrees to provide renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Montville Board of Education.

**Appendix D
Contractor Indemnification**

The Contractor shall at all times indemnify and save harmless the Montville Public Schools and its officers, agents and/or employees against any and all claims, demands, damages, losses judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out if injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of the Montville Public Schools or;
- b. the Contractor, his subcontractors or materialmen or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the Contractor or his sub-contractor or materialmen by reason of his or their use of faulty defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Montville Public Schools for damage to property of the Montville Public Schools caused by the Contractor, or his employees, agents, subcontractors, or material men or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

ss

COUNTY OF:

Signed: _____

Contractor

By: _____

Name

Street

City/State Zip

Date

Subscribed and Sworn to before me on this _____ day of _____

**Appendix E
Affirmative Action**

TO: All Vendors
FROM: Kathy Lamoureux, Business Manager
SUBJECT: Affirmative Action

The Montville Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us:

Kathy Lamoureux
Business Manager

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination, and selections for training.

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Date	Signed (Name/Title of Company Officer)
Area Code Telephone#	Street Address
Area Code Fax	City/State

Appendix F Reference Check

In the interest of securing competent contractors, we are requiring the following information be provided with your RFP. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references:

Company Name 1

Contact Person

Telephone Number and eMail

Date Job Completed

Company Name 2

Contact Person

Telephone Number and eMail

Date Job Completed

Company Name 3

Contact Person

Telephone Number and eMail

Date Job Completed