



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: Fiber Optic Cable Preparation & Splicing

CONTRACT #: 916-08

CONTRACT DATES: 10/21/08-9/30/10

BUYER: WALTER B. LARAUS

PHONE: 585/753-1121

FAX: 585/753-1104

VENDOR(S): Billitier Electric
737 Atlantic Ave.
Rochester, NY 14609

ph: 585-224-1111

fax: 585-224-1110

TERMS AND CONDITIONS

BID ITEM: Fiber Optic Cable Preparation & Splicing

FOR: Department of Environmental Services

DEPARTMENT CONTACT: John Hale, (585) 753-7573

DUPLICATE COPIES: **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

BID INFORMATION: At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL: Bid proposal must be legible and submitted in the original form, bearing an original signature. **COPIES AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUANTITIES: The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

BRAND REFERENCE: References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

QUALIFIED BIDDER: Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

METHOD OF AWARD: Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. **Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and**

all bids if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM: Contract will start with the date of the contract award and run through **September 30, 2009**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES: Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER: No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

DELIVERY: All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

PURCHASE ORDER ISSUANCE: Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

BILLING PROCEDURE: All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

WARRANTY/ GUARANTEE: All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

UNCONTEMPLATED PURCHASES: Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT: The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

SECURITIES AND INSURANCE:

Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm on that day.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

TECHNICAL SPECIFICATIONS

1.00 GENERAL

1.01 SCOPE:

The MONROE COUNTY DIVISION OF PURE WATERS is seeking a qualified Bidder to perform installation, termination, testing and repair on fiber optic cable on an as needed basis. The work to be done under this contract and in accordance with these specifications consists of furnishing of equipment, material, supervision, labor, technical knowledge and skills necessary to satisfactorily and safely complete the job. The Bidder shall perform all work required for end preps, fusion, testing, repair and function check of the equipment; including the furnishing of all engineering necessary for the layout and execution of the work in accordance with the specifications. All calibrations, readings, observations, adjustments and recommendations for repair and any other work done shall be recorded in a field report. The report shall be submitted to the Contract Administrator or his designee for approval after completion of work.

Notwithstanding the details presented in these specifications, it is the responsibility of the Bidder to verify job description and suitability of devices to meet the intent of the specifications. It is understood that a fully functional operating system, satisfactory to the County, is required.

1.02 PRE BID INSPECTION:

It shall be the **Bidder's** obligation to arrange a pre-bid inspection to verify the style and type of fiber and to review all available data. Any failure by the Bidder to acquaint himself with all available information concerning the maintenance will not relieve him from responsibility of carrying out the work intended by this contract

1.03 CONTACT PERSON:

Daryl Maslanka
Department of Environmental Services
50 West Main St.
Rochester, NY 14614
Phone: (585) 753-7514

1.04 LOCATION:

Varied locations throughout Monroe County

1.05 SUBMITTALS:

a) Project Schedule:

Prior to the performance of the work, the Bidder shall supply a work schedule for each requested job. If requested by the County in the event of an emergency, the Bidder must be prepared to respond to the job site within a four (4) hour period and to conduct repairs around-the-clock, during holidays and weekends if so specified by the Contract Administrator or his designee. No work shall be done at any facility without the expressed written consent of the Contract Administrator.

All inspection results shall be reported in writing to the Contract Administrator. The Bidder shall submit with his schedule a list of all inspections or repairs to be performed by the Bidder's staff.

All work shall be coordinated through the Contract Administrator or his designee. Any work related problems shall be brought immediately to the attention of the Contract Administrator or his designee.

b) Experience:

Bidders are reminded that they shall submit with their bid a description of their firm's procedures as it pertains to the INSTALLATION, TERMINATION, TESTING AND REPAIR OF FIBER OPTIC CABLE. Bidders must show they have, at a minimum, five (5) years experience in the same. Documentation of experience in performing work of similar size and scope must be included.

1.06 QUALIFICATIONS OF BIDDER:

- a)** The Bidder shall be a corporately and financially- independent contractor organization which can function as an unbiased testing authority, professionally independent of the manufacturers, suppliers and installers of equipment or systems evaluated by the Bidder.
- b)** The Bidder shall be regularly engaged in the testing of fiber optics cable, equipment, devices, installations and systems.
- c)** The Bidder shall utilize engineers and technicians who are regularly employed by the firm for testing services.
- d)** The Bidder shall submit proof of the above qualifications with bid documents, when requested.

1.07 SAFETY PRACTICES:

- a) Safety practices shall include, but are not limited to, the following requirements:
 - 1) Occupational Safety and Health Act
 - 2) Accident Prevention Manual for Industrial Operations, National Safety Council
 - 3) Applicable state and local safety operating procedures
 - 4) The County's safety practices
 - 5) American National Standards for Personnel Protection
 - 6) The Bidder shall have a designated safety representative on the project to supervise the testing operations with respect to safety.

1.08 TOOLS:

The Bidder is expected to have on hand *sufficient and proper tools* of the trade to facilitate the work and handle all emergencies normally encountered in the work of this character. In addition, if any specialized equipment is needed, the County will reimburse the Bidder for the actual cost of the equipment rental. The Bidder shall notify the County and obtain approval from the Contract Administrator or his designee before the actual renting of this equipment occurs and shall supply information regarding rental costs and duration of rental.

1.09 SUITABILITY OF TEST EQUIPMENT:

- a) All test equipment shall be in good mechanical and electrical condition.
- b) Accuracy of metering in test equipment shall be appropriate for the test being performed.

1.10 TEST INSTRUMENT CALIBRATION:

- a) The testing firm shall have a calibration program which assures that all applicable test instruments are maintained within rated accuracy.
- b) The accuracy shall be directly traceable to the National Institute of Standards and Technology.
- c) Instruments shall be calibrated in accordance with the following frequency schedule:
 - 1) Field instruments: 6 months maximum.
 - 2) Laboratory instruments: 12 months.
 - 3) Leased specialty equipment: 12 months (Where accuracy is guaranteed by lessor).
- d) Dated calibration labels shall be visible on all test equipment.
- e) Records, which show date and result of instruments calibrated or tested, must be kept up-to-date.
- f) Up-to-date instrument calibration instructions and procedures shall be maintained for each test instrument.
- g) Calibrating standard shall be of higher accuracy than that of the instrument tested.

1.11 TEST INSTRUMENT REPORT:

- a) The test report shall include the following:
 - 1) Summary of project.
 - 2) Listing of equipment tested.
 - 3) Test results.
 - 4) Recommendations.

- b) Copies of the complete test report shall be furnished to the **Owner/Engineer's Representative** as directed in the contract documents.

1.12 PARTS AND MATERIAL:

Bidder shall supply parts needed at cost plus 5%

1.13 LABOR:

The Bidder shall provide an HOURLY rate for an electrician based on N.Y.S. wage rates.

1.14 WORK ORDER:

Bidders will be supplied with a work order number for each job. Bidders will furnish a "job ticket" or "packing list" to be signed by the County's Supervisor or his designee. This form will show detail of the work performed. A copy of this signed form will be given to the County's Supervisor or his designee at the time of signing. This form shall include, but is not limited to the following information:

- a) County Work Order Number
- b) Purchase Order Number
- c) Description of work completed

1.15 WRITTEN ESTIMATES:

In every instance that the Bidder anticipates that a job may cost \$1000.00 or more, the Bidder must give a written estimate for the work to the ordering department, prior to commencing work. The estimate must show labor and materials cost. The Bidder may not proceed with the work until approval is given by the ordering department. If the estimate is considered too high, the County maintains the option of providing materials or changing the scope of the work. The County also maintains the right to cancel a request.

1.16 BILLING PROCEDURE:

ALL INVOICES MUST BE IN THE FOLLOWING FORMAT AND CONTAIN ALL THE INFORMATION LISTED BELOW. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.

- a) Bidder will supply separate invoicing for each agency work order.
- b) All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner:
 - 1) Agency Work Order number.
 - 2) Purchase order number.
 - 3) Material Master number/Item Description
 - 4) Quantity
 - 5) Unit Price
 - 6) Extended Price
 - 7) Total
- c) All invoices shall be supported by a copy of the "job ticket" or "packing list" signed by the County's Supervisor or his designee attached.
- d) Any parts supplied by the bidder under this contract shall be supported by a copy of the bidder's actual invoice showing their cost.

1.17 JOB SPECIFICATION FORM - ATTACHED

All work will require the completion of a job specification form (see attached) by the County supervisor or his designee. The Bidder's job foreman must obtain the completed form from the County's Supervisor before beginning the job.

It is the intent of Monroe County to match each job specification form and purchase order for administrative clarification purposes.

NOTE: NO WORK WILL COMMENCE UNTIL A PURCHASE ORDER NUMBER HAS BEEN ASSIGNED TO THE JOB SPECIFICATION FORM.

JOB SPECIFICATION FORM

Job Name: _____

Job Location: _____

Job/ Service Description: _____

Start Date: _____ Estimated Duration: _____

Crew with Titles: _____

Materials: _____

Special Equipment: _____

Safety and Operational Considerations: _____

Contact Person/Phone: _____

Purchase Order Number: _____

Monroe County Supervisor: _____

Date: _____ Monroe County DES Work Order # _____

1.18 JOB DEFINITIONS (typical):

a) Cable end preparation:

1. Gain access to the cable by opening the manhole or cabinet.
2. Get the splice can (or cable end) into the splice vehicle, tent or area you plan on doing the work.
3. Cut cable to length.
4. Strip cable jacket at least 10 feet to expose the buffers.
5. Strip and unwrap buffers 6 feet to expose individual fibers.
6. Trim individual fibers to 6 feet (allowing enough slack for future trimming and fusion splicing).
7. Measure and cut fiber to fit into splice tray.
8. Coil all extra cable into manhole or cabinet when finished (retain as much total length of extra cable as possible).
9. Not included in Cable End Preparation:
 - a) Splicing vehicle
 - b) Splice tent

b) Splice tent set up and use:

1. Supply and deliver splice tent to splicing site.
2. Assemble splice tent.
3. Disassemble splice tent.

c) Fusion Splicing (done to cables that have already been prepared).

1. Locate the correct fibers to be fused.
2. Cut to the correct length to fit into the splice tray.
3. Fuse the 2 fibers together.
4. Return fiber into the splice tray.

d) UNICAM Connector Installation

1. Locate the correct fibers.
2. Attach a Unicam connector.
3. Return fiber into bulkhead.

e) OTDR testing (pigtail or bare fiber)

1. Connect to the fiber to be tested.
2. Run the OTDR test and save.
3. Submit report a graphical report showing fiber lengths and loss.

- f) Power meter testing**
 - 1. Have one technician at each end of fiber to be tested.
 - 2. Connect meters and run test.
 - 3. Submit report showing the loss.

- g) Vehicle requirements**
 - 1. Must be a temperature controlled environment.
 - 2. Must be dust free.
 - 3. Must be equipped with traffic cones.
 - 4. Must be equipped with a manhole guard.

- h) Splice can re-entry**
 - 1. Bring splice can into the vehicle.
 - 2. Open can and locate fibers to be re-fused.
 - 3. Close the splice can and put back into the manhole.

UNIT PRICE SHEET

<u>Description</u>	<u>Unit Price</u>	<u>Unit</u>
ITEM 1009536 Fusion Splicing - Single Mode Fiber to Single Mode Fiber (Fiber Splice to be installed in a Splice Tray)	\$14.00	EA
ITEM 1009539 Fusion Splicing - Multi-Mode Fiber to Multi-Mode Fiber)	\$14.00	EA
ITEM 1009541 Fusion Splicing - Single Mode Fiber to Single Mode Connectorized Pigtail (Fiber Splice to be installed in a Splice Tray)	\$14.00	EA
ITEM 1009543 Cable End Preparation - 24 Fiber, Single Mode, Outside Cable	\$30.00	EA
ITEM 1009546 Cable End Preparation - 30 Fiber Hybrid, Outside Cable (Cable contains 12 Multi-Mode and 18 Single Mode Fibers)	\$30.00	EA
ITEM 1009549 Cable End Preparation - 18 Fiber, Single Mode, Outside Cable	\$30.00	EA
ITEM 1009552 Cable End Preparation - 24 Multi-Mode Fiber, Inside Cable	\$30.00	EA
ITEM 1009555 Cable End Preparation - 72 Fiber, Single Mode, Outside Cable	\$89.00	EA
ITEM 1009597 Cable End Preparation - 144 Fiber, Single Mode, Outside Cable	\$89.00	EA
ITEM 1009599 Cable End Preparation - 288 Fiber, Single Mode, Outside Cable	\$89.00	EA
ITEM 1009558 Cable End Preparation - 12 Multi-Mode Fiber, Inside Cable	\$30.00	EA
ITEM 1009561 ST Connector Installation on Multi-Mode Fiber (ST Connector is Siecor Unicam)	\$6.00	EA
ITEM 1 Power Meter Testing on Single or Multimode Fiber	\$12.00	EA
ITEM 2 Reentering a splice can	\$60.00	EA

ITEM 1009569O.T.D.R. Test on Multi-Mode Fiber for
Troubleshooting

\$5.00

EA

ITEM 1009572O.T.D.R. Test on Single Mode Fiber for
Troubleshooting

\$5.00

EA

ITEM 1009594Vehicle use with outside Fusion splices at
manholes

\$8.00

HR

ITEM 3Tent with equipment for fusion's in remote
location (charge for each tent setup)

\$25.00

EA

ITEM 4

Electrician Labor rate (hourly)

\$59.50

HR

ITEM 5

Electrician Labor rate (overtime rate)

\$80.91

HR

ITEM 6

Parts (bidders actual cost plus 5%)

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.