



HFC Network Upgrade and Tap Replacement Project

Request for Bids

February 6, 2017

The City of Elberton invites your bid for labor and equipment necessary to upgrade its Hybrid Fiber Coaxial Network by replacing all interdiction taps with passive taps. A set of conditions and specifications/requirements is enclosed.

Bids are due in the City Clerk's Office, City Hall, P.O. Box 70, 203 Elbert Street, Elberton, GA 30635, no later than 2:00 p.m. on Tuesday, February 28, 2017.

No late bids will be accepted. The City of Elberton reserves the right to refuse any and all bids, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton. The lowest bid is no guarantee of acceptance. The City of Elberton operates on an equal opportunity basis in its bidding process. Bidding is open to all interested parties, in compliance with national, state and local laws.

**BID DEADLINE:
Tuesday, February 28, 2017
2:00 p.m.
203 Elbert Street
P. O. Box 70
Elberton, Georgia 30635-0070**

Cindy D. Churney
City Clerk
706-213-3100
cchurney@cityofelberton.net

BID SUMMARY

REQUEST FOR PROPOSAL

The City of Elberton is soliciting proposals for labor and equipment for the replacement of approximately 2,894 interdiction taps with Taikan passive taps on the City's HFC network in Elbert County, Georgia. These taps will be replaced on the entire network throughout the system on about 202 plant miles. In addition to tap replacement, this work includes adding 963 In-Line Equalizers (LEQ/RC 870 mHz) to the HFC plant.

GENERAL SCOPE

It is the intention of the City of Elberton to enter into a contract for services required in the upgrade of the Hybrid Fiber Coaxial outside plant. Elberton's system is approximately 202 miles (not to exceed 250 miles) of HFC plant with approximately 5,949 homes passed.

The scope of this project is to completely replace the existing Blonder Tongue interdiction taps with Taikan passive taps. The change out of interdiction units to passive taps will require very detailed and intense coordination with Elberton staff. In addition, this upgrade will be performed on a live plant requiring some of the work to be performed outside normal business hours to minimize service disruptions to our customers. Tap replacement will include the transfer of service drops from the old tap to the new tap. Inactive drops will receive a terminator placed on the tap port with the inactive drop connecting to the terminator. Documentation of active and inactive service drops and street addresses plus the tap ID will be provided on a daily basis.

In addition to tap replacement, this work includes adding 963 In-Line Equalizers (LEQ/RC 870 mHz) to the HFC plant.

LABOR AND EQUIPMENT

For construction labor and equipment, the successful bidder will have experience with the equipment specified, and references to substantiate experience should be supplied along with your bid. Bids should include the cost of all construction activities to accomplish the construction project **within a 90 day period**. Work will be accomplish on a node-by-node schedule, and the system contains 27 nodes of varying sizes. The scope of this bid does not include installation of power supplies, fiber work, activation of the system, sweeping and balancing, or performance testing. Unit pricing should be supplied in the form of **Part 2**, below.

MATERIALS

The City of Elberton will supply all materials including Gilbert .700 pin connectors, Gilbert 6" extension connectors, Taikan passive taps, Scientific Atlanta In-Line Equalizers, and port terminators. In the event incidental materials are not available from the City of Elberton and are provided by the Contractor, your bid will include a standard material pricing sheet from which materials will be charged.

CONTRACT

The successful bidder will enter into a construction contract agreement substantially in the form of **Part 3**, below. All bidders should read the contract document carefully including all exhibits of the contract, and be able to execute the contract and meet all terms and conditions within 10 days of receiving a Notice of Award of bid.

TERM

A Notice to Proceed will be given within 30 days of the execution of the construction contract. The project construction should commence immediately, and time is of the essence on this project. The project shall be completed within 90 days of the execution of the construction contract.

FOR QUESTIONS:

For questions concerning the bid process of the City of Elberton, please contact:

Cindy Churney, City Clerk
706-213-3100
cchurney@cityofelberton.net

For questions concerning the technical specifications of this project, please contact:

David Dotson, Broadband Operations Manager
706-213-3100
ddotson@cityofelberton.net

BID CONDITIONS / INSTRUCTIONS TO BIDDERS

These conditions are an integral part of this bid, and the vendor must comply with them.

1. Vendor must bid on the following Bid Response forms, Parts 1 and 2, and as requested.
2. Place alternative bids on a separate package of Bid Response forms.
3. Vendor should make a copy of bid for his/her file.
4. All cost (including shipping/delivery, handling, taxes and all other costs) must be included in the total bid price as stated on the Bid Response forms.
5. The City of Elberton reserves the right to accept or reject any or all bids, reserves all rights granted to it by law, and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton.
6. Each bidder/contractor must sign the bid with his/her signature and shall give his/her full business address on the form provided in this bid.
7. No portion of this bid may be subcontracted without the prior written approval of the City. It may be in the best interest of the awardee to subcontract some parts of any job; however, the contractor will be held responsible by the City for the quality, delivery and all terms of conditions of this bid.
8. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
- 9. Bids may be accepted by mail, overnight courier, or hand delivered. Bids must be sealed and properly marked on the outside of the envelope as "Attn: City Clerk; Bid for HFC Network Upgrade."**
10. No late bids will be accepted.
11. Bids will be opened and read publicly in the Municipal Courtroom of City Hall, 203 Elbert Street, Elberton, GA 30635 at 2:00 p.m. on the designated date.
12. No bid award will be made at the time of the opening. The successful bidder will be contacted immediately following bid approval by the Elberton City Council. Vendors may contact the City Clerk's Office at 706-213-3100 who wish to know the result of the bid award.

13. Discounts.

Discounts should be stated on the bid form. If quick pay discounts are offered, the City reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon the payment terms of the contract in Part 3, below. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

14. The City of Elberton is exempt from all federal excise tax and state sales and use taxes. However, depending upon the situation, the vendor or contractor may not be exempt from such taxes and the City of Elberton is making no representation as to any such exemption.

15. Exceptions or Conditions.

The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.

16. Pre-bid Conference.

A pre-bid conference is not mandatory. However, all bidders are encouraged to schedule an appointment to see the project design specifications and plans. Please contact David Dotson, Broadband Operations Manager, at 706-213-3100 or ddotson@cityofelberton.net to schedule an appointment.

18. References.

The City, prior to or after receipt of the contractor's bid, shall have the right to research work performed by the contractor. This research effort will be conducted by City personnel and its representatives, which may include site visits and interviews with anyone involved in such projects. Bidders are encouraged to attach a list of references pertaining to the scope of this project. Letters of reference are acceptable.

19. Contractor Responsibilities.

The contractor will be required to provide a responsible on-site superintendent, assign qualified persons to the work, provide the equipment required to do the assigned task or accomplish the work, maintain records of expenditures,

deliverables and progress, submit required reports on schedule, and maintain a clear line of communication for prompt resolution of problems.

20. Area and Scope of Project. The project is entirely within Elbert County, Georgia, in both urban and rural areas of the county. For exact specifications, please schedule an on-site visit to review the design plans.

21. Compliance with Georgia State Law, O.C.G.A. 13-10-91, the Illegal Immigration Reform and Enforcement Act of 2011. The successful bidder and chosen Contractor must comply with O.C.G.A. 13-10-91 and complete the Contractor's Affidavit. This State Law requires each Contractor providing the physical performance of services to the City of Elberton under a contract to use at all times during the performance of the contract the federal work authorization program commonly referred to as E-Verify. A sample of this affidavit is included in this bid packet. All bidders must use the E-Verify program, must be able to execute this affidavit, and must provide an E-Verify registration number if the bidder is awarded the bid and contract.

BID RESPONSE FORM – Complete and Return Part 1 and Part 2

Part 1: BID CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Vender: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Print Name: _____

Sign Name: _____

Title: _____

Date Certified: _____

State maximum time this bid will be in force (minimum 45 days) _____

State earliest possible start date if bid awarded on 3/6/17 _____

State anticipated length of time for project completion _____

Please attach additional information, exceptions, and reference information to this form.

Part 2: DETAILED COST SUMMARY

Cost Description	Total Rate per Unit	Bid Units	Estimated Total Units	Extended Cost
Replacing existing interdiction tap with Taikan passive tap, transfer service drops to new tap, install terminator on inactive drops, and daily reporting of transfers.	\$	Per Tap	2,894	\$
Install In-line Equalizers (LEQ/RC 870 MHz) as per system drawings	\$	Per LEQ	963	\$
TOTAL				\$

Part 3: CONSTRUCTION AGREEMENT AND CONTRACT WITH EXHIBITS

CONTRACT FOR
CONSTRUCTION OF FTTH NETWORK

This CONSTRUCTION AGREEMENT is made and entered into on this _____ day of _____ in the year _____, between the City of Elberton, Georgia (hereinafter referred to as the "Owner"), and _____ (hereinafter referred to as the "Contractor").

WITNESSETH:

THAT FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. The Contractor will perform the work as described in **Exhibit A**, attached hereto and incorporated as part to this agreement by reference.
2. The Contractor will furnish all tools, equipment, and labor, of every description, necessary to complete the work specified.
3. The Contractor will employ competent and experienced personnel and will complete the work in a good, firm, substantial and workmanlike manner in strict accordance with such plans and specifications as furnished by the Owner. All work of the Contractor will be subject to the inspection and approval of the Owner.
4. The Contractor will perform all work with proper dispatch. Contractor shall not be penalized for delay when materials fail to be delivered as specified or shipping damage to material occurs. All work shall be performed within **90 days** from the execution date of this agreement first written above.
5. Owner will hold five percent (5%) retainage on all invoices until successful completion of the project.
6. For the work performed by the Contractor under this contract, the Owner will pay only for work completed in accordance with unit prices detailed in **Exhibit B**, attached hereto and incorporated as part to this agreement by this reference and as otherwise herein stated. The Contractor will render invoices to the Owner for the work completed during the preceding period and will attach to such invoices a detailed summary of work completed during the preceding period and the contract period to date in a form acceptable to the Owner. The Contractor will render an invoice for a period of no less than one week. Within ten (10) days after the receipt of an invoice, the Owner will inspect the work, verify the invoice quantities, and pay the Contractor for the work covered by the invoice and completed in accordance with this agreement less retainage.
7. The Contractor will comply with all applicable laws and with all the requirements of any federal, state, or local authorities having jurisdiction over said work or any matters connected therewith. Contractor will also comply with all requirements

contained in *Contractor Requirements* attached hereto as **Exhibit C** and incorporated as part to this agreement by reference.

8. Should the corporate name(s), principal(s), owner(s), partner(s), or corporate status of either the Owner or Contractor be modified or changed during the term of this contract, this agreement shall rule and shall not be null or void.
9. The Contractor shall provide and maintain, at his own expense, all such safeguards as may be necessary to effectively prevent accident, injury, or damage to property or persons during the prosecution of the work. The Contractor shall indemnify and hold harmless the Owner against any and all damages, suits, and demands growing out of or in any way connected with the performance of the work and will carry and pay for liability insurance fully protecting the Owner against all such claims.
10. In the event the Contractor violates any of the provisions of this contract, or the quality or quantity of the work performed is, in the sole judgment of the Owner, substandard and/or unsatisfactory, or for any reason, the Owner shall have the right to cancel this contract upon thirty (30) days written notice to the Contractor.
11. Unless sooner terminated as herein provided, this contract shall be effective for 366 days from the date thereof.
12. The Contractor acknowledges and agrees that the Owner must approve any person, firm or other party to whom it is proposed to award a subcontract under this contract.

IN WITNESS WHEREOF, the parties hereto have executed this Construction Agreement under their respective seals on the day and date first above written in two (2) counterparts, each of which shall be deemed an original.

CONTRACTOR:

Attest:

By: [name], [title]

OWNER:

CITY OF ELBERTON, GEORGIA

Attest:

Cindy Churney, City Clerk

By: Lanier Dunn, City Manager

EXHIBIT A

Description of the Project

Supply all labor, tools, and equipment to replace interdiction taps with Taikan passive taps on the City of Elberton's existing hybrid fiber coaxial telecommunications system, to the design specifications of the Owner. Install new In-Line Extenders (LEQ/RC). Transfer service drops to new taps and provide daily documentation.

EXHIBIT B

Detailed Cost Summary

Cost Description	Total Rate per Unit	Bid Units	Estimated Total Units	Extended Cost
Replacing existing interdiction tap with Taikan passive tap, transfer service drops to new tap, install terminator on inactive drops, and daily reporting of transfers.	\$	Per Tap	2,894	\$
Install In-line Equalizers (LEQ/RC 870 MHz) as per system drawings	\$	Per LEQ	963	\$
TOTAL				\$

EXHIBIT C

Contractor Requirements

The following are intended to provide general requirements for utility contractors performing work for the City of Elberton HFC network upgrade. They are supplemental requirements on specific projects and to any requirements that may be noted on the plans for a specific project. If during the course of work on a specific project the contractor fails to meet any of these requirements, the City of Elberton reserves the right to stop work until all requirements are met.

I. Qualifications

The contractor shall meet all applicable qualifications as outlined in this section.

A. References

The contractor shall provide the City of Elberton with references of previous work history indicating company name, address, telephone number, and contact person. This should also include the scope of work performed and any like details of the project. This information shall be provided in writing. The City of Elberton reserves the right to reject any contractor with unsatisfactory references.

B. Resources

The contractor must have sufficient resources to complete the project by the Completion Date, and maintain timely progress as determined by the City of Elberton. The contractor should consider existing commitments in determining adequate personnel and equipment availability throughout the project so as to stay on schedule and finish all work by the Completion Date.

C. Certifications

The contractor shall possess necessary certifications for the contractor as an entity, for individuals in its employ, and for all associated equipment to complete the project by the Completion Date. Any reference made to necessary certifications includes but is not limited to conforming to the standards of a technical society, organization, body, code or standard. In a case where the City of Elberton establishes a more stringent qualification, the more stringent qualification shall prevail. In addition, necessary qualifications shall include all applicable requirements of local codes, utilities, and any other authority having jurisdiction.

II. Licensing

The contractor shall have all necessary licenses and permits to complete the project by the Completion Date. All licenses and permits must give the contractor authority to perform work set forth by the project including similar licensing for reference in the contractor's state of origin.

III. Insurance

The contractor shall provide to the City of Elberton proof and scope of insurance coverage in the form of a Certificate of Insurance currently in force. The Certificate of Insurance must list the City of Elberton as additional insured and will not be cancelled or materially altered unless at least 30 days prior written notice has been given to the City of Elberton. This coverage must include General Liability for products and services and shall include:

1. Bodily injury coverage in an amount not less than \$1,000,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$2,000,000 on account of one accident.
2. Property damage insurance in an amount not less than \$1,000,000 for any one damage claim, and in an aggregate amount up to \$2,000,000 during a period of 12 months.
3. Automobile liability including bodily injury and property damage.

IV. Warranty

The contractor shall give warranty on workmanship and installation for a period of one year from the date of the final invoice being presented for payment. Any defects discovered within one year shall be reported by the City to the contractor in writing, and the contractor shall repair or replace the defective work at the contractor's expense within 30 days of notice.

V. Indemnification

The contractor shall indemnify and hold harmless the City of Elberton and its agents and employees from and against all claims, damages, losses and expenses including claims, consultants' and attorneys' fees arising out of or resulting from the performance of the work, provided that any such claims, damages, losses, or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by willful act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the City of Elberton, or any of its agents and employees, by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

VI. Definitions

- A. Contractor – Entity bidding on job, having met all requirements set forth in the *Contractor Requirements*, and a party to the Construction Agreement, or the authorized and legal representative of such party
- B. Owner – The City of Elberton, Georgia, or its authorized representatives
- C. Work / Project – The entire completed construction required to be furnished under contract documents
- D. Completion Date – 90 days from the execution date of the contract



NO BID RESPONSE FORM

City of Elberton
City Clerk
P.O. Box 70
203 Elbert Street
Elberton, GA 30635
Fax No. 706-213-3125
Email: cchurney@cityofelberton.net

Complete this form if you do **NOT** intend to respond to this bid request. Failure to do this may result in your firm being removed from our bid list for this service.

NAME OF BID: _____ OPENING DATE: _____

- 1. Specifications too tight (please explain) _____
- 2. Specifications are unclear (explain below). _____
- 3. We are unable to meet specifications. _____
- 4. Insufficient time to respond. _____
- 5. Our schedule would not permit us to perform within the required time. _____
- 6. We do not offer this product or service. _____
- 7. Remove us from your bidder's list for this particular commodity or service. _____
- 8. Keep our name on your bidder's list for future reference. _____
- 9. Other (specify below). _____

FURTHER REMARKS (e.g., name, address, phone or fax changes)

COMPANY NAME: _____ DATE: _____

NAME/TITLE: _____ SIGNATURE: _____