



VILLAGE OF HOFFMAN ESTATES

BID DOCUMENTS

Fiber Optic Move

BID OPENING DATE: 06/05/2015

BID OPENING TIME: 10:00 a.m.

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To Prospective Bidder:

On behalf of the citizens of the Village of Hoffman Estates, I want to extend my thanks for your interest in becoming a part of our Village bid process.

I call your special attention to the Instructions to Bidders section of the attached bid documents. Please be sure that you read thoroughly and fully understand these instructions prior to the preparation of your bid. Note that the instructions call for no deviation from the bid specifications except for those deviations which are listed as such on the vendor's bid detail sheet and which are expressly approved as part of the Village's acceptance of the bid.

All of the equipment described in the bid notice and specified herewith must meet the performance required for heavy-duty municipal, utility, or construction type usage. Unless denoted "No Substitution", the Village minimum required specifications may be exceeded. This is an attempt to insure the non-exclusion of any manufacturer's product from the bidding process. Remember, however, to list all deviations and provide a description of the upgraded item in the proper space provided. Final bid acceptance will be based upon that equipment which is deemed most favorable to the interests of the Village after all bids have been examined and canvassed. Remember, minimum specifications requirements must be met or exceeded.

We encourage you to participate in our bid process and will be happy to answer any questions you may have regarding the accompanying documents. Thank you for your effort, time, be competitive, and good luck.

Questions regarding bid specifications should be directed to Fred Besenhoffer, Information Systems Director through email at fred.besenoffer@hoffmanestates.org.

Sincerely,

Fred Besenhoffer
Information Systems Director

NOTICE TO BID

VILLAGE OF HOFFMAN ESTATES
Hoffman Estates, IL 60169

The Village of Hoffman Estates Information Systems Department is soliciting bids to **“relocate fiber optic connections currently in conflict with the I90 construction project”**.

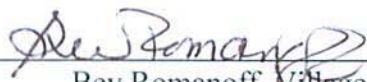
Sealed bids will be received by the Office of the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, (Municipal Building) until **10:00 a.m.**, local time, 06/05/2015, at which time they will be publicly opened and read aloud. It is the responsibility of the bidder to meet the specified opening time; and any bid not so received will be returned unopened. Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency or by marking the envelope "SEALED BID" and with the following information: Company's name, address, item bid, date, and time of opening.

Specifications and complete bid documents may be obtained from the Office of the Village Clerk. Women and Minority owned businesses are encouraged to submit a bid for this project. Further information regarding this bid may be obtained by contacting Fred Besenhoffer, Information Systems Director through email at fred.besenoffer@hoffmanestates.org.

The Village of Hoffman Estates reserves the right to waive any/all informality, or to reject any/all bids and/or parts thereof; and to accept that bid which it deems most favorable to Hoffman Estates after all bids have been examined and canvassed.

By the Order of the Mayor and Board of Trustees of the Village of Hoffman Estates.

May 22, 2015
(date)


Bev Romanoff, Village Clerk

TO BE PUBLISHED ON May 26, 2015 PADDOCK PUBLICATIONS

Note: THIS FORM MUST BE NOTARIZED

**VILLAGE OF HOFFMAN ESTATES
BID CERTIFICATION FORM**

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

I, We hereby certify that _____
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E,
Public Contracts of the Illinois Criminal Code.

Signed: _____

Attest: _____
Notary Public

Title: _____

Commission expiry: _____

Date: _____

Date: _____

BIDDER FIRM NAME: _____

Return with Bid

REFERENCES

BIDDER NOTE: Bidder shall provide as many customer references as possible for work/equipment **IDENTICAL** to that which bidder has proposed within this call for bids.

MANDATORY INFORMATION

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

Return with Bid

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

Return with Bid

VILLAGE OF HOFFMAN ESTATES
Information Systems Department
INSTRUCTIONS TO BIDDERS

The general rules and conditions which follow apply to all bids requested and accepted by the Village of Hoffman Estates unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. Submitting a bid is an assumption that vendor has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

1. FORMS

Bid forms are furnished. All bids must be submitted on the forms provided, complete and intact, properly signed in ink in the proper spaces, and submitted in a sealed envelope. All bids must be delivered to the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, prior to the bid opening date and time.

Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency, or by marking the envelope "**SEALED BID**" and with the following information: Company's name, address, item bid, date and time of opening.

2. ALTERNATE MULTIPLE BIDS/SPECIFICATIONS

The specifications describe the supplies and/or service which the Village feels are necessary to meet the performance requirements of the Village. It is not the desire or the intent to eliminate or exclude any bidder from bidding because of minor deviations, alternates, or changes.

Bidders desiring to bid on items which deviate from these specifications, but which they believe are equivalent, are requested to submit alternate bids. However, **ALTERNATE BIDS MUST BE CLEARLY INDICATED AS SUCH, AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The bid must be accompanied by complete specifications for the items offered. Any questions regarding the specifications, drawings, etc., shall be referred to that individual so referenced in the Specification section. **Vendors wishing to submit a secondary bid must submit it as an alternate bid. Only one bid per envelope.**

The Village shall be the sole and final judge unequivocally as to whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse by any person, firm or corporation.

3. RECEIVING OF BIDS

Bids received prior to the time of opening will be securely kept, unopened. The Village Clerk, whose duty it is to open them, will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will be attached to the Village Clerk or the Village for the premature or non-opening of a bid not properly addressed and identified, except as otherwise provided by law.

LATE BIDS

Bids arriving after the specified time, whether sent by mail, courier, or in person, **will not be accepted.** These bids will either be refused or returned unopened. It is the bidder's responsibility for timely delivery regardless of the methods used. Mailed bids which are delivered after the specified hour will not be accepted regardless of post marked time on the envelope.

4. BIDS BY FAX

Bids must be submitted on the original forms provided by the Village completely intact as issued. Facsimile machine transmitted bids **will not be accepted**, nor will the Village transmit bid documents to prospective bidders by way of a facsimile machine.

5. ERROR IN BIDS

When an error is made in extending total prices, the unit bid price will govern. Otherwise, the bidder is not relieved from errors in bid preparation. Erasures in bids must be explained over signature of bidder.

6. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the Village Clerk prior to the specified time of opening. After the opening, the bidder cannot withdraw or cancel his bid for a period of sixty (60) calendar days, or such longer time as stated in the bid documents.

7. CONSIDERATION OF BID

No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or had failed to perform faithfully any previous contract with the Village.

The bidder, if requested, shall present, within 48 hours, evidence satisfactory to the Village of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

8. PRICES

Unit prices shall be shown for each unit on which there is a bid, and shall include all equipment fuel charges, packing, crating, freight, and shipping charges, and cost of unloading at the destination unless otherwise stated in the bid.

Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying State and Village Retailer's Occupation Tax, State Service Occupation Use Tax, and Federal Excise Tax. The Village will supply the successful bidder with its tax exemption number.

Cash discounts will not be considered in determining overall price, but may be used in an overall evaluation.

9. AWARD OR REJECTION

The Village reserves the right to reject and/or award any and all bids or parts thereof and to waive formalities and technicalities according to the best interests of the Village. Any bid submitted will be binding for sixty (60) days subsequent to the date of the bid opening.

Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village of the compensation to the bidder.

ANY EXCEPTIONS NOT TAKEN BY THE BIDDER SHALL BE ASSUMED BY THE VILLAGE TO BE INCLUDED.

A contract will be awarded to the lowest responsible bidder complying with the conditions of the contract documents only when it is in the best interest of the Village to accept the bid. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

10. PAYMENT

Payment will be made within thirty (30) days after acceptance of the equipment or services by the Village agent, and Bidder's compliance with all stipulations relating to the bid/contract.

11. REQUIREMENTS OF BIDDER

The successful bidder shall, within ten (10) days after notification of the award: a) enter into a contract in writing with the Village covering all matters and things as are set forth in the specifications and his bid; b) carry insurance acceptable to the Village, covering public liability, property damage and workmen's compensation.

12. COMPLIANCE WITH ALL LAWS

All work under the contract must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.

13. CONTRACT ALTERATIONS

No amendment of a contract shall be valid unless made in writing and signed by the Village Manager or his authorized agent.

14. NOTICES

All notices required by the contract shall be given in writing.

15. NONASSIGNABILITY

The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village Manager or his authorized agent. Such assignment shall not relieve the contractor from his obligations, or change the terms of the contract.

16. INDEMNITY

The Contractor shall indemnify and save harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of contractor under this contract, including operations of subcontractors; and the contractor shall, at his own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the contractor shall, at his own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond or

insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided.

17. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract and/or supplying of materials, equipment and supplies, bidder must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal opportunity requirements.

18. REQUIRED INSURANCE

In submission of a bid, the bidder is certifying that he has all insurance coverages required by law or would normally be expected for bidder's type of business. In addition, the bidder is certifying that he has at least the following insurance coverages:

Liability Limits

<u>Type of Insurance</u>	<u>Occurrence</u>	Each	<u>Aggregate</u>
GENERAL LIABILITY			
Bodily Injury	\$1,000,000		\$3,000,000
Property Damage	1,000,000		3,000,000
Contractual Insurance- Broad Form	1,000,000		3,000,000
AUTOMOBILE LIABILITY			
Bodily Injury	\$1,000,000		\$1,000,000
Property Damage	1,000,000		1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES:

Employers Liability Coverage: Statutory for Illinois
\$1,000,000 per accident

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The bidder's insurance coverage shall be the primary insurance as respect to the Village, its elected officials, employees and agents. Any insurance or self-insurance maintained by the Village, its elected officials, employees, subcontractor, representatives and/or agents shall be in excess of the bidder's insurance and shall not contribute with it.

The bidder further agrees to indemnify the Village, its elected officials, employees and agents and save each "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors or his employees in connection with the contract. Contractors and subcontractors are to grant the Village, its elected officials, employees and agents an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the

Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from his operations under this agreement.

19. BID PERFORMANCE DEPOSIT

When it is required, it will be so stated elsewhere within this bid package along with the amount required. In all cases where a deposit is required it must accompany the bid. The deposit is to be in the form of a certified check, or a bank cashier's check. All bid performance deposit checks will be retained by the Village until the bid award is made, at which time the checks will be promptly returned to the unsuccessful bidders. The bid performance deposit check of the successful bidder will be retained until the goods or services have been received or completed/installed and found to be in compliance with the specification or until surety bonding requirements have been satisfied and proof of insurance coverage is provided in accordance with the Special Provisions Section of these specifications.

20. ACCEPTANCE

After the acceptance and award of the bid, and upon receipt of a written purchase order executed by the proper officials of the Village, this instruction to bidders, and all other portions of the bid documents, including the specifications, will constitute part of the legal contract between the Village of Hoffman Estates and the successful bidder.

21. DEFAULT

The Village may terminate a contract by written notice of default to the contractor if:

- a. The contractor fails to make delivery of the materials or perform the services within the time specified in the proposal, or
- b. fails to make progress so as to endanger performance of the contract, or
- c. fails to provide or maintain in full force and effect, the liability and indemnification coverages or performance bond as is required

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the Village for any excess costs for similar supplies and services, unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

22. SPECIAL CONDITIONS

Wherever special conditions/requirements are written into the Specifications or Special Provisions which are in conflict with conditions stated in these Instructions to Bidders, the conditions stated in the Specifications or Special Provisions/Requirement shall take precedence.

23. PERMITS AND LICENSES

The successful bidder shall obtain, at their own expense, all permits and licenses which may be required to complete the contract (where applicable).

24. GENERAL GUARANTY

Neither the final certificate of payment nor any provision in the contract nor partial or entire use of the equipment embraced in this contract by the Village or the Public shall constitute an acceptance of work not done in accordance with the contract, or relieve the Contractor of liability in respect to any express warranties or responsibility for failure to comply with the terms of those Contract Documents.

It is expressly agreed by the parties hereto that in the event any defects or imperfections in the materials or workmanship to be furnished by the Contractor herein appear within the period of one year from the date of completion of all the work mentioned herein and acceptance thereof by the Village of Hoffman Estates, the Contractor will, upon notice from the said Village (which notice may be given by letter to said Contractor to the business address of the Contractor shown in the Proposal), repair and make good at his own cost any such defects or imperfections and replace any defective or imperfect materials or workmanship with other materials or workmanship satisfactory to said Village, and furnish all such new materials and labor as may be necessary to do so; and in the event of the failure, refusal or delay of said workmanship or materials said Village may do so or have same done by others, and said Contractor and surety or sureties on his bond given for the faithful performance of this contract shall be liable to the Village of Hoffman Estates for all damages and expenses occasioned by such failure, refusal or delay.

25. MINIMUM WAGES

All laborers and mechanics employed by Contractors and Subcontractors on construction work for this project shall be paid wages at rates no less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), and the Contractors and Subcontractors shall comply with all regulations issued pursuant to these Acts and with other applicable Federal laws and regulations pertaining to labor standards. The Secretary of Labor has, with respect to the labor standards specified in this Section, the 1950 (5 U.S.C. 133z-15) and Section 2 of the Act of June 13, 1934, as amended (40 U.S.C. 276c).

Not less than the prevailing wage shall be paid for labor on the work to be done as required by law.

26. BIDDER'S QUALIFICATIONS

All bidders must submit the following information on or before the time at which the Proposal is required to be submitted:

1. The location and description of the Bidder's permanent place of business.
2. Evidence of ability to provide an efficient and adequate plant for executing the work.
3. List of similar projects carried out by the Bidder.
4. List of projects the Bidder presently has under contract.
5. Any additional evidence tending to show that the bidder is adequately prepared to fulfill the contract.

27. BID CERTIFICATION FORM

All bid submittals must include a signed Bid Certification form (copy included in document) certifying that bidder is in compliance with Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 regarding Bid Rigging/Rotating.

Illinois State Law Article 33E-3 and 33E-4 states it is unlawful to participate in bid rigging and/or rotating. State law further states it is unlawful to award a contract to any individual or entity that is delinquent in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting the amount and/or liability through proper procedures.

Therefore, all bidders must certify that they are not barred from bidding on the contract as a result of a violation of State Law 33E-3 and 33E-4, prohibiting bid rigging and/or rotation, and that the bidder is not delinquent in the payment of any tax, unless it is contested in accordance with the procedures established by the appropriate revenue act. IT IS NECESSARY THAT THIS BE DONE UNDER OATH; THEREFORE, THE FORM INCLUDED WITH BID SUBMITTAL SHEETS MUST BE NOTARIZED.

Maintaining All Records and Documents

Consultant agrees to maintain all records and documents for projects of the Village in compliance with the Freedom of Information Act, *5 ILCS 140/1 et seq.* In addition, Consultant shall produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Consultant shall so notify the Village and if possible, the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act due to Consultant's failure to produce documents or otherwise appropriately respond to a request under the Act, then Consultant shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees and penalties.

SPECIAL PROVISIONS

All Inclusive Bid Sum

The bid sum shall include everything specified and/or otherwise required in order to complete the project in its entirety. Sum of base bid as listed in the scope of work is required to receive consideration. No claim for additionally required materials shall be honored by the Village what-so-ever.

(Internal Note: This page is always to accompany the proposal form(s))

Bidders Firm Name (Print)

BY: _____
Signed Name and Title

Bidders Address

Print Name and Title

City, State, Zip Code

Telephone Number

Fax Number

E-Mail Address _____

SUBSTANCE ABUSE PREVENTION PROGRAM

CERTIFICATE

The undersigned, upon being first duly sworn, hereby certifies to the (Client)

_____ that
(Contractor) has in place a written Substance Abuse Prevention Program that meets or exceeds the requirements of the State of Illinois P.A. 095-0635, or has a collective bargaining agreement in effect dealing with the subject matter of P.A. 095-0635. The Contractor and Subcontractors will file a copy of the Substance Abuse Prevention Program, or collective bargaining agreement, with the Client prior to any work being conducted on the project.

By: _____
(Name of Contractor)

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20____. My Commission Expires:

Notary Public

SEAL

Specifications for Fiber Optic move

ALL PAGES OF THE BID MUST BE RETURNED

SCOPE OF WORK

The Village of Hoffman Estates is requesting to:

1. Place fiber on the west side of Beverly Road along the I-90 tollway on poles or other temporary method during construction of the sewers along the tollway.
2. Bore and place fiber on the west side of Beverly Road along the I-90 Tollway underground between the existing handholes.
3. Place fiber on the east side of Barrington Road along the I-90 tollway on poles or other temporary method during construction of the sewers along the tollway.
4. Bore and place fiber on the east side of Barrington Road along the I-90 Tollway underground between the existing handholes.

Conceptual path data can be found in Attachment 10. The addresses for the school facilities are shown in Attachment 11. Complete the pricing summaries in Attachment 12 to complete your quote. Note, this RFP document is also your quote response.

Materials Specifications

The fiber optic cable must be single mode with at least 96 fibers that meet or exceed the characteristics of Corning SMF-28 Optical Fiber. See the following website for the complete specifications of this cable:

http://www.corning.com/opticalfiber/products/SMF-28_ULL_fiber.aspx

This Corning website states that “SMF-28[®] ULL fiber, [is] fully compatible with legacy single-mode fibers (G.652 compatible), has the lowest loss of any terrestrial grade fiber with maximum attenuation available between 0.17 and 0.18 dB/km at 1550 nm as well as the lowest PMD of any ITU-T G.652 compliant optical fiber featuring a ≤ 0.04 ps/vkm PMD_Q link design specification.” The Village desires fiber with the characteristics demonstrated by this fiber as it will support the future use of either CWDM or DWDM technologies should we need to expand the capability of our fiber optic cable plant.

The Village will accept optical fiber materials from Corning Cable Systems for the fiber build out. The specifications for the fiber cable are for enhanced singlemode fiber (low water peak) loose tube cable.

The Village will accept optical fiber materials from Corning Cable Systems for the fiber build out. The specifications for the fiber cable are for enhanced singlemode fiber (low water peak) loose tube cable. Other manufacturers of cable that use Corning fiber may be acceptable for this project.

Optical fiber cable must follow minimum specified performances for ALTOS Lite Gel-Free Cables, Single Jacket/ Enhanced Singlemode Fiber. Optical cable attenuation and loss is specified as follows:

<u>1310 nm</u>	<u>1300 nm</u>	<u>1550 nm</u>
0.4 db/km	0.4 db/km	0.3 db/km

Cable attributes will be for loose tube cable, single armor, single jacket, dry block with TIA/EIA 598 color code schemes for each tube of twelve fibers. Cabling must meet all manufacturer specifications for direct bury within an innerduct system.

Innerduct shall be smooth in/smooth out with a strength dimension ratio of 11 (SDR 11), orange in color and containing no regrind. Minimum duct size shall be 1 1/2". Any vacant ducts will be equipped with mule tape.

At the new handhole near the existing facilities, the fiber shall be joined in re-enterable splice enclosures.

Deliverables

The specific scope of services will vary based on the exact path proposed to the Village, but shall, as a minimum, include engineering drawings of the cable run showing the proposed path in detail necessary to obtain access permits from the Toll Road Authority, as appropriate, and other responsible agencies as required.

The scope of work shall be written to address the following objectives:

- a. Proposals must include a listing of all services to be provided by the vendor and any services or materials that must be provided by the Village.
- b. For each segment of the run, provide an itemized quote that shows materials and labor.
- c. The use of duct underground to protect the fiber is required.
- d. Aerial cable should be proposed as temporary supports in a manner that does not sacrifice in cable protection.
- e. All work is subject to relevant Village and Tollroad codes, regulations and inspection standards.

In your proposal address the following:

Warranty – Describe manufacturer and installer warranties that are provided as part of your proposal. Describe any required maintenance the fiber system will require during the one year warranty period.

Repair and Maintenance services - Maintenance responsibilities and services with related costs should be described.

Schedule – Provide a proposed schedule for the work describing tasks and times.

Ownership of the fiber infrastructure - The proposal must indicate that the Village will own all fiber optic equipment and related cabling upon acceptance of the completed installation.

Cost - The proposal must address initial capital costs for installation, required maintenance services, and any other related costs. Total costs must be itemized.

Payment options - Vendors should submit any proposed payment options.

Turnover Documentation - The as-built documents must include a scale map indicating the path of the new fiber optic cable with all path survey data. The Contractor will provide final "as built" drawing in

ArcView/ArcInfo (ESRI Shape File) format in both hardcopy and on a CD-ROM for the records of the respective Village and County agencies. Documentation for the Village must be in AutoCAD format.

Termination, Performance and Acceptance Testing

Splices will be fusion unless otherwise specified.

A total of 2 fibers will be spliced between each location at the two temporary crossing points in the paths. Current connections are NIU Hoffman Estates to the Hoffman Estates Public Works building and the Hoffman Estates Public Works building to the Fire Station on Beverly Road.

Performance and acceptance of the system will be based upon the following criteria:

- a. All optical cable will have a pre-installation check that will include the verification of the correct fiber optical cable, distance, manufacturer's specification and check for any material defects in the cable. All pre-installation checks will be documented that it is free from any defects or abnormalities.
- b. Link continuity, end-to-end from patch panel-to-patch panel, through the fiber.
- c. OTDR testing of each fiber between the facilities, from NIU to Hoffman Estates Public Works Buildings and from Public Works to the Fire Station. Testing must be scheduled in advance. Fiber shall be tested and documented from both ends. All installed and terminated fiber optical cable will be tested with a bi-directional OTDR tests on all strands of fiber in the cable binders. All tests must be completed using 1310nm and 1550nm and conform to TIA/EIA-526-7 method B.
- d. Documentation with splicing data and for each optical test shall be provided to the Village in PDF format and a magnetic or optical media.

CABLE INSTALLATION STANDARDS

The following general standards sections that are based upon the Illinois Department of Transportation Standard Specifications (these requirements can be found on the State of Illinois website at <http://www.dot.state.il.us/desenv/pdfs/spec2002/sec100.pdf>) and shall apply to the scope of work requested within this Request for Proposal:

A Resident Notification

The contractor is responsible for notifying the residents and businesses prior to start of all construction that would affect access. The Village must approve the method of notification.

Accept

B Permitted Hours of Work

The local Municipal Codes may restrict all construction activity to the 12-hour period from 7:00 a.m. to 7:00 p.m. on weekdays and Saturday. No construction work is permitted on Sundays or holidays. All Contractors working on this project will be bound by these requirements.

Accept

C Utilities

The Contractor shall protect all public and private utilities and shall notify the owners of all utilities at least 48 hours prior to commencing work. The contractor shall contact JULIE (1-800-892-0123) and obtain the horizontal and vertical field locations for their utilities within the limits of the proposed construction. As part of the installation the contractor shall be responsible to request all public and private utility locates.

Accept

D Construction Equipment and Materials

No construction equipment shall be parked or stored on any Village's right-of-ways without prior written approval from their Director of Public Works. No construction material, excavation spoils or any other objects shall be placed on/or stored on Village parkways. Every effort shall be made by the Contractor when working near trees and shrubs to protect them from harm.

Accept

E Excavation -Removal and Disposal

All debris removed during the construction process shall be properly disposed at a suitable off-site location and will be considered incidental to the contract. All waste material is to be disposed of by the Contractor at his expense. This work shall be done in accordance with Sections 202 and 301 of the Standard Specifications.

Accept

F General Debris

During the performance of the work, Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and waste material, and at the completion of the work the site shall be cleared of all debris, leftover tools, consumable supplies, and materials which may have accumulated in the performance of the work. Where the Contractor, after ten (10) days' notice, fails to keep the area of work reasonably clean and safe or fails to clean this area at the completion of the work, the Village may perform this work, the cost of which shall be against Contractor's account and may be deducted from the sums due or to become due to the Contractor. The Contractor is responsible for the physical removal of rubbish and packing materials from the Village premises.

Accept

G Miscellaneous Incidental Restoration

Any parkway damaged by the Contractor will be repaired to the satisfaction of the Village. Methods for repair must be approved by the Village prior to the Contractor making any repairs. This work will be considered incidental to the Contract. All other damages to property not specifically covered in other sections of this Contract will be corrected and restored to its original condition or better as existed before construction. The Contractor must have proper permits before making any concrete or asphalt cuts and will be responsible for any and all restoration costs. All grassy areas disturbed will be refilled, packed, and seeded to match original ground cover. Note that most residential areas require sod, rather than seeding, for restoration. The contractor shall backfill, replace, resurface and restore all affected areas of construction including but not limited to, sidewalks, asphalt, grass, pavement, street, roads, driveways, or highway right of way to original or better condition in accordance the Village restoration guidelines. More complete restoration requirements are available from the Public Works Department.

All work shall be in accordance with the applicable portions of Sections 211, 212, 250, 251 and 252 of the Standard Specifications. All restoration must be completed within two (2) weeks from completion of construction. This work will be done at the Contractor's expense and will be considered incidental to the Contract. The Contractor shall leave all project sites in the best possible condition and to the complete satisfaction of the Village.

Accept

H Facility Restoration

The Contractor shall be responsible for replacing or restoring to original condition any damage to water tanks, floors, ceiling, walls, window, door, fixtures, furniture, grounds, pavement, roots, building exteriors, mechanical and electrical systems, etc., caused by its personnel and operations. Any damage or disfiguration will be restored at the Contractor's expense. The Contractor shall be responsible for all out of service and damage claims billed by third parties for damage caused by the Contractor.

Accept

I Traffic Control Plan

Traffic Control and Devices shall be in accordance with the applicable sections of the Standard Specifications, the Supplemental Specifications, the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, any Highway Standards contained in the Plans, the Traffic Specifications and the Special Provisions contained herein. Special attention is called to Articles 107.09 and 107.14 of the Standard Specifications and the following Highway Standards relating to traffic control:

The Contractor shall coordinate all traffic control work on this project with adjoining or overlapping projects, including barricade placement necessary to provide a uniform traffic detour pattern. All traffic control devices shall remain in place until specific authorization for relocation or removal is received from the Village.

The Contractor shall ensure that all traffic control devices installed are operational, functional and effective 24 hours a day, including Sundays and holidays. All traffic control and protection shall be incidental to the contract.

All barricades shall be Type I or II equipped with a flashing light. At each point of closure, sufficient numbers of barricades shall be used to completely close the sidewalk to pedestrian movement. Where construction activities involve sidewalks on both sides of the street, the work shall be staged so that both sidewalks are not out of service at the same time.

Accept

J Engineering & Easements

Prior to installation, all plans and drawings must be submitted by the Vendor to the Village, Toll Road and other responsible agencies or approved Engineering Firms for approval. As part of the engineering process, the contractor shall work to support the Village with specifications and engineering drawings that are required to obtain any public or private easements or access rights needed to complete the specified work, including IDOT and private property.

Accept

K Labor and Materials

Unless otherwise specified, the contractor must furnish all labor, equipment, materials, wire, cable, conduits, outside plant, transportation, shipping, and supplies necessary to complete this project in a satisfactory manner in accordance with the plans, specifications and terms of this RFP. All materials shall be shipped FOB destination.

Accept

Reject with comment

L Tools and Test Equipment

The Contractor must supply, furnish, fabricate or otherwise provide all utilities, tools, installation equipment, and test equipment that are required for completing the installation and implementation of the fiber optic system.

Accept

Reject with comment

M Permits and Approvals

The Contractor must apply for and obtain all permits and approvals from the Village and Toll Road and any other regulatory agencies, and all building owners and managers. The Contractor will pay costs of these permits and approvals beyond those not waived by the Village. The contractor shall be responsible for providing any required engineering drawings and related certifications that are required for the permits or easements. Also reference section J.

Accept

N Access

The Contractor will have access to Village and NIU buildings, including docks and elevators when and where available, in order to carry out the required work. Access to Village or other buildings must be coordinated with the appropriate manager. The Contractor shall pay any costs associated with after-hours access to a facility. Access to the NIU facilities must be scheduled in advance.

Accept

Reject with comment

O Codes and Standards

The contractor must possess the equipment and all required licenses and authorizations necessary to complete the type of services required.

The Contractor is responsible for compliance with all Local, State and Federal codes, the NEC and with procedures established under the ANSI/TIA/EIA 568B-3, 569A, 606 and 607 recommendations. Grounding and bonding will be performed as outlined in the ANSI/TIA/EIA 607 standard and the BICSI Telecommunication Distribution Methods Manual (TDMM). If there are violations of code, the Contractor must make corrections at no cost to the Village.

Accept

Reject with comment

P Quality and Workmanship

Quality of work and neat appearance shall be as important as the electrical and mechanical efficiency of the system.

Accept

Reject with comment

Q Non-disruption

During installation and cutover, all reasonable precautions must be undertaken to prevent or minimize any disruption of or disturbance to Village operations. Access to Village facilities may not be impaired without the Village's prior approval. The Contractor is responsible for insuring minimal disruption of any existing telemetry, telephone, video, SCADA systems, water tower systems and data communications' systems and networks. Planned outages shall be scheduled only with permission from the Village.

Accept

Reject with comment

R Installation of Cabling

It is the responsibility of the installing firm to inform the owners/operators of facilities (e.g., electric power, natural gas, and other communication cables) located near the proposed installation of the specific dates and times of the installation. The vendor must follow standards and practices outlined by OSHA for all work in confined or hazardous spaces. Note that open trenches must have security fencing when not attended.

With underground cable, the contractor shall direct plow, trench, excavate, directional bore, rock saw, or utilize other methods approved by local authorities to complete this project. During the course of the construction the contractor shall protect right-of-way to minimize damage from construction activities, including, but not limited to, utilizing good soil erosion practices and taking special precautions in the environmentally sensitive and cultural resources sites.

The contractor is responsible to determine soil conditions as part of the bid process. Consideration will be given to obstructions encountered within the path during the construction process that are not consistent with these soil conditions.

The optical fiber cables and subducts will be placed at a minimum of 32 inches below grade, unless otherwise specified by local, county or state permits.

Accept

S Equipment Installation Guidelines and Requirements

Approval of the installation plan and procedures will occur most quickly if the guidelines and requirements presented below are followed. Exceptions to the rules will be considered, but will require supportive documentation. Codes from multiple communities may apply on projects that cross jurisdictional boundaries.

S-1 Type of Cable and Conduit

The local Village Electrical Code (or other municipal group as applicable) covers the type and material make-up of communication cable and conduit. Questions regarding this code should be addressed to the local village or the Toll Road Authority. For fiber optic cable, the following highlights the requirements and guidelines:

1. Fiber optic cables must be of the proper construction so as to prevent mechanical injury, failure due to lightning, rodent damage and be suitable for installation where a conduit, duct or raceway is not proposed. Other installations shall require a conduit or supporting duct (e.g., under the street, in plenum areas).
2. As most areas are subject to periodic flooding, cable and equipment not above ground level shall be waterproof.
3. All equipment must be clearly identified as to the owner.
4. All installations shall comply with the provisions of the local Electrical Code and any other applicable local and national code.

5. All underground cabling shall have the capability to be located. Should the cable be non-metallic, a form of metallic cable shall be buried with the non-metallic cable in such a manner that a locate signal can be placed on this associated cable to determine the location of the non-metallic cable.
6. All ducts and conduits shall have pull-strings or mule tapes installed to facilitate future cabling.
7. The contractor shall ensure that all manholes/handholes will be free of debris, adequately sealed, and covers shall be secured as required by their manufacturer.
8. Outside plant splices will use Corning SCF-6c28-01 canister closure. An equivalent product may be used if required and approved by the Village.
9. Handholes can be either Quazite or Armorcast with the dimensions of 30x48x18 with full traffic rated lid and no bottom. All handholes placed will have a minimum of a 12" bed of crushed stone or pea gravel placed under them for optimal protection unless specified differently by the local Village or County codes. The handholes shall be rated to support the anticipated traffic based on the location of the unit. All handholes will be marked with long lasting brass metal tags with the information "Hoffman Estates" and a contact phone number of "847-882-9100". Each hand hole will have a minimum 50' coil slack of each fiber cable entering the handhole. The coil is not to exceed the fiber manufacturers bend radius requirements. The coil will be placed in the bottom of the handhole. At a minimum, handholes shall be no more than 4,000 feet apart for a straight run, located at each road intersection, at each facility entrance, at cable junction points and where the cable makes a ninety degree turn.
10. The sheath of each armored optical fiber cable will be grounded where it enters the building unless otherwise specified.
11. A splice case suitable for underground use will be installed for cable sheath isolation, grounding and cable locating purposes. Bonds shall be attached to connect each cable sheath to a ground buss located within the handhole or in a locate pedestal. A 5/8" x 8' copper clad ground rod shall be installed inside the handhole and bonded to the ground buss.
12. A locate pedestal will be placed no greater than 6,000' spacing or 3,000' each direction. If possible, the locate pedestals shall be located at the handholes.

Accept

T Standards and Code References

The following standards and specifications apply to installed equipment in the locations as defined in the attached document.

Except as otherwise specified, materials must be new, must conform to industry standards, and must be Underwriters Laboratories listed and labeled. Defective or damaged materials must be replaced or repaired prior to final acceptance in a manner that meets the approval of the local Village, County and Village and at no additional cost to the Village, County and Village. Prior to the installation, the Village, Village or County and Contractor will agree on all specifications for the materials to be used during the project.

In addition, the latest editions of the following standards are minimum requirements (when there are conflicts between codes and standards, the more stringent standards or codes shall apply):

- T-1** American National Standards Institute (ANSI)
- T-2** Local Village and County Codes
- T-3** Electronic Industries Associated Telecommunications Industry Association including but not limited to: EIA/TIA 567, 568, 569, 607, 72, 606
- T-4.** Institute of Electrical and Electronic Engineers (IEEE)
- T-5.** International Telecommunications Union (ITU)
- T-6.** International Organization for Standardization (ISO)
- T-7.** Internet Engineering Task Force (IETF)
- T-8.** National Electric Codes (NEC®)
- T-9.** National Fire Protection Association (NFPA)
- T-10.** National Electronic Manufacturers Association (NEMA)
- T-11.** Rural Electrification Association Standards (REA)

Accept

U Installation Standards for Customer Premise Equipment

- U-1** All elements of the system installation shall conform to local building codes.
- U-2** The Bidder is responsible for the engineering, furnishing, and installation of all interface equipment to existing voice, video, and data equipment.
- U-3** The Village shall be allowed to attach technically compatible equipment without abrogating any warranties of the bidder.
- U-4** To the extent possible, the system shall be assembled and wired at the factory. The system shall be tested and adjusted to the maximum extent possible before shipment.
- U-5** Upon completion of the system's installation and prior to acceptance by the Village, all equipment shall be thoroughly cleaned and made free of extraneous bits of installation materials, wire, etc., by the contractor. Debris resulting from the installation shall be removed from all areas and be disposed of by the contractor.
- U-6** Prior to acceptance testing, the bidder shall certify to the Village that all system hardware and features provided in the system have been thoroughly tested to ensure that no mechanical or

electrical problems exist and that all system features are functional.

U-7 The contractor shall not interfere with existing telephone, video, and data service in any fashion without Village permission. Note that on water towers no interference shall be caused to existing communication provider's equipment.

U-8 The bidder shall provide an acceptance checklist to be approved by the Village.

Accept

V. Category 6 Component Specifications

If used as part of the project, all Category 6 cabling, such as patch cables or radio interconnect cabling shall meet or exceed the following specifications:

All Category 6 cordage shall be round and consist of 24 AWG copper stranded conductors. The conductors shall be tightly twisted into individual pairs and shall meet or exceed the electrical specifications for the Category 6 standard.

The standards for all Category 6 cabling shall meet or exceed those in the following table:

Category 6 Solid Horizontal and Backbone Cable

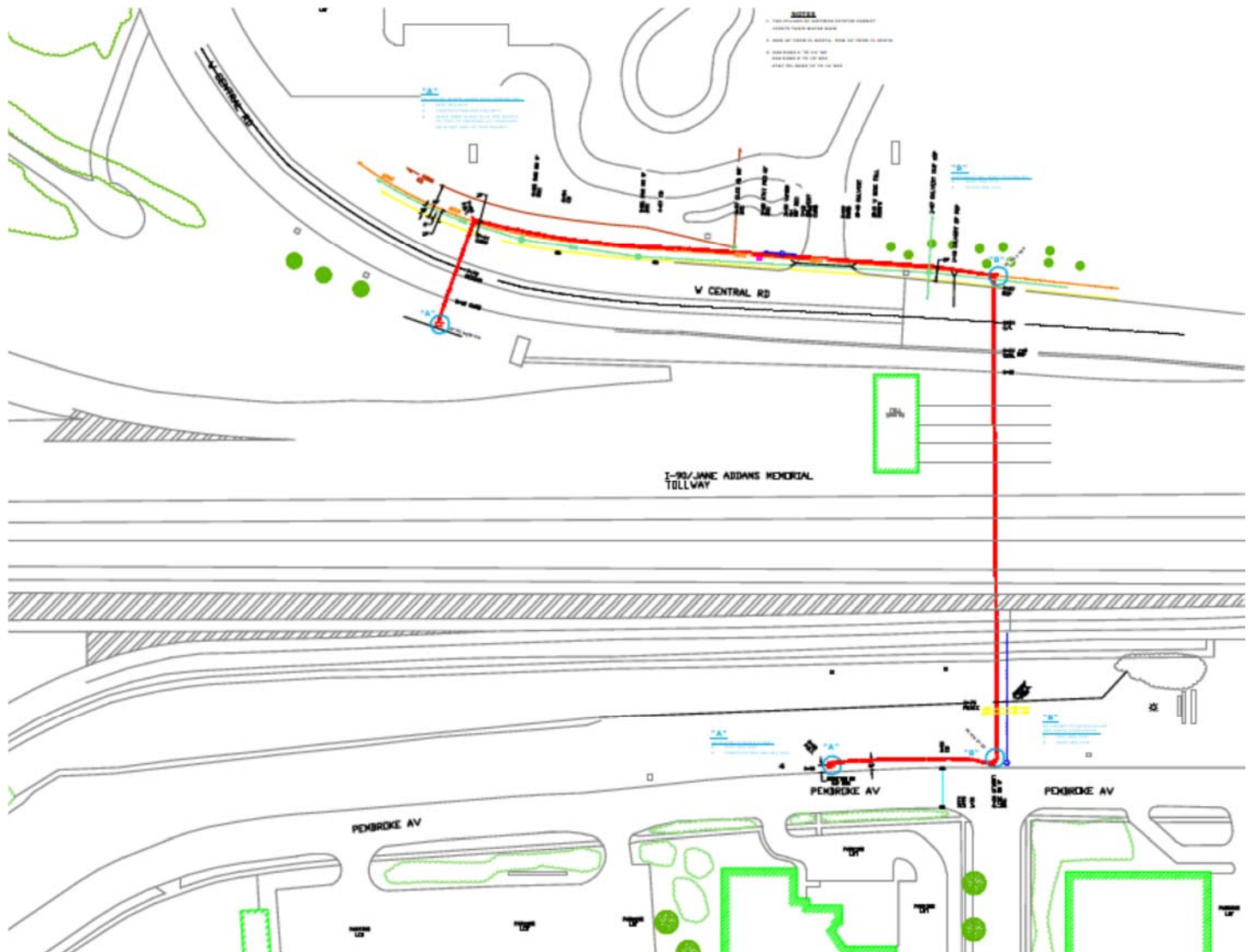
Frequency (MHz)	Insertion Loss (dB)	NEXT (dB)	PSNEXT (dB)	ELFEXT (dB)	PSELFEXT (dB)	Return Loss (dB)
0.772	1.8	76	74	70	67	19.4
1	2	74.3	72.3	67.8	64.8	20
4	3.8	65.3	63.3	55.8	52.8	23
8	5.3	60.8	58.8	49.7	46.7	24.5
10	6	59.3	57.3	47.8	44.8	25
16	7.6	56.2	54.2	43.7	40.7	25
20	8.5	54.8	52.8	41.8	38.8	25
25	9.5	53.3	51.3	39.8	36.8	24.3
31.25	10.7	51.9	49.9	37.9	34.9	23.6
62.5	15.4	47.4	45.4	31.9	28.9	21.5
100	19.8	44.3	42.3	27.8	24.8	20.1
200	29	39.8	37.8	21.8	18.8	18
250	32.8	38.3	36.3	19.8	16.8	17.3

UL® verified for TIA/EIA 568-B electrical performance

UL® and c (UL®) listed for fire safety

Link Overviews

East of Barrington Road

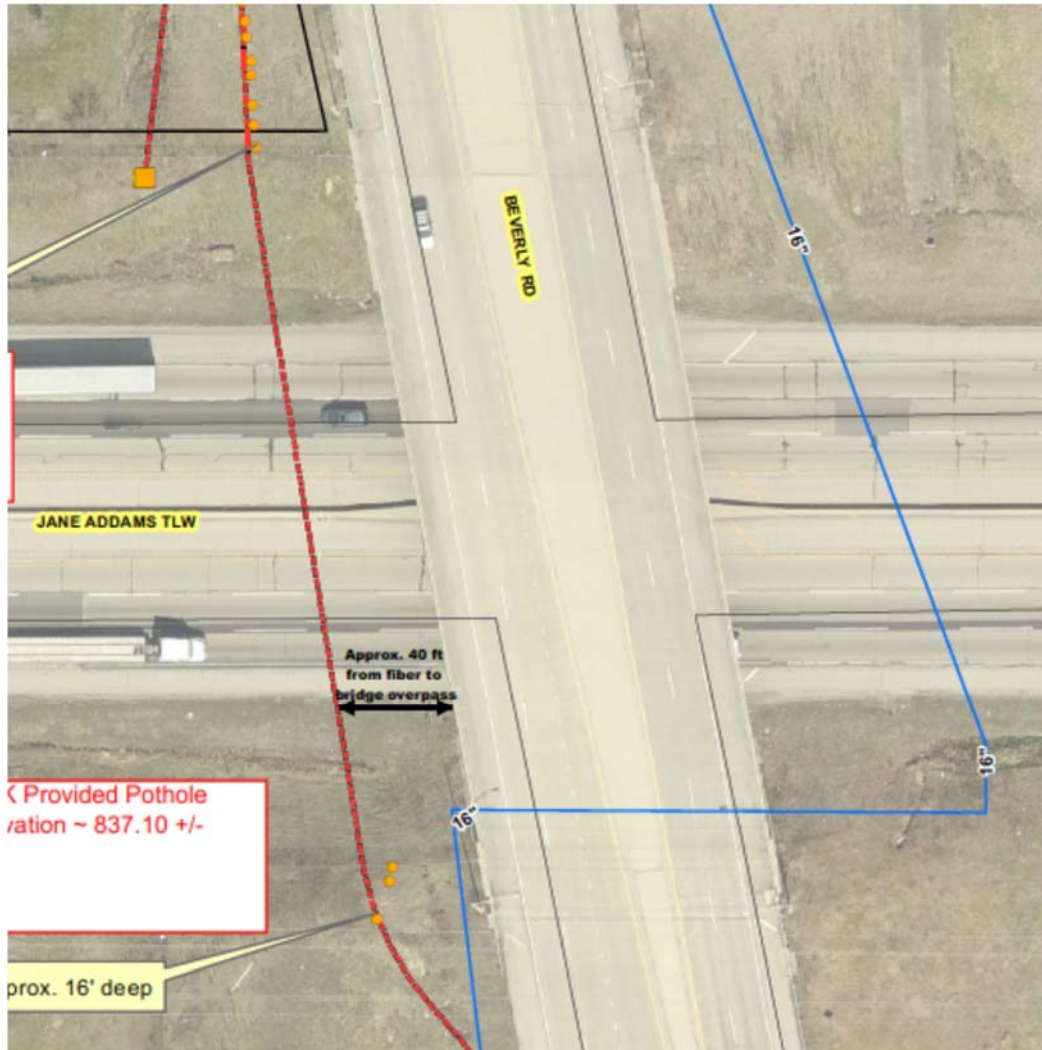


Fiber Path East of Barrington

Scope Summary

1. Place the existing fiber on poles starting in the easement areas along the north frontage road to the south easement along Pembroke.
2. Splice the fibers that are being used, likely four fibers, at each end of the link.
3. After the completion of the sewer upgrade by the Toll Road replace the fiber under the I-90 Toll Road with a 144 strand cable between the existing handholes.
4. Splice the fibers that are being used.
5. Update documentation

West of Beverly Road



Fiber Path (red) west of Beverly Road

Scope Summary

1. Place the existing fiber on poles starting in the easement areas along the north easement area along Beverly Road to the south easement along Beverly Road.
2. Splice the fibers that are being used, likely six fibers, at each end of the link.
3. After the completion of the sewer upgrade by the Toll Road replace the fiber under the I-90 Toll Road with a 144 strand cable between the existing handholes.
4. Splice the fibers that are being used.
5. Update documentation

General Requirements

The following general requirements shall apply to all proposals.

1. The contractor shall provide all engineering and design documents necessary for the permitting process.
2. The contractor shall identify all agencies with permitting responsibility and present the engineering documentation.
3. The Village will be available to provide assistance with the permitting process should a meeting with a board or council require their presence.
4. The contract shall provide all turnover documentation with one hard copy and one form of computer readable media. A program shall be provided to read the media if it is not standard to a Microsoft Windows 7 based system. A separate file with ESRI shape data shall be supplied so it may be submitted to the County as an update for JULIE.
5. Pricing shall be in the following form and itemized by link generally in the form of:
 - a. Labor
 - b. Materials
 - c. Estimate of permit costs
6. The Village shall reimburse the contractor for permit fees at cost. Receipts and copies of permits are required for the Village.
7. All fiber shall be placed in an underground non-conducting duct with a locate wire. The locate wire may be part of the duct, part of the fiber cable or a separate conductor.

Pricing

Provide a price itemized by link and note that the Village is tax exempt.

Time is important. The Tollway is ready to move immediately to implement the sewer project.

Alternative Solutions

Prospective bidders may offer an alternative method for resolving the Village's fiber issue. Any alternative resolution must be in addition to and independently of the original scope of work as described above.

**Village of Hoffman Estates
Pricing Summary**

One Sheet per Link

Contractor _____

Link Barrington Road Link

Technology Fiber Optic Cable

Labor \$ _____

Materials \$ _____

Permits \$ _____ (estimated)

Spicing \$ _____

As-builts \$ _____

Comments:

**Village of Hoffman Estates
Pricing Summary**

One Sheet per Link

Contractor _____

Link Beverly Road Link

Technology Fiber Optic Cable

Labor \$ _____

Materials \$ _____

Tower rental \$ _____

Permits \$ _____ (estimated including licensing)

As-builts \$ _____

Comments:

**Village of Hoffman Estates
Pricing Summary**

One Sheet per Link

Other Optional Approach

Contractor _____

Link Fiber link from

Technology Fiber Optic Cable

Labor \$ _____

Materials \$ _____

Tower rental \$ _____

Permits \$ _____ (estimated including licensing)

As-builts \$ _____

Comments describing an alternative approach:

DISCREPANCIES IN BID DOCUMENTS - Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the Village of Hoffman Estates five (5) days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

EXAMINATION OF BID - Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

FORM OF BID AND SIGNATURE The bid must be made on this form only. Bid should be enclosed in a sealed envelope.

PRICES Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. Any proposed pricing adjustment shall be submitted to the Village Representative in writing at least thirty (30) days prior to the proposed date of increase. **All quotations must be FOB delivered.**

RIGHT TO REJECT - Village of Hoffman Estates reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

SUBMISSION DATE AND WITHDRAWAL OF BIDS Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Village of Hoffman Estates receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**