



REQUEST FOR PROPOSALS

The City of Gatlinburg is accepting proposals for the installation, design and connection of fiber circuits at various locations in Gatlinburg, TN. Please submit proposals, 1 hard copy, and one digital copy (USB Drive), no later than 2:30 PM EST, Thursday, January 20, 2022.

All RFP responses shall be clearly labeled on the outside of the packaging “**FIBER CONNECTION RFP**” and submitted in a sealed envelope to: Delea Patterson, AP/Purchasing, Gatlinburg City Hall, 1230 East Parkway, P.O. Box 5, Gatlinburg, TN 37738, Telephone Number (865) 436-1409. Email: deleap@gatlinburgtn.gov. Email responses cannot be accepted.

Bid specifications will also be available on the City of Gatlinburg website at www.gatlinburgtn.gov under “Out for Bids” tab. This bid tab is located under Gatlinburg Government, and then choose Purchasing. Bid results are posted in the same area as shortly after bid opening as possible.

Any technical questions regarding the product specifications should be directed to Mike Hinkle with the IT Department at 865-659-9597 or 865-659-9597. Email is mikeh@gatlinburgtn.gov.

The City of Gatlinburg reserves the right to waive any informalities in or to reject any and/or all bids and to accept the bid deemed most favorable to the interest of the City.

Vendors must possess any and all of the necessary licenses and insurance necessary for performing this type of project.

The City of Gatlinburg reserves the right to select the bid, or multiple bids, that are deemed most favorable to the best interest of the City.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications for materials and products must accompany bid.

The successful bidder agrees to provide the materials specified at the bid prices for a period of one (1) year from the date of the bid award.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids and accept the bid deemed most favorable and in the best interest of the City.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability and loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

Vendor shall possess all the necessary insurances and licenses required to perform this type and size of project.

Certain projects with a total cost of \$25,000 or more require a TN Contractors license. This License #, Classification and Expiration date MUST be listed on the bid envelope. Bidders cannot use license of another to bid on any City of Gatlinburg project.

Specifications

I. Introduction

The City has been given rights by Extenet Systems to use 3 pairs of single mode fiber (dark fiber) located in their main fiber lines throughout downtown Gatlinburg.

The City is seeking proposals to install fiber from Extenet's junction box into various buildings. Installation will need to include a Multi-pair single mode-SNF-28 fiber (Min 3 pair) ran into each building from Extenet's junction box to the building's communication room. The winning bidder will be required to terminate the new fiber, utilizing LC connectors, inside the communications room.

Winning bidder will be required to work with Extenet's authorized contractor who will splice the new cable pairs onto their fiber at their junction boxes.

FYI: We use Ubiquiti Edge Switches and Sophos UTMs with available fiber ports. These will not need to be replaced.

Scope of work:

Install new fiber into following buildings and/or on poles, terminate as needed, and test.

Plan routes for fiber into the buildings which may include boring, use of interduct, raceways, hangers, and all needed equipment, etc. Some locations will require fiber to be hung on electric company's poles.

All work must be performed in a neat, timely manner.

The following are locations receiving fiber:

- Gatlinburg Transit - 88 River Road, Gatlinburg, TN 37738
- Gatlinburg Aquarium Parking Garage - 125 Greystone Heights Road, Gatlinburg, TN 37738
- Gatlinburg Parkway Parking Garage – 520 Parkway, Gatlinburg, TN 37738 (min 4 Pair)
- Parking Lot Booth - 237 Bishop Lane, Gatlinburg, TN 37738
- Water Admin – Shilling Center, 405 Reagan Drive, Gatlinburg, TN 37738
- Fire Station 2 - 309 Reagan Drive, Gatlinburg, TN 37738
- Water Plant - 916 River Road, Gatlinburg, TN 37738
- Service Center – 948 Newman Court
- City Hall – 1230 E. Parkway (min 12 Pair)

Fiber will also need be installed (min 12 pair) from the intersection of Hwy. 321 and Baskins Creek Road to the intersection of Hwy. 321 and Glades Road.

II. Project Background

The installation dates will depend on many factors and some work may have to be done after hours. Normal business hours are 8:00 am to 4:30 pm., Monday thru Friday.

The purpose of this document is to request proposals from contractors interested in providing a complete and operational system (including labor, materials, transportation, equipment, miscellaneous services, etc., required to accomplish this result). Anything that may be reasonably construed as a necessary part of the project and its complete installation is to be included, rather or not specifically shown or mentioned. All work done by the contractor and materials supplied by the contractor shall comply with the applicable sections of standard codes for installation of telecommunications cabling and comply with industry standards.

Selection of the successful responding vendor will be based on the City's sole judgment of all proposals, particularly which one best qualifies for acceptance and most clearly meeting City needs. While the lower cost is an important consideration in the selection process, it may not be the only consideration for the final selection. After selection of the successful response, if any, and prior to signing a contract for implementation, the City may modify, by mutual agreement, the system requirements by adding or deleting specific equipment or optional features.

III. Project Schedule

During the installation, the Vendor will minimize work disruption to City staff. The bulk of the work will be performed during regular business hours. Please note that any blockage of streets will need to be pre-approved and cannot happen on Fridays. The time requirements for implementation of this project is:

Expected project work hours are between the hours of 8am – 4:30pm

The selected vendor will work with the City Project Lead to coordinate actual and detailed installation dates.

Following are some of the critical dates and/or milestones in the overall project as they relate to this RFP:

IV. Proposal Evaluation

The City of Gatlinburg will consider the following factors in selecting the contractor:

- Completeness and clarity of response to this Request for Proposal
- Training and experience of employees in similar projects

- Responses from references
- Cost of services

The evaluation process will be directed primarily at those capabilities clearly shown in the written proposal submitted.

The City shall be the sole judge of all proposals, particularly which one best qualifies for acceptance. The City reserves the right to accept other than the lowest-priced proposal and to negotiate with proposers if it is in the best interest of the City to do so. The City reserves the right to reject any and all proposals.

V. Performance Requirements and Technical Specifications

The technical specifications for this RFP are explained in the following section. Unless expressly specified, all other sections of this document refer to the overall project as a single entity.

A. Design

It is the responsibility of the contractor to ensure that all cabling complies with applicable standards. While the City will provide locations for fiber terminations and a general overview, the contractor will be responsible for the final design that will meet standards and accomplish the intended purposes.

B. Purchase

The contractor shall be responsible for the purchase of all necessary materials and equipment (unless otherwise specified) for the installation and testing of the newly installed fiber installation specified in this RFP.

C. Installation

The contractor is responsible for the following:

- Name brand wiring only shall be used and must be specified in bid. Vendor is responsible for recommending the optimum cable and it must meet the appropriate building code requirements.
- Contractor must provide fire rated protection to any penetration between floors.
- Provide a slack loop at the rack prior to termination.

- Install Single Mode Fiber (OS-2) Minimum of 3 pair each with LC Connectors. At least 3 pairs of fiber cable are to be terminated at the patch with a loop at Extenet's fiber box.
- Provide and install corresponding ceiling and wall conduit sleeves to allow cabling to pass through the Wiring Closet, drop ceiling and other wall penetrations (as needed). It is the intention of the City to re-use the current wall conduits where possible and install new conduits as needed. All penetrations of fire-rated walls will also require sufficient sealing in order to meet existing fire regulations.
- Cables should be neatly dressed and supported in the racks by the cable management system supplied by the contractor.
- Indoor cable should be self-supporting every four (4) feet by means of cable hangers or other approved supports. All cable supports and pathways are to be provided by the contractor and shall not be attached to existing ceiling wires, pipes, conduits, etc. Fiber must not lie directly on the ceiling grid, HVAC ducts or any pipes. Fiber runs must avoid any sources of electrical or mechanical interference.
- Each cable needs to be permanently labeled on the cable jacket at each endpoint so that each individual fiber can be identified from end to end.
- The work performed under this specification shall be of good quality and performed in a workmanlike manner. In this context, "good quality" means the work shall meet industry technical standards and quality of appearance. The City reserves the right to reject all or a portion of the work performed, either on technical or aesthetic grounds.
- Installation practices will conform to all national, state and local municipal building codes.
- Contractor is responsible for contacting "Call before you dig" before any boring or digging.

VI. Testing, Certification and Acceptance

A. Testing

Each fiber shall be thoroughly tested after installation and must meet industry standards. The objective of cable testing is to certify the installed cable to current data cables standards. A report must be sent immediately to the City when testing is complete.

B. Warranty

The contractor, any sub-contractors, and/or any hired staff by the contractor shall be bonded and shall pay for any damage to any City property and/or facilities (walls, carpet, tiles, other wiring, etc.) that occurs during the installation of the fiber, and appears within a period of one year from the date of acceptance of work. The contractor shall provide a one-year warranty of the installed system against defects in material and workmanship. Within the warranty period, all labor and materials shall be provided at no expense to the city during normal working hours, and the contractor must provide a next business day response time. The warranty period shall begin on the date of acceptance by the City.

C. Acceptance

City acceptance of the fiber installation shall be based on the results of testing, functionality, inspection and approval of IT Staff with the receipt of documentation. In regard to testing, all cables must meet the specifications included in this RFP. The contractor shall be responsible for the testing of one hundred percent (100%) of the installed segments/cables at the City location. Any segment that does not meet the specifications included in this RFP shall be repaired/replaced at no labor/materials cost to the City by the contractor to the satisfaction of the City. All final documentation must be reviewed with the City site contact.

VII. Insurance Requirements

The CONTRACTOR will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Tennessee statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The City shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Tennessee Insurance Law, including residual liability

insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insurers and policy forms shall be subject to the approval of the City of Gatlinburg. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the City of Gatlinburg. CONTRACTOR shall be responsible to City of Gatlinburg or insurance companies insuring City of Gatlinburg for all costs resulting from both financially unsound insurance companies selected by CONTRACTOR and their inadequate insurance coverage. CONTRACTOR shall furnish the City of Gatlinburg with satisfactory certificates of insurance or a certified copy of the policy, if requested by the City.

No payments will be made to the CONTRACTOR until the current certificates of insurance have been received and approved by the City of Gatlinburg. If the insurance as evidenced by the certificates furnished by the CONTRACTOR expires or is canceled during the term of the contract, services and related payments will be suspended. CONTRACTOR shall furnish the City of Gatlinburg with certification of insurance evidencing such coverage and endorsements prior to commencement of services under this contract. Certificates shall be addressed to the City of Gatlinburg, Attn: Delea Patterson, P.O. Box 5, Gatlinburg, TN, and shall provide for 30-day written notice to the Certificate holder of cancellation of coverage.

VIII. Proposal Description and Format

Each proposal submitted must contain the following information in order of presentation to receive consideration:

Section 1: A separate title sheet containing the proposal title, your firm's name, address, telephone number, the name of your firm's contact person and email address, and the proposal submittal date.

Section 2: A brief statement of your understanding of the work to be done in this project. Included in this section should be a detailed "project implementation schedule" showing the number of days it will take to complete this installation. Preliminary start date and completion date.

Section 3: A statement of the all-inclusive fee to be charged for this project, with specific materials, labor, estimated hours, and other expenses contained within the all-inclusive fee. A detailed bill of materials should be included. The bill of materials should contain manufacturer, manufacturer part numbers, product description, quantity, unit price, and price extension.

Section 4: Descriptions of relevant experience and training for your firm in the design, purchase, and installation of similar installation. A list of names, titles, organizations, addresses, and telephone numbers of three references that can provide information about your firm's work on similar projects. These references should also include the dates of association, and a complete description of the responsibilities of your firm for each project. In addition, include a listing of all insurance coverage and amounts applicable to your firm. (NOTE: contractor must comply with all federal and state fire and safety regulations, conform to all ADA regulations and requirements, and be familiar with local, state, and federal rules and regulations pertaining to the performance of this work.

Vendor List

(Project is open to all qualified vendors)

Datacom Cabling
jrandall@datacommcabling.com

Norvell Technologies, LLC.
brent@norvelltech.com

Massey Electric Company
hwilloughby@masseyelectric.com

Anixter
Dalton.Brazil@anixter.com

Act Now Technologies
krogan@actnowtech.net

Graybar
Russ.tomlin@graybar.com

Emerald Resource LLC
John@emeraldresource.com