



NOTICE TO QUALIFIED VENDOR

iFiber is accepting submissions for:

LOCATE SERVICES AND FIBER NETWORK MAINTENANCE

Illinois Fiber Resources Group (iFiber) is an Illinois not-for-profit organization with a fiber optic-based network that links government, schools, and other public and private organizations located in communities throughout a nine-county region in northwest Illinois. Locate Services and Fiber Network Maintenance are required by iFiber projects to support these activities. Scope of work and specifications are included in Attachments 1 & 2.

Proposals will be accepted until 4:00pm on Thursday, September 30, 2021, at mthorson@niu.edu. Award anticipated date is December 1st, 2021, and a service start date for March 1, 2022.

iFiber may undertake such investigations as deemed necessary to determine the quality and ability of the proposed Vendor's submission. The proposed Vendor shall furnish all such information for this purpose as iFiber may request. iFiber reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, any proposed Vendor fails to satisfy iFiber that such Vendor is properly qualified to carry out the obligations of the contract. iFiber further reserves the right to waive any minor irregularities or minor defects in the proposals that do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposals that are in the best interest of iFiber. Conditional proposals will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting Proposals without any specification of reason for the rejection. Any questions or clarifications of requirements shall be addressed to: mthorson@niu.edu, jdolman@niu.edu, and lsandy@niu.edu.

iFiber intends to award the services to one Vendor but reserves the right to award services to multiple Vendors, or make no awards, at iFibers' sole discretion.

INSTRUCTIONS FOR VENDOR RESPONSE

1. GENERAL INFORMATION

- a. Electronic Submissions – Emailed proposals should include ‘RFP for Locate Services and Fiber Network Maintenance Response’ in the subject line and sent to mthorson@niu.edu and copy jdolman@niu.edu. All emailed proposals will receive a confirmation of receipt reply within 24 hours.
- b. Correspondence prior to submission shall be addressed by email to: mthorson@niu.edu, jdolman@niu.edu, lsandy@niu.edu.
- c. Proposals shall be submitted via email only. Faxed, hard copy, oral proposals shall not be accepted.

2. SCOPE OF WORK

See the following Attachments for Scope of Work:

- a. Attachment 1 – Locating Services
- b. Attachment 2 – Fiber Network Maintenance and Repair.

Qualifications do not require specific quotation for services, only standard pricing sheets.

3. ERRORS AND OMISSIONS

All proposals shall be submitted with requirement included. The special attention of proposed vendors is directed to the policy that no claim for relief because of errors or omissions in the qualifications package will be considered, and qualified vendors will be held strictly to the proposals as submitted. Should a proposed vendor find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, qualified vendor shall advise mthorson@niu.edu, jdolman@niu.edu and lsandy@niu.edu with specification of the claimed problems. This must be received before September 20, 2021, so that a written notification can be distributed to all prospective qualified vendors by means of addenda sent by email.

4. FIRM QUALIFICATIONS

The following format and content shall be presented in the following order:

a. Executive Summary

An executive summary should include the key elements of the Vendor RFP. Indicate the address of the Vendor office located nearest to DeKalb, IL, and the office from which the services will be managed.

b. Approach

- i. **Work Plan:** Describe the sequential tasks that will be performed to accomplish the two components listed in the Attachments. Indicate key deliverables and their contents.
- ii. **Organization and Staffing:** Describe the organizational approach for managing the Attachments. Provide an organizational chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the dedicated Point of Contact (POC).
- iii. Include a professional biography for each member of the project team field staff performing locating and marking services.
- iv. Describe experience locating underground utilities and responding to JULIE locate tickets and design tickets.
- v. Describe experience using a variety of utility locating tools, including electromagnetic induction, sonic, magnetic, and radar devices.
- vi. Describe experience in prior fiber optic and utility maintenance repair including emergency response 24/7 – 365 days a year.
- vii. Describe ability to research and investigate records, including utility-as-built drawings and construction drawings.
- viii. Demonstrate competency in reading and producing GIS products and services.
- ix. Demonstrate competency in design engineering of fiber optic cable.
- x. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors.
- xi. Include a list of information which would be required or tasks to be completed by iFiber staff.

c. Related References

Include two references of related experience from two clients in the last five years. Provide the organization’s name, the name of the director and contact information. iFiber reserves the right to contact any organizations or individuals listed.

d. Cost

The Vendor is required to provide pricing for this RFP as indicated on Attachments 3 & 4. This proposal shall include all material, equipment, labor, license and permit fees, taxes, and any other associated costs. Unit prices for all items, and all extensions.

5. VENDOR APPLICATION AND W-9 FORM

iFiber requires that a current W-9 form be included with your qualifications. This form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Submit the first page of the form with signature.

6. CONTRACTS

The successful qualified Vendor/Vendors will be required to enter into a contract incorporating the terms and conditions of these qualifications.

7. CONTRACT INITIATION

Selected Vendor(s) must be prepared to begin at 12:00am on Tuesday, March 1st, 2022.

8. INSURANCE REQUIREMENTS (BETSY – UPDATE COST?)

The Vendor shall provide and maintain insurance in the amounts outlined below with companies acceptable to iFiber noting any exceptions to the limits below in proposal.

MINIMUM INSURANCE REQUIREMENTS

| | | |
|-----------------------|-------------------------------|-------------|
| General Liability | General Aggregate | \$5,000,000 |
| | Products-Comp/OP Agg | 5,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 5,000,000 |
| | Aggregate | 5,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker’s Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancellable without thirty (30) days prior written notice being given to iFiber.

With respect to the insurance upon award notification, the Vendor shall provide such insurance naming iFiber, its members, Directors, and its employees and agents as additional named insureds. The Vendor shall also purchase and maintain such insurance as will protect iFiber from and against all claims, damages, loss and expenses, including attorney’s fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission

of the Vendor, sub Vendor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the qualifications award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for iFiber.

9. ADDITIONAL INFORMATION

iFiber may request additional information based on vendor submissions.

Attachment 1
Locating Services Scope of Work

iFiber requires a specialized Utility Locating Vendor to provide locating services for the iFiber Network that includes over 600 miles of fiber throughout the counties of JoDavies, Carroll, Stephenson, Winnebago, Boone, Ogle, Lee, Whiteside, Bureau and LaSalle.

1) The fiber optic network includes

- a) All single mode and multimode fiber optic cables owned by iFiber; specific mention of “fiber” or “fiber optic cable” is meant to include both.
- b) All single mode and multimode fiber optic cables owned by third parties leasing ducts owned by iFiber.
- c) All conduits and ducts owned by iFiber.
- d) All hand holes, pull boxes and junction boxes containing fiber optic cables or duct.
- e) All splice enclosures, patch panels, and termination panels.

| Fiber Optic Plant Cable | Quantity (approximate) |
|--------------------------------|-------------------------------|
| Multi-Cell innerduct and fiber | 631.97 |
| Handholes and Manholes | 1,947 |

2) Vendor Duties and Responsibilities

- a) Provide qualified staff, marking equipment, and computer/software compatible with the current communications system used by the JULIE, Inc. and with the iFiber current electronic mapping system.
- b) Provide qualified personnel to receive, screen, and dispatch JULIE, Inc. One-Call tickets.
- c) Provide the appropriate number of qualified locate technicians along the route to perform all necessary locates.
- d) Provide transportation and supplies to fulfill its duties under this Contract.
- e) Receive and record Locate tickets from JULIE, Inc. on a 24/7 – 365 day per year basis.
- f) Responses to a JULIE One Call request must be completed in accordance with the rules set forth by JULIE, Inc.
- g) Provide Positive Response for all JULIE, Inc. tickets cleared in office or on site.
- h) Notify iFiber within two (2) hours of an un-locatable section so iFiber can determine the course of action. Vendor shall notify the requesting excavator and act on iFibers behalf.
- i) Notify iFiber within two (2) hours of becoming aware that any iFiber facility has been damaged and investigate and provide a written report per iFiber guidelines.
- j) Shall conduct service outage investigations on behalf of iFiber during normal business hours as part of required responsibilities. Outages reported by iFiber outside normal

business hours shall be billed in accordance with the “Over Time Hourly Rate” in Attachment 3.

- k) Provide Watch and Protects, locating iFiber facilities at the request of iFiber. iFiber must approve additional services in writing and the costs shall be charged at the hourly rates in Attachment 3.
- l) Notify iFiber of any discrepancies or omissions in iFiber maps and records.
- m) Retain and safeguard iFiber maps and records. Records shall not be disclosed or made visible unless during the JULIE, Inc. design request process.
- n) Maintain records to support invoicing and reporting for a period of seven (7) years.
- o) Be responsible for violations and fines by the Illinois Commerce Commission for failing to respond or mark iFiber facilities in accordance with the rules set forth by JULIE, Inc.
- p) Be responsible for all labor and material cost for Vendor “At Fault” damage or contribution to iFiber facilities.

3) iFiber Duties and Responsibilities Locating Services

- a) Provide the Vendor GIS maps and records of the Contract service area.
- b) Take all steps necessary for JULIE Inc. to send tickets directly to the Vendor and shall pay for all charges associated with JULIE Inc. ticket transmissions.
- c) Permit the Vendor to screen tickets using iFiber provided GIS maps and records.
- d) Notify the Vendor within two (2) hours of iFiber receiving a damage notification so the Vendor can conduct a timely investigation.

4) Invoicing Locating Services

a) Rate Types

- i) **Screening/Clear-No-Visit (CNV)** – Rate applied to all JULIE, Inc. tickets determined no conflict and without a site visit.
- ii) **Normal Locate Rate (NL)** – Rate applied to all JULIE, Inc. tickets during normal business hours and dispatched for a field visit.
- iii) **After Hours Locate Rate (AH)** – Rate applied to all JULIE, Inc. emergency tickets outside of normal business hours requiring a field visit.
- iv) **Design Rate (DR)** – Rate applied to all JULIE, Inc. design tickets to determine potential conflict. This includes any and all electronic Vendor communication to exchange iFiber records and determine conflict.

5) Monthly Invoicing

- a) The Vendor shall invoice iFiber for all Locate Services and shall include labor and equipment rates from Attachment 3.

- b) The Vendor shall invoice iFiber on a monthly basis for all JULIE, Inc. locate requests completed during the preceding calendar month.
- c) The Vendor monthly invoice shall include:
 - i) iFiber contract number.
 - ii) The billing period.
 - iii) Total number of JULIE, Inc. locate requests received and completed by above mentioned rate.
 - iv) Total charges for the billing period.
- d) The Vendor's monthly invoice shall be supported with a report that includes an itemized list of the following:
 - i) Ticket Number
 - ii) Date of completed locate request
 - iii) Locations of proposed excavation site
 - iv) Type of request

6) Financial Obligations

- a) iFiber shall be responsible for all JULIE One-Call fees.
- b) Vendor shall be responsible for cost of paint and flags. Flags shall display iFiber logo and contact information.

7) Business Hours

Normal Business hours shall be defined as Monday -Friday 7:00am to 3:30pm.

After Hours shall be defined as 3:31pm – 6:59am Monday – Friday, all weekends and holidays which include:

- i) New Year's Day
- ii) Memorial Day
- iii) Independence Day
- iv) Labor Day
- v) Thanksgiving
- vi) Day After Thanksgiving
- vii) Christmas
- viii) Christmas Eve

Attachment 2
Fiber Network Maintenance and Repair Scope of Work

iFiber requires a specialized Fiber Network Maintenance Vendor to provide maintenance and management services for the iFiber Network that includes over 600 miles of fiber throughout the counties of JoDavies, Carroll, Stephenson, Winnebago, Boone, Ogle, Lee, Whiteside, Bureau and LaSalle.

1) The fiber optic network includes

- a) All single mode and multimode fiber optic cables owned by iFiber; specific mention of “fiber” or “fiber optic cable” is meant to include both.
- b) All single mode and multimode fiber optic cables owned by third parties leasing ducts owned by iFiber.
- c) All conduits and ducts owned by iFiber.
- d) All hand holes, pull boxes and junction boxes containing fiber optic cables or duct.
- e) All splice enclosures, patch panels, and termination panels.

Maintenance of electronic end equipment, whether owned by iFiber or third parties, is not included in the scope of this project.

| Fiber Optic Plant Cable | Quantity (approximate) |
|--------------------------------|-------------------------------|
| Multi-Cell innerduct and fiber | 631.97 |
| Handholes and Manholes | 1,947 |

2) Service Point of Contact and Coordination

The Vendor must provide a dedicated Point of Contact (SPOC) Project Manager to oversee and coordinate all aspects of the work in the contract. The SPOC will be the single and first point of contact for all work done under the contract and must be available twenty-four (24) hours a day, 365 days per year via mobile phone. The SPOC can assign a Second Point of Contact to cover absences and directly oversee some aspects of the work.

The Vendor will coordinate with iFiber Service Point of Contacts (SPOC) and subcontractors when necessary to determine the needs and schedule for specific maintenance and other fiber related activities. This will include identifying active and upcoming construction contracts and evaluating general construction schedules to determine if there will be potential impacts to the Network.

3) Route Patrol

The Vendor will be expected to perform route patrol on the network up to two (2) times per year at the approval of iFiber. The route patrol shall consist of:

- a) Visually inspecting the entire route.
- b) Identifying potential hazards such as unanticipated construction near the network, significant areas of standing water near ducts or handholes, etc.
- c) Identify defects (e.g., broken, raised or buried handholes, damaged aerial cable, exposed underground cable, etc.)
- d) Identify and repair damaged warning markers, replace missing locate post top hats provided by iFiber as part of the Route Patrol.
- e) The Vendor shall provide a report summarizing all repairs made to the Network within thirty (30) days of inspection.
- f) The Vendor shall provide a report summarizing defects found to the Network within thirty (30) days of inspection.
- g) The Vendor shall provide quotes for items in line f for network defects within thirty (30) days of inspection. Quotes shall include hourly rate from Attachment 4 for the following priority levels:
 - i) Priority 1: Items that pose imminent threat to operation of the network or public safety.
 - ii) Priority 2: Items that pose potential threat to operation of the network or public safety.
 - iii) Priority 3: Items minor in nature and not urgent to operation of the network or public safety.
- 4) Vendor should demonstrate experience in route patrol and applicable pricing methodology (in Attachment 4) and commitment to specific calendar timeframes.

5) Inventory and Maintenance Control

iFiber prefers the Vendor to stock and maintain (at the Vendor's expense) the following iFiber specific inventory in a yard or warehouse space located within the iFiber footprint. Specific part numbers will be provided to the Vendor upon contract award. Vendor shall invoice iFiber for materials used. Inventory may include, but not limited to, the following:

- a) Quazite 30x48x36 Hand-Holes and lids – Qty 20
- b) Locate Posts – Qty 50
- c) Warning Posts – Qty 50
- d) Tyco D Splice Cases with trays included – Qty 25
- e) 12 count microfiber reels – Qty 20,000 ft
- f) 144 count microfiber reels – Qty 20,000 ft
- g) 7 Cell 16/13 Multi duct reels – Qty 10,000 ft
- h) 4 Cell 16/13 Multi duct reels – Qty 10,000 ft
- i) Single Cell 16/13 duct reels – Qty 5,000 ft

- j) Split Duct – Qty 100 ft
- k) Couplers, Reducers, End Caps – Qty 100 Each
- l) 12 ct Polymod – Qty 10

6) Emergency Maintenance

The Vendor must provide on-call service to make emergency repairs to the network. Emergency maintenance will be provided 24 hours per day, 365 days per year.

- a) Most often, this will include repair of cable and conduit damaged as a result of construction equipment cutting the fiber; however, any service outage related to the fiber optic cable or termination panels will be included.
- b) Vendor must be on site within two (2) hours of receiving an emergency service call. Vendor shall assess the damage, make a recommendation to iFiber for repair, and begin those repairs within four (4) hours of receiving an emergency service call. Priority shall be given to the restoration of links between Public Safety organizations.
- c) All quotes/services for emergency maintenance shall include labor and equipment hours from Attachment 4.

7) Non-Emergency Maintenance

Non-Emergency Maintenance will generally address the following:

- a) Remedial work to address potential hazards or deficiencies discovered during route patrol, relocations of iFiber cable plant as a result of design engineering conflict, or any other sources, but which have not yet impacted network operation, nor are an imminent threat to network operation.
- b) Permanent repairs related to emergency maintenance.
- c) Splicing and testing of fiber installed by other Vendors.
- d) All quotes/services for non-emergency maintenance shall include labor and equipment hours from Attachment 4.

8) Design Engineering Services

Vendor will be responsible for providing Design Engineering Services in support of fiber optic cable relocation projects or fiber optic expansion projects. The Vendor will be required to follow iFiber current design methodology:

- a) Screen the JULIE, Inc. Design ticket to determine conflict. Should no conflict be determined, the Vendor shall mark and bill the design ticket at the “Clear-No-Visit” rate.
- b) Should the Vendor determine potential conflict, the Vendor shall correspond with the Design ticket requestor within ten (10) working days to provide iFiber maps or records and continue electronic communication until conflict or no-conflict is determined.

- c) Should the Vendor determine conflict in the proposed project area for iFiber Network, which includes but not limited to, design services or watch and protect, the Vendor shall submit a quote for services using labor and equipment hours from Attachment 4.

Attachment 3
Pricing Proposal Form: Locate Services

This proposal shall include all material, equipment, labor, license, and permit fees, taxes, and any other associated costs. Unit prices for all items must be shown. Item Descriptions are in Attachment 1: Locating Services Scope of Work, Section 4: Invoicing Locating Services.

| Description | Unit of Measure | Unit Rate |
|---------------------------------------|-------------------------|------------------|
| Screening Rate (CNV) | JULIE Ticket Received | |
| Locating Normal Business Hours (NL) | JULIE Ticket Dispatched | |
| Locating After Hours Locate Rate (AH) | JULIE Ticket Dispatched | |
| Design Rate (DR) | JULIE Ticket Received | |

Hourly Rates for After Hour Outage Investigations and Watch and Protects. Descriptions are in Attachment 1: Locating Services Scope of Work, Section 2: Vendor Duties and Responsibilities, items j and k.

HOURLY LABOR RATES

| Description | Straight Time Rate | Over Time Rate | Double Time Rate |
|---------------------|---------------------------|-----------------------|-------------------------|
| Project Manager | | | |
| Maintenance Manager | | | |
| Superintendent | | | |
| OSP Inspector | | | |
| Locator | | | |

HOURLY EQUIPMENT RATE

| Description | Rate |
|--------------------|-------------|
| Pick-Up Truck | |

**Attachment 4
Pricing Proposal Form: Fiber Network Services**

This proposal shall include all material, equipment, labor, license, and permit fees, taxes, and any other associated costs. Unit prices for all items must be shown. Item Descriptions are in Attachment 2: Fiber Network Maintenance and Repair Scope of Work.

HOURLY LABOR RATES

| Description | Straight Time Rate | Over Time Rate | Double Time Rate |
|---------------------|---------------------------|-----------------------|-------------------------|
| Project Manager | | | |
| Maintenance Manager | | | |
| Superintendent | | | |
| OSP Inspector | | | |
| Locator | | | |
| CADD Technician | | | |
| General Foreman | | | |
| Foreman | | | |
| Equipment Operator | | | |
| Splicer | | | |
| Groundman III | | | |
| Groundman II | | | |
| Laborer | | | |
| Truck Driver | | | |

HOURLY EQUIPMENT RATES

| Description | Rate |
|----------------------------|-------------|
| Bucket Truck | |
| Splicing Machine | |
| OTDR | |
| Power Meter | |
| Splicing Trailor | |
| Manhole Kit | |
| 3" Pump | |
| Air Compressor | |
| Portable Generator | |
| Safety & Traffic Equipment | |
| Plow | |
| Backhoe | |

| Description | Rate |
|-----------------------|-------------|
| Mini Excavator | |
| Trencher | |
| Directional Drill | |
| Skid Steer | |
| Water Truck | |
| Dump Truck | |
| Pick-Up Truck | |
| Equipment Trailer | |
| Reel Cart | |
| Cable Blowing Machine | |
| Mid Assist Capstan | |

Provide Methodology for arriving at System Patrol Unit Pricing.

| Description | Unit Price |
|----------------------|-------------------|
| System Patrol | |