



QUOTATION

Item #L-35

Fibre Optic Cable Splicing 2017

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PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows: "Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

"City" means the Municipal Corporation of the City of Brandon.

"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.

"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to Lindsay Loree, either by Fax at 204-726-8546 or Email **purchasing@brandon.ca** and must be received not less than seven (7) days prior to the date for closing of Bids.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, worker's compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B. Various Locations, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF QUOTATIONS

The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **ITEM #L-35 CONFIDENTIAL – Fibre Optic Cable Splicing 2017** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Friday, July 21, 2017** to be accepted.

5. SUBMISSION OF QUOTATIONS

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed so by written Addenda. The Bidder shall initial and date each and every correction, change, erasure on the Form and shall be clearly signed by the Bidder, and shall clearly show the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Quotation shall be delivered to the City by ONE of the following methods:

a) **By MAIL/COURIERED DELIVERED**

Addressed to the City of Brandon as follows:

Lindsay Loree, SCMP

Procurement Manager

City of Brandon – Finance Department

410 - 9th St., Brandon, Manitoba R7A 6A2

b) **By HAND DELIVERY**

Lindsay Loree, SCMP

Procurement Manager

Finance Department (Main level) City Hall, 410 - 9th Street

Brandon, Manitoba

c) **FAX DELIVERED**

Faxed submissions are not accepted.

6. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

7. ALTERNATE BIDS

Alternate Bid Submissions are not accepted.

8. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw his Quotation, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon
410 - 9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2252
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Manager will declare the bid withdrawn.

9. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

10. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at anytime. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

**The City of Brandon
for
Fibre Optic Cable Splicing 2017**

A) Application

- A.1** The City of Brandon is requesting pricing for Fibre Optic Cable Splicing.
- A.2** The successful Contractor shall provide all necessary equipment, labour and materials required to complete the work.
- A.3** The City will be supplying the fibre optic cable and the five (5) panduit enclosures.
- A.4** All materials required for the splicing must be new and must meet all Canadian Federal, Provincial, and Municipal Safety Regulations and Standards.
- A.5** Appendix 1 indicates the scope of work.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address, must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

D) Selection Process/Criteria

- a)** Cost; and
- b)** Completion Date

The City reserves the right to contact or interview any or all Bidders to clarify their submissions.

The City of Brandon will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City of Brandon and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Reply to this request with one (1) copy of your Bid. Limit your submittal to 8 ½" x11" pages double sided. Failure to include the following information will render your Bid Submission non-compliant.

Please include the following:

- 1) Bid Form

F) Insurance and Indemnification Requirements

Workers Compensation Number must be current and in good standing.

The successful Contractor shall be deemed the prime contractor for the project and is solely responsible for construction and public safety at the site and for securing the site at all times to prevent public access. The Contractor shall carry out the work in accordance with the construction safety code in force at the place of work and in accordance with the applicable Workplace Safety and Health Act Regulation for Manitoba. The Contractor shall insure that when work is stopped, the Contractor leaves the Site in a safe and secure manner. At the discretion of the Director of Information Technology or his/her designate, may require

additional safety precautions over and above the codes during the construction.

The successful Contractor shall at his own expense obtain Comprehensive General Liability (Occurrence form) policy written in the Contractor's name and including the City of Brandon as an additional named insured in the amount of not less than \$2,000,000 (two million dollars) inclusive for bodily injury and/or property damage for any one occurrence or series of occurrences arising out of one cause. The policy shall either include or be endorsed to include the following exposures, perils or hazards if the Work is subjected thereto: Freon. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

The Contractor must show proof of obtaining an insurance policy to a minimum of \$2,000,000.00 (two million dollars) for third party liability, accident, breakage, theft by employees etc.

Obtain Automobile Public Liability and Property Damage, owned and non-owned vehicles. Bodily Injury: each person each accident \$2,000,000 (two million dollars) per occurrence.

APPENDIX 1

SPECIFICATIONS

ITEM #L-35

Fibre Optic Cable Splicing 2017

The following specifications are the minimum specifications acceptable by the City of Brandon. Actual specifications may exceed these specifications. If they do, please note in your submission so the submission can be fairly evaluated.

Fibre Optic Cable Splicing 2017		
Location	Qty of Fibre	Description and Specifications
Sportsplex	24	<ul style="list-style-type: none"> Splice 24 Fibre Optic Cables to a 24 Fibre pre-terminated pigtail within a 24 X 24 metal enclosure.
Hilton Lift Station (14 th and Parker Blvd)	48	<ul style="list-style-type: none"> Splice 48 Fibre Optic Cables to 2 – 24 Fibre pre-terminated pigtails within an 18 X 18 metal enclosure.
Parks Complex	48	<ul style="list-style-type: none"> Splice 48 Fibre Optic Cables to 2 – 24 Fibre pre-terminated pigtails within an 18 X 18 metal enclosure.
Firehall 1	24	<ul style="list-style-type: none"> Splice 24 Fibre Optic Cables to a 24 Fibre pre-terminated pigtail within an 18 X 18 metal enclosure.

1. Installation will be performed within buildings.
2. All materials required to complete the splice of the indoor pigtail and outdoor fibre are to be supplied by the Contractor.
3. The pigtails will be provided and pre-terminated. The outdoor single mode fibre will be provided and pulled to the location for splicing. The splicing will occur in the existing metal enclosure boxes as specified above.
4. Pigtail specification:
5. 24-F JUMPER 8.3/125 SM LC-BUTT SOCK ON LC END GRIP ON BUTT END CORNING:
 - i. 024E81-33131-24.
6. Outdoor Cable specification:
7. Corning Cablesystems Freedom LST gel-free #024ESF-T4101D20 single mode, loose tube, indoor/outdoor FT-4 fiber cable.
8. There will be no LC connectors required, as one end of each cable is the pre-terminated pigtail.
9. Standard OTDR test showing amount of loss and any major events in electronic format required.
10. Installation date will be determined once fibre optic cable is installed; will be during the summer of 2017 and is negotiable. Preferred completion is within ten (10) calendar days of notice that the fibre optic cable installation is complete.

*This document must be witnessed to be compliant.