

# County of Venango



**DEPARTMENT OF FINANCE, MANAGEMENT, AND FISCAL AGENT  
SERVICES**

**REQUEST FOR PROPOSALS (RFP)  
For  
Dark Fiber Connectivity and Advanced Voice and Internet Services**

**RFP RESPONSE DUE DATE:** May 20, 2016 by 3:00 P.M. Eastern

**SUBMIT TO:** Department of Finance, Management and Fiscal Services  
Venango County Courthouse Annex Building  
1174 Elk Street  
Franklin, PA 16323  
Attention Diona L. Brick

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## **1. GENERAL INSTRUCTIONS TO VENDORS**

### **1.1. Purpose of Request for Proposals**

1.1.1. The purpose of this document is to provide interested parties with information that enables them to prepare and submit a proposal for the provisioning of a dark fiber, wide-area network (WAN) to serve a Consortium consisting of the City of Franklin and the County of Venango in Pennsylvania, plus the Franklin Industrial & Commercial Development Authority (FICDA).

1.1.2. These entities are united in the common goal of sharing Internet Protocol (IP) resources via a dark fiber WAN, as well as further reducing their individual telecommunications costs by utilizing advanced telecommunication services such as Session Initiation Protocol (SIP) trunks, by migrating from facilities-based multi-line telephone services (MLTS) to enterprise cloud-based MLTS, and by sharing Internet access.

1.1.3. To fully achieve the goals of the Consortium, a vendor must be able to support the following requirements: provide and maintain dark fiber between three locations, and offer a menu of scalable advanced voice and Internet services.

1.1.4. Fiber is used to physically connect locations within a communications network. When fiber is installed without the equipment needed to transmit and receive light—either through lasers or light emitting diodes (LED) it is called dark fiber. Such fiber represents only the physical pathway between end points. The Consortium will be responsible for lighting the fiber. The dark fiber WAN network will be utilized by the Consortium to support multiple IP-based applications for internal use.

1.1.5. The dark fiber WAN also will support the FICDA's Venango Area Industrial Complex (VAIC), its Emerging Technology Center (ETC). The VAIC/ETC is an industrial and commercial incubator designed to promote economic development and to support manufacturing and commercial activity. The FICDA's role is to support the VAIC/ETC, as well as the greater Franklin area; consequently, the dark fiber WAN may be extended to other Franklin locations in cooperation with the selected vendor. It is the intent of the Consortium to support the VAIC/ETC with basic Internet service; if more advanced services become desired, the FICDA will refer the VAIC/ETC to seek solutions from the multiple providers of telecommunications service in the Franklin area.

1.1.6. The Consortium will be represented in this project by the County of Venango (the County), which will facilitate a single contract with the selected vendor and act as the inter-governmental authority/fiscal agent.

1.1.7. In order to support the County in its responsibilities, this request for proposals (RFP) will identify dark fiber route segments so that itemized costs can be identified, as well as scalable cost elements for the desired voice and Internet service options. Respondents are

encouraged to design routes that will pass through the more concentrated commercial areas of the City of Franklin.

1.1.8. This procurement seeks the “best value” available for provisioning and supporting the ongoing use and maintenance of 24 strands of dark fiber.

1.1.9. The agreements that result from this RFP shall provide the County with an infeasible right of use (IRU) that grants the contracting agency an exclusive and unrestricted right to use 24 strands of fiber to support inter-governmental usage, the VAIC/ETC, and new incubator sites that may be developed within the City of Franklin. The agreements with the agencies for dark fiber must, at a minimum, include the performance levels specified in this RFP and guaranteed IRU pricing for the “life of the fiber.” The IRU agreement will be with the County of Venango and the individual Consortium members will independently contract for the scalable advanced voice and Internet services.

## **1.2. About This Document**

1.2.1. This document is a request for proposals (RFP). It differs from an invitation for bid in that the Consortium, via Venango County (the County), is seeking a solution, not a quotation meeting firm specifications for the lowest price. As such, the lowest-price proposal shall not guarantee an award recommendation. Language referring to the “County” will be used throughout the remainder of this procurement document to represent requirements of the Consortium, as well as the contractual requirements of Venango County.

1.2.2. The County shall evaluate sealed responses based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, experience in the field, availability or capability may be overriding factors. The proposal evaluation criteria shall be viewed as a standard that measures how well a supplier’s proposal meets the desired requirements and needs of the County.

1.2.3. The County shall thoroughly review all proposals received. The County also shall utilize its best judgment when determining which suppliers to schedule meetings with after receipt of all proposals. The RFP process allows the County to negotiate with suppliers prior to awarding a contract. A contract shall be awarded to a qualified responsible vendor submitting the best value proposal. The County reserves the right to select, and subsequently recommend for an award, the proposed service that best meets its required needs, quality levels, and budget constraints.

1.2.4. The issuance of this RFP does not obligate the County to enter into a contract for any services or equipment.

### 1.3. Terminology

**“Agreement”** means the negotiated contract between the County and the Contractor to provide the contracted services and/or items.

**“Proposer” or “Supplier”** means the person, firm, or corporation that submits a proposal to the County in response to the RFP seeking to be selected as the Contractor.

**“County”** refers to Venango County, which is acting as the fiduciary for this procurement; the term will be used in this document to describe the requirements of the Consortium, or specific County contracting requirements.

**“Contractor”** means the entity selected by the County to perform the contract services and/or contract items.

**“Contract Services”** means the services provided under the scope of the contract as set forth in the RFP and, as finalized, through negotiations, and incorporated into the Agreement.

**“Contract Items”** means the goods provided under the Scope of Contract as set forth in Section 2 of the RFP and, as finalized, through negotiations, and incorporated into the Agreement.

### 1.4. Issuing Office

1.4.1. This RFP is issued by the Venango County Department of Finance, Management and Fiscal Services. The Issuing Office is the sole point of contact within the County for this RFP. Please refer all inquiries in writing to:

Diona L. Brick  
Director of Finance, Management, and Fiscal Agent Services  
County of Venango  
1174 Elk Street  
Franklin, PA 16323

Email: [dbrick@co.venango.pa.us](mailto:dbrick@co.venango.pa.us)

1.4.2. It is proposed that if a contract is entered into as a result of this RFP, it shall be a fixed-price contract, unless otherwise stated, on a list of products or services; the contract shall incorporate by reference this RFP and the General Conditions and Instruction to Suppliers.

1.4.3. Proposers who have received the RFP from any source and are intending to offer a proposal are required to notify Diona Brick by email no later than April 29, 2016, at 3:00 p.m. local time.

*Email: [dbrick@co.venango.pa.us](mailto:dbrick@co.venango.pa.us)*

1.4.4. All emails will be acknowledged by the close of the next business day. If an acknowledgement is not received for any reason, proposers are encouraged to follow up via additional email or phone call.

### **1.5. Proposal Delivery, Time, Date and Place**

1.5.1. Separate and sealed proposals in response to this RFP shall be due by May 20, 2016, at 3:00 p.m. local time.

1.5.2. Proposals received after 3:00 p.m. on May 20, 2016, shall be returned unopened. No exceptions shall be made.

1.5.3. The County reserves the right to extend or postpone the date and time for accepting proposals through an addendum.

1.5.4. All proposals, responses, inquiries, or correspondence relating to, or in reference to this RFP, and all electronic media, reports, charts, and other documentation submitted by the Proposer shall become the property of the County when received. Nothing submitted shall be considered confidential or proprietary.

### **1.6. Proposal Submissions**

1.6.1. Proposers are requested to submit one (1) original and (4) photocopies of their proposals. Proposers must include their company name and address on the outside of each envelope or container. The envelopes or containers must be sealed. The words "Response to RFP for Dark Fiber Connectivity & Advanced Voice and Internet Services" must appear on the outside of the envelope or container. Proposals may be delivered in person, by U.S. Postal Service, or by private courier service. NO Proposals shall be accepted via oral or email communication, telephone or fax transmission.

1.6.2. Proposals must be submitted in the format described in this RFP. To be considered, the proposal must respond to all requirements in the RFP. The contents of this RFP and the selected proposal shall become part of any contract(s) entered into as a result of this RFP.

1.6.3. The County reserves the right to request additional information which, in the County's opinion, is necessary to assure that the Proposer's competence, business

organization, and financial resources are adequate to perform in accordance with this RFP and any resultant contract.

1.6.4. The County may make such investigation as it sees fit to determine the ability of the Proposer to perform the work, and the Proposer shall furnish the County all such information and data for this purpose as requested by the County. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to satisfactorily perform the work specified.

1.6.5. When asked, Proposers also shall include their answers to the questions listed in this RFP, using the same answering sequence as put forth in the RFP.

1.6.6. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

1.6.7. Any other information thought to be relevant, but not applicable to the enumerated questions, should be provided as appendices to the proposal.

## **1.7. Clarification of Requirements**

1.7.1. It is the intent and purpose of the County that this RFP permit competitive proposals. It shall be the supplier's responsibility to advise the point-of-contact if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be submitted in writing and must be received by the Issuing Office no later than seven (7) days prior to the proposal due date. A review of such notification shall be made.

1.7.2. All requests for additional information or clarification concerning this RFP must be submitted in writing no later than seven (7) days prior to the proposal due date, and be addressed to:

Diona Brick  
Director of Finance, Management, and Fiscal Agent Services  
County of Venango  
1174 Elk Street  
Franklin, PA 16323

*Email: [dbrick@co.venango.pa.us](mailto:dbrick@co.venango.pa.us)*

## **1.8. Pre-Proposal Meeting**

1.8.1. A pre-proposal meeting that all proposers are required to attend will meet at the Venango County Courthouse Annex located at 1174 Elk Street, Franklin, PA 16323. The meeting will be conducted in Conference Room 100 on May 3, 2016, beginning at 10:00 a.m. local time.

1.8.2. The agenda will include a review of all questions that were received by Venango County, as well as onsite reviews of access for the three buildings that will house the dark fiber patch panels.

1.8.3. Tours of the Venango Jail, City Hall, the FICDA, and the Franklin Professional Building will be conducted after the pre-proposal meeting concludes.

## **1.9. Addenda and Modifications**

1.9.1. Any changes, additions, deletions, or clarifications to the RFP are made by amendments (addenda).

1.9.2. Any Proposer in doubt as to the true meaning of any part of the RFP documents may request any interpretation thereof from the Issuing Office. At the request of the Proposer, or in the event the Issuing Office deems the interpretation to be substantive, the interpretation shall be made by written addendum issued by the Issuing Office. Such addendum issued by the Issuing Office shall become part of the proposal package having the same binding effect as provisions of the original RFP. No verbal explanations or interpretations shall be binding. In order to have a request for interpretation considered, the request must be submitted in writing and must be received by the Issuing Office no later than seven (7) days prior to the proposal closing date.

1.9.3. All addenda, amendments, and interpretations of this solicitation shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the County. Only information supplied by the County in writing or in this RFP should be used in preparing proposal responses. All contact that a Proposer may have had before, or shall have after, receipt of this RFP with any individuals, employees, or representatives of the County, and any information that may have been read in any news media or seen or heard in any communications facility regarding this RFP, should be disregarded in preparing responses.

1.9.4. The County does not assume responsibility for the receipt of any addendum sent to suppliers. A copy of all addenda issued must be signed and returned by the Proposer with its proposal.

## **1.10. Examination of Documents and Requirements**

1.10.1. Proposers shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal, in order to ensure that the proposal meets the intent of this RFP.

1.10.2. Before submitting a proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Proposer from an obligation to comply, in every detail, with all provisions and requirements of the RFP.

## **2. SCOPE OF CONTRACT**

### **2.1. Scope of Work – General**

2.1.1. This “Dark Fiber Connectivity & Advanced Voice and Internet Services” RFP issued by the Venango County Department of Finance, Management, and Fiscal Agent Services—as the fiduciary to the Consortium consisting of the City of Franklin, the Franklin Industrial & Commercial Development Authority (FICDA) and the County of Venango—is seeking a 24-strand dark fiber WAN to connect the three consortium members’ facilities, and to add redundancy between the County’s 9-1-1 Center located in Oil City and provide connectivity to the Franklin Regional Airport. In addition to the WAN, the consortium is seeking advanced voice and Internet services.

### **2.2. General Requirement**

2.2.1. The County is seeking a Proposer(s) to provide a solution for the following dark fiber segments, as well as advanced voice and Internet service requirements.

2.2.2. It is the intent of the County to support future remote incubator sites, so any fiber route proposed should be designed to access as many commercial properties within the City of Franklin as possible, and be configured in such a manner that ring redundancy is possible should the County elect to increase the resiliency to a particular location.

## **3. DARK FIBER ROUTE REQUIREMENT**

### **3.1. FICDA to Venango Jail – Fiber Segment 1A**

3.1.1. The County seeks 24-strand, single-mode dark fiber to support a WAN that will provide connectivity between the FICDA’s VAIC/ETC located at 191 Howard Street, Franklin, Pennsylvania, and the Venango County Jail located at 1186 Elk Street, also in Franklin. This route must utilize a “meet point” utility pole that is located near the McDonald’s restaurant at the



### **3.3. FICDA to Affinity Meet Point #1 – Fiber Segment 1C**

3.3.1. The County seeks 24-strand, single-mode dark fiber to support a WAN that will provide connectivity between the FICDA’s VAIC/ETC located at 191 Howard Street, Franklin, Pennsylvania, and the Affinity “meet point” utility pole that is located near the intersection of Howard St and 13<sup>th</sup> St. The City of Franklin currently has a lease for six (6) pairs in the fiber cable that could be utilized to access the Venango County Jail. This variation of the FICDA segment is an alternate solution should the requirements outlined in Fiber Segment 1A or 1B be unachievable in a cost-effective manner.

### **3.4. Venango Jail to Franklin City Hall – Fiber Segment 2A**

3.4.1. The County seeks 24-strand, single-mode dark fiber that will support a WAN that will provide connectivity between the Venango County Jail located at 1186 Elk Street, Franklin, Pennsylvania, and the City Hall facility located at 430 West 13<sup>th</sup> St, also in Franklin. This is a baseline requirement for competitive analysis; if other solutions are available that achieve the connectivity goals, please include them in the proposal so that alternate solutions also can be evaluated.



**Figure 4: Franklin City Hall**

### **3.5. Franklin City Hall to Affinity Meet Point #2 – Fiber Segment 2B**

3.5.1. The County seeks 24-strand, single-mode dark fiber that will redundancy between City Hall facility located at 430 13<sup>th</sup> St and the Affinity Meet Point on Otter St, near the McDonald restaurant. It is suggested that this route follow 14<sup>th</sup>St to avoid any single point of failure. This is a baseline requirement for competitive analysis; if other solutions are available that achieve the connectivity goals, please include them in the proposal so that alternate solutions also can be evaluated.

### **3.6. Venango Jail to Venango Regional Airport – Fiber Segment 3**

3.6.1. The County seeks 4-strand, single-mode dark fiber to support a WAN that will provide connectivity between the Venango County Jail located at 1186 Elk Street, Franklin, Pennsylvania, and the Venango Regional Airport located at 1560 Airport Rd., also in Franklin. This is a baseline requirement for competitive analysis; if other solutions are available that achieve the connectivity goals, please include them in the proposal so that alternate solutions also can be evaluated.



**Figure 5:  
Venango Regional Airport**

### **3.7. Venango Jail to Oil City 911 Center – Additional Redundancy – Fiber Segment 4**

3.7.1. The County seeks 6-strand, single-mode dark fiber to support a WAN that will provide connectivity between the Venango County Jail located at 1186 Elk Street, Franklin, Pennsylvania, and the Venango County 9-1-1 Center located at 1052 Grandview Road, Oil City, Pennsylvania. This is a secondary dark fiber route to the 9-1-1 Center; in order to avoid any single point of failure, the fiber route should follow Route 8 as much as possible. If other solutions are available that achieve the redundancy goals regarding the 9-1-1 Center, please include them in the proposal so that alternate solutions also can be evaluated.

## **4. ADVANCED VOICE AND INTERNET SERVICE REQUIREMENTS**

### **4.1. Voice Services**

4.1.1. The County, as well as the Consortium members, have reviewed their present telecommunication costs and their initial evaluation has determined that they each can reduce their costs by collectively seeking a dark fiber WAN, and by embracing advanced voice services.

4.1.2. Consequently, it is a desirable of the dark fiber proposer to include product descriptions and costs for the following voice services.

- **Session Initiation Protocol (SIP) Trunks**
  - Cost for a group of 5, 10 and 23 SIP trunks
    - Define all non-recurring and recurring costs
  - Calling Plans – Define minutes of local and long distance included in the base costs
  - Calling Areas – Define what is local versus long distance by identifying the local geographical area or local exchange telephone prefixes
- **SIP to ISDN Private Rate Interface (PRI) Converters**
  - 23 SIP trunks plus an Integrated Services for Digital Network (ISDN) PRI converter
- **Hosted Private Branch Exchange (PBX) Service**
  - Configured for 25 stations
    - 10 simultaneous external calls
    - 25 simultaneous internal station-to-station calls
  - Configured for 50 stations
    - 25 simultaneous external calls
    - 50 simultaneous internal station-to-station calls

## **4.2. Internet Services**

4.2.1. It is a desirable for the Proposer to include scalable Internet access in the following increments:

- 100 megabits per second (Mbps)
- 500 Mbps
- 1,000 Mbps (1 gigabit per second [Gbps])

4.2.2. The Proposer also must answer the following questions:

- What quantity of static IP addresses are included in the base package?
- What is the cost for adding additional static IP addresses?

## **5. PROPOSER QUALIFICATION REQUIREMENTS**

The Proposer must have been actively engaged in the sale of, manufacture of, and/or installation of dark fiber services similar to the item(s) required in this solicitation, for a period of at least two years.

The Proposer shall demonstrate its engagement in three (3) projects requiring services that are similar in size and scope to those requested in this solicitation, and that have been in continuous operation for at least one (1) year. The Proposer shall submit the requested information for each of the three (3) projects as part of its proposal.

### **SITE VISITS ARE MANDATORY**

Site Visits will be held on May 3, 2016, following the aforementioned 10:00 a.m. pre-proposal meeting.

Please contact Patrick Thompson at (412) 656-7895 regarding any questions concerning this site visit.

A Site Visit form is attached as Appendix A. Proposers must attend the site visits and attach the Site Visit form to their proposals. Proposals that do not include the completed Site Visit form will be rejected.

## **6. DARK FIBER TECHNICAL REQUIREMENT**

### **6.1. Technical Requirements**

### **6.2. Benchmark Documentation**

6.2.1. The Contractor shall provide one (1) set of preliminary Google Earth KMZ drawings at the beginning of the project, as well as one set of "As Built" drawings that include the locations of all fiber distribution panels, pull boxes, splice cases, hand holes and splices, as well as the appropriate manufacturer's name and part numbers when the fully executed purchase order is delivered to the Contractor.

### **6.3. Service Delivery Plan**

6.3.1. Within three (3) working days of receiving a fully executed purchase order, the Contractor shall provide a detailed installation and service delivery plan that includes a full description of the methods and procedures that will be employed to meet the installation date requirements. The installation schedule must meet the phased deliverable timelines, which includes completions of the dark fiber deliverables before September 2, 2016.

### **6.4. Connectivity Requirements**

6.4.1. The Contractor shall provide end-to-end connectivity between the designated locations. The proposed solution must be designed to support the network. It is requested that the fiber supplied to each location is clearly identified in the facility. Until connections to the equipment are completed, it will be necessary to have additional support from the vendor. Until final acceptance and testing have been completed, the fiber will not be accepted.

6.4.2. All fibers within each facility shall be terminated in a fiber-optic patch panel equipped with LC connectors.

6.4.3. Each of the Consortium members will be responsible for providing access conduits or alternate access solutions. Proposers should provide in their proposals their access requirements for each of the facilities.

6.4.4. Once the access requirements have been met, the provider will be responsible for installing and terminating the fiber.

### **6.5. Building Ingress - FICDA – 191 Howard Street, Franklin, PA 16323**

Fiber can access the facility via the utility pole line on Howard Street. The Fiber will run along attachments that currently hold phone cables on the Liberty Electronics Warehouse. The Fiber will cross courtyard between warehouse and FICDA building and enter into second floor server

room. Drilling through cinder block will be required by the vendor. The server cabinet has plenty of rack space for fiber termination panel to be installed.

#### **6.6. Building Ingress - Venango County Jail – 1174 Elk Street, Franklin, PA 16323**

The Fiber will enter from the utility pole line on Otter Street along the backside of the jail. Fiber will cross Otter street to utility pole number 31916 where it will enter into existing 4” conduit. This conduit enters into the mechanical room where it will jump to another 4” conduit on the wall above. This conduit leads to the server room located in the janitor room. There is plenty of available space in the conduits. A small server cabinet sets on a filing cabinet directly below the conduit in the server room. There are 2 rack units available in the cabinet for installation of a fiber termination panel.

#### **6.7. Building Ingress - City Hall – 430 13<sup>th</sup> Street, Franklin, PA 16323**

The Fiber will enter from utility pole line on Buffalo Street to corner of Buffalo and 13<sup>th</sup> Street where it will enter into 2” conduit. This conduit runs into the manhole on Buffalo Street where it proceeds into basement on the south side of City Hall. The conduit runs above the ceiling tile the length of the hallway into the Franklin City Police Communications Room. Upon exiting the conduit, fiber will follow cable tray to an additional 2” conduit that runs into the adjoining mechanical room and through the first and second floor telephone closets. From the second floor closet, fiber can be run over the plenum ceiling into the second floor utility closet where there is a wall mounted switch cabinet. There are 5 rack units of space remaining for the installation of a fiber termination panel.

#### **6.8. Fiber Cabling Requirements**

6.8.1. All bonding and grounding shall be in accordance with the latest National Electrical Code (NEC) and National Fire Protection Association (NFPA) requirements. All public safety answering point (PSAP)/ emergency operations center (EOC) or regeneration sites terminating equipment, including fiber-optic terminating enclosures—both wall mounted and rack mounted—shall be grounded.

6.8.2. All fiber-optic cables shall comply with the requirements outlined in the NEC article 760, or later, and the appropriate local codes. All cabling shall be plenum- and riser-rated and appropriate for the environment in which they are installed.

6.8.3. All fiber-optic cables shall meet or exceed Gigabit Ethernet standards as set forth in Institute of Electrical and Electronics Engineers (IEEE) 802.3z.

6.8.4. The IEEE 802.3z specification includes the following physical layer protocols:

- 1000BASE-LX—Full-duplex operation with long-wavelength (1,300 nm) devices over multimode or single-mode optical fiber.
- 1000BASE-ZX—Full-duplex operation with extended-wavelength (1,550 nm) devices over single-mode optical fiber

## 6.9. Fiber Material Requirements

### 6.9.1. Industry Standards

All fiber shall be single mode and installed and tested according to industry-standard practices, including but not limited to the National Electrical Safety Code, IEEE C-2, NFPA 70, Telecommunications Industry Association (TIA)-590-A, and TIA-758-A, as amended or the most recent standard. Installation shall meet all building and electrical codes.

### 6.9.2. Fiber Specifications

Grounding Protection—There shall be no metal in or on the cable or conduit. It is a requirement that no metal conductor enter the building facilities.

Splicing Requirement—Fiber-optic splices shall be fusion splices with a maximum one-tenth of one decibel (0.10 dB) loss per splice. Splices shall be installed in splice trays specifically designed for the type of splice being used. Mechanical splices will not be permitted. Splicing of the fiber-optic cable shall not be permitted except where approved, and at the end of each spool.

Maximum Fiber Attenuation—The maximum attenuation, including connector loss, between any endpoint locations shall be less than the loss specified in the table below.

**Table 1: Maximum Allowable Attenuation**

Optic (SFP)	Range	Link Budget	Wavelength	Fiber
1 Gbps LX	10 km	8 dB	1310 nm	Single Mode
1 Gbps EX	40 km	18 dB	1310 nm	Single Mode
1 Gbps ZX	70 km	24 dB	1550 nm	Single Mode
1 Gbps EZX	120 km	30 dB	1550 nm	Single Mode
10 Gbps LR	10 km	6.2 dB	1310 nm	Single Mode
10 Gbps ER	40 km	11.1 dB	1550 nm	Single Mode
10 Gbps ZR	80 km	23 dB	1550 nm	Single Mode

Fiber Connectors—Connectors shall be LC type, suitable for use with the fiber-optic cable specified.

Fiber Termination Panel—The fiber-optic cable shall be terminated in each of the facilities in a Proposer-provided fiber-optic distribution panel. If the distance between the building entrance

and the equipment room exceeds NEC or any other building code distance requirements, the fiber shall be terminated in an appropriate splice enclosure or pull box, and be spliced to fire-rated, inside-plant fiber to be extended to the equipment room.

Plenum-Rated Fiber-Optic Cabling—The Proposer shall be responsible for acquiring appropriate fiber-optic terminations and splice enclosures, or pull boxes, of sufficient size to contain extra cable in such a manner as to not damage fibers.

If necessary, the fiber shall be placed in an appropriate splice enclosure or pull box and be spliced to fire-rated, inside-plant fiber to be extended to the equipment room.

## **7. PROPOSAL SUBMISSION REQUIREMENTS – DIAGRAMS AND NARRATIVE**

As part of the submission, Proposers shall provide the following documentation.

### **7.1. High-level conceptual network diagrams and Google Earth KMZ file**

7.1.1. Detailed engineering diagrams of connectivity to each route are required. The diagrams shall provide information that clearly identifies how the design meets the goal and intent of this RFP.

7.1.2. Proposers must show all connection points, including wiring centers or hub locations. The diagrams must show all redundant components and supported demarcation points, as well as any single points of failure.

7.1.3. A detailed narrative supporting the diagrams and describing the solution to each location must be provided. It also should describe the fiber-optic cable count per route to meet the requirements of the RFP, as well as expandability should that be desired in the future.

7.1.4. In addition to the detailed diagrams, a Google Earth KMZ file that displays the proposed routes should be included in the response on a memory stick or CD.

### **7.2. Cost Matrix**

7.2.1. Costs shall constitute the Proposer's proposed price. The Cost Matrix includes two components: individual route costs to provide fiber-optic network connectivity for Phase 1 of the project; and individual route costs for Phase 2 of the project calculated as the sum of the yearly IRU maintenance rates that will be charged for each of the fiber segments. Proposer are invited to offer discounts should the Consortium elect to award multiple routes.

7.2.2. The County anticipates that by paying an installation fee to the awarded Contractor to provide network connectivity to the Consortium through Phase 1 of the project, the awarded Contractor will offer low monthly rates to the Counties for the duration of Phase 2 of

the Contract. Phase 2 monthly rates must be capped at \$500 per month per route, as identified below.

- Route 1A—FICDA to Venango Jail
- Route 1B—FICDA to Franklin Professional Building
- Route 1C—FICDA to Affinity Meet Point #1
- Route 2A—Venango Jail to Franklin City Hall
- Route 2B – Franklin City Hall to Affinity Meet Point #2
- Route 3—Venango Jail to Venango Regional Airport
- Route 4—Venango Jail to Oil City 9-1-1 Center (additional redundancy)

7.2.3. All pricing shall be submitted showing the capital and monthly IRU per route as outlined earlier within this document. The Proposer also shall include the cost of increasing the dark fiber WAN IRU by two (2) fiber stands per route.

7.2.4. The Proposer shall include all pricing for the voice and Internet services as described in section 4.1 and 4.2, and shall include all options for voice and Internet services as applicable.

**7.3. Price Adjustment**

7.3.1. Both the Contractor and County agree that the County shall be given the immediate benefit of any price decrease, and the Contractor shall promptly notify the County of the amount and effective date of all decreases.

**7.4. Payment Schedule**

7.4.1. Payment to the awarded Proposer will be made based upon the contract milestones identified in the table below.

**Table 2: Contract Milestones**

Phase	Deliverables	Percentage of Contract
1	Upon Execution of Contract for Advance Order of Materials	20%
2	Route Drawings and Application Requests	30%
3	Make Ready Complete and Applications Issued	20%
4	Testing, Test Documents, Final “As Built” Documents and Acceptance	30%

**7.5. Acceptance Testing Requirements**

7.5.1. All dark fiber spans shall be tested and certified as ready by the Contractor prior to submitting to the County for acceptance testing.

7.5.2. The Contractor shall provide all attenuation readings at both 1310 nanometers (nm) and 1550 nm.

#### 7.5.3. Optical Time Domain Reflectometer (OTDR)

All fiber-optic media shall be tested in accordance with TIA/Electronic Industries Alliance (EIA)-568-B.1, TIA/EIA-568-B.3, and TIA-526-7 (single mode), or the most recent standard. The optical time domain reflectometer (OTDR) shall be calibrated to show anomalies of 0.02 dB minimum. Traces shall be collected and placed into an "As Built" document provided to the County.

#### 7.5.4. Documentation Methodology

The Contractor shall bi-directionally test fibers for breaks, abnormalities, and overall attenuation characteristics. Written certification of the dB loss at each splice point and test location shall be provided. The Contractor shall obtain a waveform for each fiber and shall make a permanent chart record of the waveform using an OTDR with a chart recorder. The OTDR shall verify length, attenuation changes from fiber values, step discontinuities, and possible fiber breaks.

#### 7.5.5. Free of Defects

The Contractor shall verify that all fiber-optic cable is free from defects, and shall provide a baseline for future degradation or outage comparisons. The Contractor shall provide final test results from each end of the cable after all splices have been made.

Any cable section or splice that exceeds the allowable attenuation shall be removed as required, replaced, and retested.

#### 7.5.6. Continuity Testing

Final Acceptance/Services Acceptance tests to document the continuity of the fiber path from end to end, and the meeting of the criteria as defined in Section 6.4.2, Fiber Specifications, shall be performed in compliance with all solicitation and contract requirements.

### **7.6. Contract Expiration/ Close Out**

7.6.1. Prior to contract expiration or notice of termination, the Contractor must work cooperatively with the County and any subsequent vendor to ensure a smooth transition of any dark fiber or lit services.

## **8. EVALUATION CRITERIA**

### **8.1. Evaluation Process**

8.1.1. All proposals are subject to be evaluated by the point of contact, as well as an evaluation committee made up of Consortium representatives and/or an independent consultant.

8.1.2. The County uses the concept of “Best Value” in evaluating proposals. “Best Value” means the overall combination of quality, price and various elements of required services that in total are optimal and most advantageous relative to the County’s needs.

### **8.2. Additional Information from Proposers**

8.2.1. Proposers may be required to submit additional information that the County may deem necessary to further evaluate the Proposer’s qualifications.

### **8.3. Award Criteria I**

8.3.1. Proposers are not to inflate prices in the initial proposal, as cost is one of the factors in determining who may receive an award or be invited to formal negotiations. Additionally, proposals shall be based on:

- Response format as required by this RFP
- Adequacy and completeness of proposal
- Proposer’s understanding of the service
- Compliance with the terms and conditions of the RFP
- Experience in providing like services
- Qualified staff
- Methodology to accomplish tasks
- Proposer’s specialized experience with the application involved
- References that support successful prior experience
- Proposer’s staff assigned to the service and their experience in successful implementation of the applications involved
- Number of staff qualified to fulfill contract tasks
- Proposer’s current workload with other customers with respect to available staff
- Understanding of the nature of the work to be performed
- Proposer’s demonstration of its understanding of the County’s objectives, and the innovation of their approach to solving requirements of the WAN and supporting commercial locations within the City of Franklin
- Proposer’s track record regarding successful implementation of similar networks and advanced voice and Internet services.
- Cost

#### **8.4. Award Criteria II (Responsibility)**

8.4.1. In determining the responsibility of a Proposer, the following criteria shall be considered:

- a. The ability, capacity and skill of the Proposer to perform the contract or provide the services required.
- b. Whether the Proposer can execute the contract or provide the service promptly, or within the time specified, without delay or interference.
- c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the Proposer. Proposer must declare any legal disputes that it has been involved in over the previous 36 months.
- d. The quality of performance on previous contracts or services.
- e. The previous and existing compliance by the Proposer with laws and ordinances relating to the contract or service.
- f. The sufficiency of the financial resources and ability of the Proposer to execute the contract or provide the service.
- g. The quality, availability and adaptability of the goods or services to the particular use required.
- h. The ability of the Proposer to provide future maintenance and service for the use of the subject of the contract.
- i. The number and scope of the conditions attached to the proposal.
- j. Whether the Proposer is in arrears to the County on a debt or contract, or is in default on a surety to the County, or whether the Proposer's County taxes or assessments are delinquent.
- k. Such other information that the County may secure that has a bearing on the decision to award the contract.

8.4.2. Proposers may be required to provide an oral presentation, followed by a question-and-answer session. The number of finalists to be selected for an oral presentation has not been determined; however, the number is not expected to exceed three (3).

8.4.3. It is the County's expectation that, upon successful conclusion of contract negotiations, the selected proposer shall implement the transition work plan outlined in its response to this RFP for an effective date of September 2, 2016.

8.4.4. The County reserves the right to award in part, to reject any and all proposals in whole or in part, and to reject technical defects, irregularities and omissions if, in its judgment, the best interests of the County shall not be served.

## **8.5. Final Award Process**

8.5.1. A shortlist of Proposers may be determined. These shortlisted Proposers may be scheduled for a structured oral presentation or interview. Any such presentations shall be at no cost to the County. The County also reserves the right to visit the Proposer's facilities, offices and warehouses. The oral interview may be audio or recorded video recorded. At the end of the oral presentation/interview process, the evaluation of the Proposers shall be completed. At this time the Proposer(s) deemed most advantageous to the County shall be chosen.

## **9. PERFORMANCE AND MAINTENANCE REQUIREMENTS**

After connectivity has been established, the Contractor shall maintain the following service level and service management performance standards with the participating Consortium members.

### **9.1. Availability**

9.1.1. Connectivity to each location shall be collectively available to each facility 99.999 percent of the time.

9.1.2. This network shall not share any single point of failure, including wiring centers or "last mile" infrastructure.

### **9.2. Fiber Availability Due to Maintenance**

9.2.1. Due to the critical nature of government, maintenance outages for each dark fiber path shall not exceed one (1) scheduled circumstance per county per quarter. Maintenance outages must be scheduled in writing a minimum of 30 days prior to the event to allow the Consortium to execute alternative operational plans if necessary.

### **9.3. System Splicing or Fiber Maintenance**

9.3.1. Under no circumstances shall any dark fiber element be taken out of service without prior written approval of the participating Consortium members. The fiber layout, route or path shall never require that both routes into any location be taken out of service to perform planned system maintenance, splicing or upgrades. It is acceptable that individual redundant paths or components experience downtime for routine or anticipated maintenance. However, written approval for the planned maintenance must be obtained from the Consortium members to assure that connectivity is operational via a redundant path BEFORE commencing splicing activities. Connectivity to each facility shall remain operational. One (1) of the two (2) dark fiber paths into any location always must be available.

#### **9.4. Help Desk Availability**

9.4.1. The Contractor shall provide a Help Desk or maintenance contact available to the participating Consortium members to report service degradations or outages via an agreed-upon telephone number or other process twenty four (24) hours a day, seven (7) days a week (24 x 7).

#### **9.5. Average Speed of Answer**

9.5.1. The Help Desk shall answer the incoming call within 36 seconds (six [6] ringing cycles), with the maximum wait time being 72 seconds. Under no circumstances shall the call be forwarded to a voice mail or recording device.

#### **9.6. Incident Trouble Report**

9.6.1. The Help Desk shall provide the participating Consortium members with an incident trouble report number and, for escalation purposes, the name and 24-hour telephone number of the supervisor responsible for incident resolution.

#### **9.7. Help Desk Response Time**

9.7.1. A qualified resource, e.g., an on-call technician or maintenance supervisor, prepared to coordinate resolution activities, shall acknowledge requests for assistance to participating Consortium members via phone, and commence investigation of trouble within the timeframes identified in the table below.

**Table 3: Acceptable Help Desk Response Times**

<b>Category</b>	<b>Regular Business Hours</b>	<b>Outside Regular Business Hours</b>
Critical	15 minutes	25 minutes
Major	15 minutes	25 minutes
Other	Next Business Day	Next Business Day

#### **9.8. Technician Availability**

9.8.1. Technicians shall be available and/or onsite with equipment and tools available to effect repairs on dark fiber as required on a 24 x 7 basis.

9.8.2. Proposer shall commit to providing four (4)-hour emergency onsite response to calls for service on a 24 x 7 basis.

## 9.9. Trouble Classifications

9.9.1. Conditions that cause out-of-service situations and degradation to the network shall be tracked and reported as Critical, Major and Minor.

### A. Critical Trouble

A condition in which a loss of connectivity results in:

- Loss of service.
- Loss of redundancy such that the loss of the surviving connectivity would result in the inability to process data.

### B. Major Trouble

- A “warning” condition where fiber multiplexing equipment is indicating a situation that could lead to an outage.

### C. Minor Trouble

- All problems not classified as Critical or Major.

## 9.10. Repair Duration

9.10.1. All situations shall be resolved in a timely manner. Resolution shall be either the final repair that returns the system to a redundant normal functioning condition, or the participating Consortium members have accepted workaround accompanied by a plan to achieve the final repair. At least 96 percent of all incidents shall be repaired in the timeframes identified in the table below.

**Table 4: Acceptable Repair Timeframes**

<b>Trouble Category</b>	<b>Repair Time</b>
Critical	4 hours
Major	8 hours
Other	48 hours

## 9.11. Status Reports

9.11.1. During any maintenance or repair, Contractor shall provide updates and status reports every two (2) hours via the communications means directed by the County.

**9.12. Escalations**

9.12.1. Documentation of problem escalation shall occur as part of communicating the progress of the repair process. When trouble duration exceeds the timeframes listed in the table below, a request for assistance to the next higher level of management shall be executed.

**Table 5: Problem Escalation Triggers**

<b>Trouble Category</b>	<b>Duration</b>
Critical	2 hours
Major	6 hours
Other	48 hours

Once an escalation has occurred, the Contractor shall provide the participating Consortium members with a status update every two (2) hours until resolution.

**9.13. Service Level Agreement (SLA) Reporting**

9.13.1. The Contractor shall provide each participating Consortium member with a measurement-and-reporting mechanism as agreed to by the participating member. The mechanism shall deliver service level agreement (SLA) results on a schedule as agreed to by the participating member. The report shall include all performance items as applicable for voice and Internet Services.

**9.14. SLA Violations (Advanced Services)**

9.14.1. An SLA violation shall have occurred whenever:

- The Proposer fails to meet any single performance level.
- The average of any single performance item over the preceding two (2)-month period fails to meet the service level

**9.15. SLA Credits**

9.15.1. Service level credits shall apply whenever there is an SLA violation. Such credits shall be calculated as 10 percent of the monthly cost of service for each instance of failure.

9.15.2. Upon confirmation of an SLA violation, the Contractor shall credit the County on the monthly invoice within 60 days following the month in which the violation occurred.

## **10. TERMS AND CONDITIONS OF THE CONTRACT**

### **10.1. Period of Contract**

10.1.1. The period of the IRU contract for the dark fiber shall be for the life of the fiber.

10.1.2. Advanced voice and Internet services will have individual contracts.

10.1.3. The County retains the right to terminate any resulting contract upon 30 days written notice.

### **10.2. County Terms and Conditions Requirement**

#### 10.2.1. Indemnification

The successful Proposer shall assume the defense of, and indemnify and hold harmless, the County, its officers, agents and employees from and against all claims, demands, actions, suits and proceedings by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the successful Proposer in its performance of this contract.

#### 10.2.2. Insurance

The successful Proposer shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the County by the successful Proposer and its agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted five (5) days prior to the commencement of work, and such coverage shall be maintained by the successful Proposer for the duration of the contract period.

Claims made on insurance policies shall be in force based on the dark fiber installation for three (3) years after contract completion date.

#### 10.2.3. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits:

General Aggregate Limit—\$5,000,000

Products and Completed Operations—\$5,000,000

Personal and Advertising Injury—\$5,000,000

Each Occurrence Limit—\$5, 000,000

Fire Damage Limit—\$100,000  
Medical Expense Limit—\$10,000

#### 10.2.4. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the successful Proposer and its agents, representatives, employees and subcontractors.

Minimum Limits:

Combined Single Limit—\$1,000,000  
Each Occurrence Limit—\$1,000,000  
Medical Expense Limit—\$5,000

#### 10.2.5. Worker's Compensation

Limits as required by the Workers' Compensation Act of Pennsylvania:

Statutory Limits—\$1,000,000

Owners' and Contractors' Protective Policy (policy will be in the County's name):

Minimum Limits—\$3,000,000

#### 10.2.6. Insurance Coverage Provisions

All deductibles or self-insured retention shall appear on the certificate(s). The successful Proposer is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

Venango County, its officers/officials, employees, agents and volunteers, individually and collectively, shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability coverage.

The successful Proposer's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

The successful Proposer shall provide 30-days written notice to the County before any cancellation, suspension, or void of coverage, in whole or part, where such provision is reasonable.

All coverages for subcontractors of the successful Proposer shall be subject to all of the requirements stated herein. The subcontractor's insurance must name the County as

“additional insured.” The successful Proposer shall maintain each subcontractor’s certificate of insurance on file, and provide such information to the County for review upon request.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the successful Proposer shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

Failure to comply with any reporting provisions of the policy (or policies) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.

The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises for which the parties may be held liable by reason of negligence.

#### 10.2.7. Certificate of Insurance

The successful Responder shall furnish to the County certificates of insurance, including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company (or companies) to bind coverage on its behalf; if executed by a broker, a notarized copy of authorization to bind or certify coverage shall be attached.

All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If the A.M. Best rating is less than A: VII, approval shall be received from the County's risk officer.

All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Pennsylvania.

Failure of the successful Proposer to obtain and maintain the required insurance shall constitute a breach of contract and the successful Proposer will be liable to the County for any and all costs, liabilities, damages, and penalties (including attorney’s fees, court, and settlement expenses) resulting from such breach, unless the County provides the successful Proposer with a written waiver of the specific insurance requirement.

None of the requirements contained herein as to the types, limits, or County’s approval of insurance coverage to be maintained by the successful Proposer are intended to, and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by the successful Proposer under the contract documents, any other agreement with the County, or otherwise provided by law.

Failure of the successful Proposer to provide insurance as herein required—or failure of the County to require evidence of insurance or to notify the successful Proposer of any breach by the successful Proposer of the requirements of this Section—shall not be deemed to be a

waiver of any of the terms of the contract documents, nor shall they be deemed to be a waiver of the obligation of the successful Proposer to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of the successful Proposer, and is independent of the duty to furnish a copy or certificate of such insurance policies.

#### 10.2.8. Hold Harmless Clause

The successful Proposer shall, during the term of the contract, including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by the Contractor and its employees and subcontractors, or anyone directly or indirectly employed by or under supervision of any of them in the prosecution of the operations included in this contract, from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The successful Proposer agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the successful Proposer permit any mechanics or similar liens to attach to the County's premises on account of labor or material furnished to the successful Proposer, or claimed to have been furnished to the successful Proposer, in connection with its work hereunder.

#### 10.2.9. Debarment Clause

The successful Proposer must certify that neither it nor any of its employees or affiliates providing services hereunder currently are under suspension or debarment by the Commonwealth of Pennsylvania or the Federal Government. The successful Proposer shall not enter into any subcontract for any work under this contract with any subcontractor that is currently suspended or debarred by the Commonwealth of Pennsylvania or the Federal Government. A list of suspended and debarred individuals or contractors may be obtained by contacting the following: Department of General Services, Office of Chief Counsel, 603 North Office Building, Harrisburg, PA 17125; phone: 717-763-7472 and fax: 717-787-9138.

**11. Appendix A – Site Visit Form**

**PROOF OF VISIT**

Venango County - Dark Fiber Connectivity

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**I completed a site visit and reviewed the work to be completed prior to submitting a quote.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ESCORTED BY:**

Signature of  
Facility Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE TO PROPOSER:**

**A signed copy of this Proof of Visit form must be attached to your proposal.**

## 12. Appendix B – Conceptual Network

This is just an example of how a dark fiber WAN could be designed to support the locations within this RFP and route pass commercial locations.

