

INVITATION FOR BIDS - Bid # 2024-G**South Hadley Electric Light Dept "SHELD" MLP Contract for ON-CALL FTTP Services**

Sealed bids for On-Call FTTP Services of internet and voice services to each subscribing customer will be received at the SHELD main lobby of the South Hadley Electric Light Dept, 85 Main Street, South Hadley, MA 01075 until the time specified below at which time the bids will be publicly opened and read.

Specifications and bid forms may be obtained at the Office of the South Hadley Electric Light Department MLP Monday through Friday between 9:00 am and 4:00 pm by appointment or email. The term of this contract will be for one (1) year, with an option for SHELD to renew the agreed upon contract items each year, not to exceed a total of (3) years.

The bid package is also available on our website: www.sheld.org, under "About" then "RFP and Specifications" or to have it emailed to you, please contact Kim at kmendoza@sheld.org. For any technical questions or concerns regarding the On-Call bid, please e-mail Bob Liswell at bliswell@sheld.org, no fax or electronic bids will be accepted. All bids must be clear and legible in order to be considered.

Bids will be opened at the South Hadley Electric Light Department MLP, on Wednesday, April 10, 2024 at 1:30 p.m. EST. Each bid must be accompanied by a bid security deposit consisting of a BID BOND, CASH, or CERTIFIED CHECK issued by a responsible bank or trust company in the amount of 5% of the bid price.

A Mandatory Pre-Bid Conference and Site Visit will be held at the South Hadley Electric Light Department, 85 Main Street, South Hadley, MA **on Wednesday, March 27, 2024, at 1:00 PM. EST.** Cutoff date for questions is April 1, 2024. The contract may be extended up to one (1) additional year, not exceed a total of (3) years from upon mutual agreement and only at SHELD's sole option and discretion. If such extension occurs, renewal of the Payment Bond will be required. It is estimated that the amount of work in the extension year would roughly reflect that of the original contract year.

A labor and materials bond in an amount equal to 50% of the total amount of the contract price, with a surety company qualified to do business in the Commonwealth of Massachusetts, will be required. All bids for this project are subject to applicable public bidding laws of Massachusetts, including but not limited to G.L. c. 30, section 39M.

Attention is directed to prevailing wage rates to be paid as determined by the Commissioner of Labor and Workforce Development and the weekly payroll record submittal requirements under the provisions of G. L. c. 149, section 26 through 27D inclusive. Selection of the contractor will be based upon bidder qualifications, including evidence of past performance in similar projects and bid price. The contract will be awarded to the bidder deemed, by the awarding authority, to be the lowest qualified, responsible, and eligible bidder.

The bidder agrees that its bid shall be good and may not be withdrawn for a period of 60 days after the opening of the bids. The Bidder, by submitting a bid, agrees to execute the contract provided in the bid's documents.

South Hadley Electric Light Dept "SHELD" MLP, reserves the right to wave any informalities, to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of South Hadley Electric Light Department.

Mr. Sean Fitzgerald, General Manager
South Hadley Electric Light Department
85 Main Street, South Hadley MA 01075

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INVITATION FOR BIDS - Bid # 2024-G

Contract for ON-CALL FTTP Services

SOUTH HADLEY ELECTRIC LIGHT DEPT

85 Main Street, South Hadley MA 01075

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SUMMARY

GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

Bid #2024-G South Hadley Electric Light Department Contract for ON-CALL FTTP Services Overview

South Hadley Electric Light Department, a Massachusetts municipal lighting plant, is seeking bids from qualified contractors for On-Call Services to all premises that request after hours service off the SHELD existing Gigabit Passive Optical Distribution Network. SHELD installed about 110 miles of fiber passing to about 7,700 premises. It is anticipated that request service drops from the MLP distribution system will continue into 32 FSA. The service offered shall be 1Gbps symmetric GPON with Calix or customers 3rd party wireless Router, and/or phone service to any who request it.

This bid includes:

On-Call FTTH Services includes all 3 SHELD service coverage areas of South Hadley, Leverett, and Shutesbury MA.

All Bidders must submit at least 2 recommendations and samples of active contract for On-call Services with the bid package. The complete scope of work and contract requirements are described and detailed below and in the referenced material, the "Contract Documents."

The Contractor shall furnish all labor, services, materials, network equipment not supplied by SHELD, plant, machinery, apparatus, appliances, tools, supplies and other things necessary to do all work required for the completion of each item of the Work and the Project as herein specified. The Work to be done and paid for, under any item, shall not be limited to the exact extent mentioned or described but shall include all incidental work necessary or customarily done for the completion of the Work herein.

Contract Award

There will be a primary contractor and a secondary contractor awarded for services under this IFB.

Contract Term

The contract will extend from the date of contract signing to the end of contract year, (approximately 5/1/2024 to 5/1/2025 or 12 months). The contract will be awarded as explained. The contract may be extended up to one (1) additional year, not to exceed a total of (3) years upon mutual agreement and only at SHELD's sole option and discretion. If such extension occurs, renewal of the Payment Bond will be required. It is estimated that the amount of work in the extension year would roughly reflect that of the original contract year.

Bidders' Representation

Each General Bidder (hereinafter called "Bidder") by making a bid (hereinafter called "bid") represents that: Prior to the submission of its proposal, each Bidder shall assume the responsibility for making a careful examination of and becoming fully acquainted with all Contract Documents. The failure or omission by any Bidder to receive or examine any form, instrument, contract or document, or to visit the site of the work to be performed, to acquaint the Bidder with conditions there existing, shall in no way relieve any Bidder from its obligations with respect to its proposal and any resultant contract. Bidder shall be required, at its own expense, to comply with all statutes, regulations, ordinances, and tests that may be applicable, and sign the Contract included with this IFB without modification.

Bidders' Qualification

1. You must comply with the attached policy statement on the Minority Business Enterprise Program.
2. You must comply with the payment of prevailing wage rates as set by the Massachusetts Department of Labor and Workforce Development. All bids are subject to prevailing wage and weekly reporting. Wage rates are subject to the minimum rates per MGL c. 149, sec 26 to 27h inclusive. These rates are included in the bid documents.
3. The Contractor shall provide worker's compensation insurance as required by Massachusetts Labor Laws and all other insurances as required herein.

Request for Interpretation

1. Bidder shall promptly notify SHELD of any ambiguity, inconsistency, or error which it believes it may discover upon examination of the Contract Documents, the local conditions or site.
2. Bidders requiring clarification or interpretation of the Contract Documents shall make an email request to SHELD before April 1, 2024 referencing the required section for clarification to the following address:

Bliswell@sheld.org , please CC: Kmendoza@sheld.org

SHELD will answer such requests **if received prior to April 1, 2024.**

3. Any interpretation, correction or change in the Contract Documents shall be made by an Addendum, which will become part of the Contract Documents. SHELD shall not be held responsible for any oral instruction.
4. Addenda will be emailed by SHELD to every individual or firm on record as having requested, in writing, a set of Contract Documents.
5. Failure of SHELD to send, or of any bidder to receive, any such interpretation shall not relieve the bidder from any obligations under its bid as submitted, and all addenda or interpretations shall become part of the Contract Documents as if fully set forth herein.

Preparation of Bids

1. Bids shall be submitted as described within the bid package. **Bidders must submit four (4) copies of the complete bid package forms.**
2. All blanks on the bid form attachments shall be filled in by typewriting or manually in ink. Failure to fill in information may be regarded as no response and be cause for rejection of the bid.
3. Where so indicated, by the makeup of the bid form, sums shall be expressed in both words and numbers. In case of discrepancy between the two, the written number amount shall govern.
4. No internalizations, alterations, or erasures shall be made on the forms.
5. If additional space is required, it shall be noted on the Bid Pricing Form (Proposal Form) and included as a supplement attached on the Bidder's letterhead. This attachment shall become part of the Proposal Form. Bids shall state a firm price for all required materials, equipment, work and services specified in the Proposal Form, in accordance with the Bid Documents. SHELD specifically reserves the right to reject any Proposal not submitted on the Proposal Form provided and/or not complying with this IFB.
6. In addition to the Proposal Form, each Bidder **MUST** submit the following:
 - a. Bidders Certification Requirement (statement)
 - b. Contractors Certification
 - c. Evidence of Insurance Form
 - d. Affirmative Action Plan
 - e. References from previous projects of the same size scope or larger
 - f. Any deviation from these specifications must be noted with the bid. The bidder shall provide a written basis why the deviation should be considered as acceptable.
 - i. Exception/Clarifications to Instructions
 - ii. Exceptions/Clarification to Specification
7. All contractors' employees working for SHELD on this Contract must submit their current CORI Check and drug-free company programs that are in place.
8. Bidders are required to submit at least 2 examples of active on-call contracts with the submittal package. Once the Contract is awarded to a primary and secondary contractor, SHELD will require awarded contractors to adopt the existing Fiberspring on-call process for the term of this Contract with contractors.

Bid Deposit and 50% Payment Bond

1. A 5% Bid Deposit in the form of a bank cashier's check must accompany the bid submittal.
2. The successful bidder shall be required to furnish a 50% Payment Bond, from a Surety Company qualified to do business in the Commonwealth of Massachusetts, in the sum of fifty percent of the contract price and which must be paid for by the Contractor.
3. The bonds shall be executed by a surety company licensed by the Massachusetts State Division of Insurance, with South Hadley Electrical Light Department as the payee. The bond shall be filed with the General Manager within five (5) working days after receipt by the successful bidders of a copy of the fully executed Contract. (M.G.L. c.30, Section 39M).

Insurance

1. Insurance coverage shall be required as defined in the Contract Documents.
2. Certificates of Insurance naming South Hadley Electric Light Department as Additional Insured on Contractor's Business, Automobile Liability and Commercial General Liability must accompany your executed Contract, along with a "Waiver of Subrogation" endorsement in favor of SHELD.

Taxes

SHELD is tax exempt. A certificate of tax exemption will be provided after award to the successful bidders upon written request.

Hourly Prices (Where Requested)

1. Each Bidder shall insert the pricing requested on the bid forms in the appropriate location. By submitting a Bid, the bidder agrees that all bidder's overhead and profit are included and form a part of the bid price.
2. SHELD reserves the right to increase or decrease the amount of any class or portion of the work to any location in the Contract, as may be deemed necessary or expedient by SHELD.
3. An increase or decrease in the quantity for any item shall not be regarded as cause for an increase or decrease in the price, or in the time allowed for the completion of the work, except as explicitly provided in the Contract.

Indemnification

The Contractor shall indemnify, defend, and hold harmless SHELD and its governing board, officers and employees from all claims, expenses and liability related to construction, use, occupancy, ownership, operation, maintenance, or control of facilities related to services to be performed under this agreement, including without limitation all SHELD attorneys' and experts' fees and costs.

Submission of Bids

The following requirements apply to each filed bid. Bids not meeting all of the requirements for timeliness and security will be rejected; bids not meeting signature and addenda requirements will be rejected prior to review of bid amounts.

1. Four (4) copies of the General Bid shall be submitted in a sealed envelope to:

BID # **2024-G ON-CALL FTTP SERVICES**
ATTN: South Hadley Electric Light Dept
85 Main Street
South Hadley, MA 01075

2. **Bids must be received no later than 1:30 PM on Wednesday, April 10, 2024 EST.**

3. Timely delivery of a bid shall be the full responsibility of the bidder.

4. Bid signatures will be checked. Bids received after the time specified above will not be accepted or considered.

Any bidder may modify his bid by written communication at any time prior to the scheduled closing time for receipt of bids. No telephonic communication will be received by SHELD.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal bylaws, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and each such law and regulation will be deemed to be included in the Contract the same as though written out in full.

By signing the Bid, the Bidder agrees to execute the Contract with the Owner in the same form as submitted herein.

Liquidated Damages for Failure to Enter into Contract: The successful bidder, upon his failure or refusal to execute and deliver the Contract and bonds required within 10 days after presentation thereof by SHELD, shall forfeit to SHELD, as liquidated damages for such failure or refusal, the security deposited with their bid, but the amount forfeited shall not exceed the difference between their bid price and the bid price of the next lowest qualified, responsible and eligible bidder. In case of death, disability, bona fide clerical or other similar unforeseen circumstances affecting the bidder, their bid deposit will be returned.

Obligation of Bidder:

At the time of the opening of bids, each bidder warrants they have inspected the site and to have read and to be thoroughly familiar with the Contract Documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect of their bid.

Information not Guaranteed: All information given in the Contract Documents relating to subsurface and other conditions, natural phenomena, existing pipes, conduits, and other structures is from the public sources available to SHELD. All such information is furnished only for the information and convenience of bidders and is not guaranteed.

It is agreed and understood that SHELD does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, conduits, or other structures encountered during construction will be the same as those indicated in the Contract Documents. It is further agreed and understood that no bidder or Contractor shall use or be entitled to use any of the information made available to them or obtained in any examination made by them in any manner as a basis of or ground for any claim or demand against the SHELD, arising from or by reason of any variance which may exist between information made available and the actual subsurface or other structures actually encountered during the Contract work.

Bid Security:

Each bid and sub-bid must be accompanied by bid security in the form of a certified check, a bid bond, cash or a treasurer's or cashier's check, payable to the Owner, in the amount of ten (10%) per cent of the value of the bid. Such security of general bidders will be returned to all except the three lowest, qualified, responsible and eligible bidders within five days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids, and the remaining securities will be returned promptly after the Owner and the accepted bidder have executed the Contract, or if no notice of intent to award has been presented to the selected contractor within 30 days, Saturdays, Sundays and holidays excluded, after the date of the opening of bids, upon demand of the bidder at any time thereafter.

Right to Reject Bid:

SHELD reserves the right to waive any informalities in bids and to reject any and all bids should SHELD deem it to be in the public interest to do so. SHELD may also reject bids which in its sole judgment are either incomplete, conditional, obscure or not responsive or which contain additions not called for, erasures not properly initialed, alterations or similar irregularities.

Statutes Regulating Competitive Bidding: Any bid which does not comply with the provisions of G.L. c. 30, section 39M as amended, need not be accepted and SHELD may reject every such bid.

Wage Rates: Prevailing Wage Rates as determined by the Commission of Department of Labor and Workforce Development under the provision of G. L. c. 149, section 26 to 27G inclusive, as amended, apply to this Contract. It is the responsibility of the bidder before bid opening to request any additional information on Prevailing Wage Rates for those tradespeople who may be employed for the proposed work under this contract.

Contractor Records: The Contractor shall comply with the provisions of G.L. c. 30, section 39R concerning Contractor records.

Insurance:

The Contractor shall carry and continuously maintain until completion of the Contract, insurance as specified in the Contract and in such form as shall protect them performing work covered by this Contract, and SHELD and its employees, agents and officials from all claims and liability for damages for bodily injury, including accidental death and for property damage, which may arise from operations under this Contract. SHELD shall be named as an Additional Insured. Bidder covenants and agrees to hold SHELD and its employees, agents, and officials harmless from loss or damage due to claims for bodily injury or death and/or property damage arising from, or in connection with, operations under this Contract, including without limitation all SHELD attorneys' and experts' fees and costs.

Withdrawal of Bids

1. Any bid may be withdrawn prior to the time designated for the receipt of bids.
2. Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.
3. Each bid submitted at the time designated for the receipt of bids shall be valid for a time period of sixty (60) days after the time for receipt of bids.

Contract Award

1. The Contract will be awarded to the lowest qualified, responsive/responsible, and eligible bidder and a 2nd bidder will be notified as a secondary contractor to keep schedule of all scope of work in this contract. Work requested by SHELD must be started per SHELD scheduling needs and not the contractor's schedule.
2. SHELD reserves the right to reject any or all bids, or to accept any bid that, in the sole opinion of SHELD, may be in the best interest of SHELD.
3. As used herein, the term "lowest qualified, responsive/responsible and eligible bidder" shall mean the Bidder whose bid is the lowest of those Bidders possessing the skill, ability, and integrity necessary to the faithful performance of the work and who shall certify that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.
4. The lowest proposed "Total Bid Price" will be used to select the winning bid, but the actual final Contract Price will be determined by exactly how many services get requested and installed. The Bid Pricing Form is based on a 30% subscription rate. The actual final Contract Price will therefore be somewhat lower than the Contractor's proposed Bid Price, but it will be based on the Contractor's unit pricing to precisely determine the total amount to be paid for each portion of the Contract.

Pre-Bid Conference

Mandatory Pre-Bid Conference will be held Wednesday, March 27, 2024, at 1:00 PM EST at the South Hadley Electric Light Dept, 85 Main Street, South Hadley MA 01075.

SCOPE OF SERVICES AND QUALITY REQUIREMENTS FOR ON-CALL SERVICES

Network Overview

When this contract commences, the fiber feeder network will be substantially complete. Approximately 75% of feeder fiber will be terminated in SHELD's COs that will be currently under construction at the College Street and Old Lyman Street locations. The centralized split GPON will utilize 1 x 32 splitters that will be installed in a FDC as needed.

Approximately 12 strands of a fiber feeder tube will be terminated in a pole-mounted Fiber Distribution Hub (FDC) located in each Fiberhood / Node coverage area.

Scope of Work Summary

The Contractor will be responsible for performing regular installation and service duties off hours to include weekends and holidays when SHELD is closed. Regular hours for SHELD Telecom are 7:00am until 3:30pm Monday through Friday.

SHELD will provide information to primary and secondary contractors regarding Fiberspring's ongoing on-call process to inform contractors that Fiberspring prides itself on "White Glove" customer service providing a very high level of service. SHELD's call center is hosted by Netegrity Consultants LLC and tickets will be distributed for subscriber call incidents, with incident content and Q&A, for reference. Call backs to Netegrity or the customer shall need to be performed if internet or phone service has been lost.

ON-CALL WORK SUMMARY AND PROCESS

SHELD ISP services extend outside its Town footprint of South Hadley and are currently offered to the Towns of Shutesbury and Leverett MA. SHELD will rely on bidder to provide outdoor & Indoor service installation. This covers Gpon transmission service from the Corning FDC to the Calix or 3rd party customer router and not limited to voice service to SHELD customers. SHELD technical call Center will attempt to resolve initial calls but if escalation is needed the on-call technician will receive a call to troubleshoot over the phone with customer or refer to account service level agreement to decide to roll a truck for restoration of service.

Over the phone support is a first response from the on-call service technician who offers remote support service, without performing a truck roll, working with the SHELD technical call center Netegrity and SHELD Fiberspring customers.

Contractor must employ qualified professional technical personnel to perform scope indicated in this contract to perform the work stated with necessary resources for all SHELD customers. On-call personnel are responsible for updating and closing out service tickets, once completed, on a daily basis.

SHELD's on-call rotation commences every Friday at 7:00 am and ends on the following Friday at 7:00 am. On-call service will be available seven days every week, fifty-two weeks every year, twenty-four hours every day, including holidays.

Response times: (Off Hours, Weekends and Holidays)
Under, 2 Hour Response - South Hadley (Hampshire and Hampden County)
Under, 4 Hour Response Shutesbury, Leverett (Franklin County)

Work Schedule

The On-Call work schedule required will be outside of the SHELD normal department work hours of 7:00am – 3:30pm Monday through Friday. The On-Call service technician will be available as needed seven (7) days every week, fifty-two (52) weeks a year, twenty-four (24) hours a day, including observed holidays, for the contract term.

On-Call rotation commences every Friday at 7:00am and ends the following Friday at 7:00am. Contractor must supply SHELD with advance coordination and contact information for all On-Call scheduling by the Friday prior of each week.

Coverage schedules will need to be approved by SHELD Telecom Management one (1) month prior, with the contractor and with contractor employees that have knowledge of the SHELD customer network environments, for acceptance.

Example of scope for required Outside and Inside installations and service:

1. The Contractor shall be responsible for installing a fiber service connection (“Drop”) to each subscriber address, with one end connecting to an MST and other end terminating at NID.
2. Contractor shall be responsible for installing a Network Interface Device (NID), an ONT, and a Wi-Fi Router along with the interconnecting patch cables and cords as required.
3. Contractor must employ highly trained and confident technician’s that are experienced with the latest Wi-Fi technologies, installation practices, and fluent with troubleshooting Calix and 3rd party network equipment.
4. Contractor technicians will need to work with SHELD technical call center and SHELD Fiberspring customers in the Towns of South Hadley, Leverett and Shutesbury.
5. Contractor’s technicians will be required to provide over the phone support when needed, call back response may be requested by subscriber from the on-call service technician who offers remote support service without performing a truck roll, working closely with the SHELD technical call center.
6. SHELD requires awarded contractors to adopt the existing Fiberspring on-call process for the term of this Contract.
7. Contractor must comply with all Indoor and outdoor installation requirements that are mentioned in this document or required by any law or regulation.

Proposed Installation Process

Fiberspring / SHELD has been soliciting subscribers since May of 2019. The following section describes some of the process of contractor installations steps and customer contact requirements.

Service Orders will be issued to the designated contractor’s technician’s tablets (supplied by contractor), via their mobile connection, to access the Fiberspring / SHELD Sprymobile web porthole to receive, in the field and onsite, SHELD Sprypoint Service Work Orders with specific information such as:

- I. Subscriber Name
- II. Subscriber Contact details
- III. Subscriber Address
- IV. Signed permission to: enter property, and ultimately to install cable and attach NID to premises.
- V. Some General Information about the service: aerial, underground, new conduit dig, existing conduit, etc.
- VI. Contractor will be responsible for uploading to SHELD field photos of all installed equipment.

OUTDOOR INSTALLATION WORK SUMMARY AND PROCESS

1. Connect the drop-fiber cable into the MST designated for that service location. Aerial drop fiber shall be securely fastened and supported on the strand and pole.
 2. The Aerial Drop Fiber shall maintain a minimum 12 ft clearance above any driveways and a minimum 11.5 ft anywhere else.
 3. The Aerial Drop Fiber shall be overlashed once in those sections of its pathway that include a support strand which will have been provided by others. (Refer to the SHELD Fiber Distribution Maps for locations of MST's and poles).
 4. At side of house, the Aerial Drop Fiber shall be securely supported by a hardware attachment approved by manufacturer for aerial fiber applications.
 5. Install NID, to be mounted at the approved location on the outside of the premises. NID shall be mounted on premises neatly and securely per manufacturer's recommendations, or 36" on center above grade. Secure vertical drop cable neatly between the building attachment and the NID.
 6. Extend drop fiber from MST, via aerial and or underground duct, and fusion splice an SC APC connector to be plugged into the NID. If pre-connectorized fiber drop cable is proposed, install the excess drop cable neatly and securely into a device designed for the purpose and test.
 7. Multi-family units get one drop with multiple fibers and one connector for each apartment.
 8. All products shall be installed in strict conformance with their manufacturer's installation instructions and requirements in the Massachusetts National Electrical Code (NEC).
 9. At the MST end, the Aerial Drop Fiber shall be securely fastened and supported on the pole or messenger / support strand.
 10. The Aerial Drop Fiber shall maintain a minimum 12 ft clearance above any driveways and a minimum 11.5 ft anywhere else.
 11. The Aerial Drop Fiber shall be overlashed once in those sections of its pathway that include a support strand which will have been provided by others. Often the MST is a few poles away along the roadway. (Refer to the SHELD Fiber Distribution Maps for precise locations of all MST's and utility and service poles).
 12. At house location, the Aerial Drop Fiber shall be securely supported by a hardware attachment to house designed for the task.
 13. The Drop Fiber shall be securely and neatly fastened between attachment point and the NID.
 14. NID shall be mounted on premises neatly and securely, as per manufacturer's or SHELD recommendations, or 36" on center above grade.
 15. Refer to Diagram "AERIAL to UNDERGROUND SCHEMATIC"
 16. Specifications for underground fiber drop cable placement are in Addendum A.
 17. For underground fiber drop cables, provide an As-Built site map showing where exactly the duct has been buried, diagramed with precise reference distances to reference points such as permanent structures. **All new microduct must be toneable from the MST hand hole to NID.**
 18. Any direct entry penetrations must be approved by SHELD. Refer to Diagram "AERIAL to UNDERGROUND SCHEMATIC"
- Exception:**
- a. Exception- In a small number of homes where the existing phone or spare conduit terminates in basement, install NID inside of basement.
 - b. In limited locations, the MST is mounted in a pedestal, hand hole and not on pole.

SHELD shall have the right to review installations with contractor. If substandard, poor-quality installations are being performed that will affect the customer experience or network performance, SHELD shall require this work to be corrected at the contractor's cost. SHELD / Fiberspring prides its success on "white glove" service. For Outdoor Installations (curb to NID) with no consultation indicated, the Contractor can proceed with installation.

"No Consultation" situations will be:

- All aerial installations where the homeowner has given permission for the installation.
- All underground installations utilizing a spare, existing conduit where the homeowner has given permission for the installation.
- All underground installations utilizing an existing conduit that is currently occupied by telephone cables (rod and rope).

For all other Outdoor Installations (curb to NID), requiring underground construction, Contractor shall contact subscriber and arrange site visit to inspect each service, and request location, with the homeowner present. This applies for any situation where the homeowner has requested a consult, or any new conduit installation is to happen.

1. In consultation with Homeowner, for each request, the Contractor call "dig safe" and inspect for septic, sprinkler and other conditions for all new toneable conduit / microduct work.
2. Submit estimate to SHELD's Telecom Manager (TM) for approval.

TRENCHING REQUIREMENTS

In addition to requirements shown in Addendum A, Contractor shall be responsible for:

- Dig Safe mark-out
- Review Trenching Plan with the Subscriber
- Asking Subscriber about the locations of septic field, known buried power lines, satellite dish cabling, irrigation and watering systems, drainpipes, etc.
- Taking photos of all trenching work, both open and completed and submit all photos to SHELD.

OUTDOOR INSTALLATION PAYMENT PROCESS

SHELD shall be billed for all outdoor installation work, labor and material not supplied by SHELD. In order to minimize the cost to SHELD, if premises that have underground utilities can be served by an aerial fiber service drop, that shall be the installation method to be proposed. If the Subscriber wants to upgrade the aerial drop service plan to an underground service, subscriber must negotiate and pay the Contractor for the additional cost. If the subscriber requests upgrades to the lowest-cost option for installation, such as a request to go around a prized flower bed or other landscaping feature, those additional costs must be noted on the work order as "Subscriber costs."

INDOOR INSTALLATION

After the fiber installation has been completed to the NID on a premise, Contractor must contact the Subscriber (homeowner) to make an appointment for the indoor installation, and Coordinate installs and light up with SHEL D helpdesk. Coordination is critical if customer has contracted for a POTS phone service; porting over phone number must happen on installation day.

INDOOR INSTALLATION WORK SUMMARY AND PROCESS

- i. The NID shall be connected by fiber jumper to an indoor ONT (see materials list below for specifications on all Contractor provided materials not supplied by SHEL D).
- ii. The ONT shall be connected by a Cat6 jumper to an indoor Router/Wireless AP device.
- iii. Standard install includes 75 ft. basement (or ground floor) installation from NID. Customer must provide power outlet within 4 ft. of the ONT and router and accessible (drop) ceiling in basement or unfinished. If a power circuit needs to be extended so that ONT and Router have dedicated receptacles (if none is conveniently available), the customer will be responsible for arranging for an electrician. **Do not plug into switched outlet!**
- iv. Contractor shall evaluate each installation and provide a work order to the homeowner on installation day for approval and signing. If work is required (or requested by the homeowner) above the Standard Installation, the additional Subscriber Costs should be clearly noted on the work order so that the customer can approve payment prior to work beginning. The Contractor will bill the homeowner directly for any work performed above the Standard Indoor Installation.
- v. Test, verify, and document performance as specified in Contract Requirements. Upload clear pictures as specified into Sprymobile. All site and customer documentation must be entered into SHEL D's Sprymobile work order database, via contractor's tablets, in the field after the speed test is performed. SHEL D technical service Netegrity can also be called for any provisioning items 24/7.

ADDITIONAL REQUIREMENTS

- i. Provide "CORI checks" for all contractor employees for the safety of our residents prior to work starting.
- ii. All Covid-19 restrictions set by SHEL D, local, or state departments must be followed.
- iii. No Smoking, on SHEL D and Subscriber / Customers property, at all times.
- iv. All crews must sign in and out each day when reporting to work at Fiberspring field offices.
- v. Must comply with SHEL D daily installation documents for installers.
- vi. All installations shall be neat, tidy, secure, and readily serviceable, with professional workmanship and comply with utility industry "best practices".
- vii. Installation must comply with all applicable or relevant Federal, Local, State laws and regulations, and NEC Codes and Contract Requirements.
- viii. All building penetrations shall be sealed weather-tight with materials designed for the purpose. Any damage to premises shall be professionally patched and repaired by contractor.
- ix. Cables shall be installed neatly and securely, with adequate support and fastened every 3' (minimum) with clips expressly designed and rated for the purpose.
- x. In locations where the installed fiber cable might be subject to physical disturbance or damage, install cable in innerduct or conduit to provide mechanical protection.
- xi. After the service installation is complete, perform all specified testing and documentation (see requirements below), show the subscriber that the Wi-Fi works by connecting an owner device to the Internet and SHEL D Fiberspring APP – simply by opening any web server application performing a speed test on owner device and a signing into owners streaming video device. APP must be done on customers mobile device. In some cases, technician will need to work with customers' 3rd party routers.

- xii. Test and verify the subscriber phone service, if new, or after number porting. Contractors must provide information of ongoing projects using Corning connectivity, CommScope fiber splice closures, Gpon meters and history of using and installing Calix ONT and Wi-Fi routers.

Contractors qualified technical field personnel must be issued a contractor cell phone and a tablet or laptop for completing all work order tickets prior to leaving customers site, and testing speeds and troubleshooting network equipment can be done on external devices.

All contractor vehicles must have “Fiberspring Authorized Contractor” signs on them when working for SHELD.

The contractor must provide, on a bi-weekly basis, a list of all installed homes and send an invoice to SHELD for the standard installation fee unit cost. Contractor must send an individual bill to the homeowner for any costs above the standard installation. SHELD will input pre-installations site surveys into the Sprymobile work order system to ensure the highest level and quality for contractors’ installations.

Pricing

Bid must be filled out COMPLETELY. All fields, including without limitation, Hourly Pricing, Unit Pricing, Lump Sum, etc. must be complete. All titles listed must be used in proposal and in billing once the bid is awarded. All response sheets must not be altered, only forms supplied by or on behalf of SHELD will be accepted and evaluated with the bid proposal.

Term of Contract

The term of this contract will be for one (1) year, with an option for SHELD to renew the agreed upon contract items, each year not to exceed a total of (3) years, at SHELD's sole discretion.

MATERIALS SPECIFICATIONS

All Materials not provided by SHELD, and provided by the Contractor, must receive prior written approval from SHELD.

Aerial Drop Fiber shall be a design type such as Corning OptiSheath, OH FLAT DROP CABLE, ROC Drop Cable, in suitable lengths to minimize slack storage, for proposals of pre-connectorized drop cable (one end) that include field splicing of SC-APC connector at a Corning FTH-76S-A020F NID.

The Underground Duct shall be a SINGLE TONEABLE MICRODUCT from 27/20mm down to a 14/10mm. Underground Drop Fiber installed in duct shall be a toneable DROP CABLE from Corning and must be submitted for prior written approval. Contractor must plan and install suitable lengths to minimize slack storage. SHELD only gets charged actual footage of the installed FO drop cable or FO service cable.

The NID shall be Corning 2-Fiber Indoor/Outdoor NID or equivalent, subject to prior written approval by SHELD.

Proposals that specify drop cable pre-terminated on both ends will be considered and must include a proposed NID and plan for excess slack. The SC APC Fiber Connector shall meet IEC 61754-4, TIA 604-3-B and FOCIS-3 standards

From NID to ONT install SC/APC to SC/APC SM ruggedized pre-connectorized optical jumper in an appropriate length up to 50 ft for the Basic Install. The Cat 6 jumper cable from ONT to Wi-Fi Router shall be field tested and manufacture by Belden or prior written approval by SHELD.

TESTING AND DOCUMENTATION REQUIREMENTS

For fiber drop cable, with field-prepared fusion-spliced connector, splice loss result to be provided to Owner, and shall be less than 0.00dB and no greater than 0.03db.

Light source power meter test with active GPON port: After connecting fiber drop to MST, utilize wavelength selective power meter to record downstream optical 1490nm and 1550nm signal levels at input to NID, using EXFO PON PPC-350, or similar equipment. Repair or replace any components that do not pass tests.

All results and premise / customers information must be documented and submitted with the Sprymobile work order, in format approved by SHELD and Owner and ISP. All work must conform to all applicable city, state, local, NESC, NEC codes and ordinances and SHELD Contract Requirements.

BID PRICING SHEETS

Bidders must submit Four (4) copies of these complete bid package forms

Fiberspring: On-Call Services			
ITEM	Weekly On-Call Stanby Fee	Unit	Cost
1	Weekly fee of on duty Telecommunication service technician with bucket truck		
Remote Rate			
2	Remote Technical Support - Call to customer & Update to service ticket	15min.	
3	Remote Technical Support - Call to customer & Update to service ticket	1/2 Hr.	
4	Remote Technical Support - Call to customer & Update to service ticket	1 Hr.	
Call-Out Rate			
5	Telecommunications Technician w/ bucket - Truck Roll (In person-on premise)	OT / Hr.	Sun / Holiday Hr.
<p>Units & Rates above cannot be pyramided if multiple calls occur during or at the same time. If a Telecom Tech takes an after-hours call while on call, and it is only an over the phone support call (employee does not need to roll a truck), it would be considered a "Remote Technical Support Call." For Remote Technical Support calls via telephone only, a minimum fifteen (15) minutes per call shall be attributed as time spent by the employee for the purpose of pay calculation. While total calls under this pay schedule can be aggregated to arrive at the total paid hours, pyramiding is not permitted. On-call coverage time will be available seven (7) days every week, fifty-two (52) weeks every year, twenty-four (24) hours every day. Including observed holidays</p>			
<p>EXAMPLE: If a tech gets three calls in an hour i.e., separate calls, we will aggregate the 3 times 15 minutes to equal 45 minutes provided that the time period that SHELD is being billed for is not duplicative. Each customer response will be afforded a minimum of fifteen (15) minutes with the exception that multiple contacts with one customer lasting combined 15 minutes or less in total will be counted as one fifteen (15) minutes pay amount. i.e., two calls for 6 minutes same customer shall be counted as one 15-minute service not two.</p>			

Labor / Equipment Rates	Rate Reg / Hr.	Rate OT / Hr.	Sun /Holiday Hr.
Telecommunications Foreman	\$ _____	\$ _____	\$ _____
Telecommunications Technician w/ bucket - Installer	\$ _____	\$ _____	\$ _____
Telecommunications Technician w / 2 Line Crew	\$ _____	\$ _____	\$ _____
Telecommunications Apprentice	\$ _____	\$ _____	\$ _____
JW Electrician	\$ _____	\$ _____	\$ _____
Apprentice Electrician	\$ _____	\$ _____	\$ _____
Ground Crew Member /Cable Man	\$ _____	\$ _____	\$ _____
Installation Service Van	\$ _____		
Bucket Truck Splicing Lab	\$ _____		
Bucket Truck AE Cable Placement	\$ _____		
Underground Service vehicle	\$ _____		
Reel Trailer	\$ _____		
Pickup Truck	\$ _____		

CERTIFICATION OF CONTRACTOR FOR CONSIDERATION OF ELIGIBILITY

REQUIRED TO BE RETURNED WITH YOUR BID

Please submit four (4) copies of the complete bid package forms

Bidders' Certification Requirement

The bidder hereby certifies and warrants that it shall comply with the minority manpower ratio and specific action steps contained in the Supplemental EEO Anti-Discrimination & Affirmative Action Plan attached hereto, including compliance with the minority contractor compliance specified in Section V of said supplement. The contractor receiving award of the contract shall be required to submit to SHELD, prior to the performance of any work under said contract, regardless of tier, that it will comply with all minority manpower ratio and specific affirmative action steps contained in the Appendix EEO.

TAX CERTIFICATION – MASS. G.L.C. 62 C s. 49A

I certify under the penalties of perjury that I have filed all state tax returns and paid all state taxes required under law.

Print- Name of person signing bid

Signature

Company

Title

Street Address

City, State, Zip code

Contractor’s Certification

A contractor will be not eligible for award of a contract unless such contractor has submitted the following certification, which is deemed a part of the resulting contract:

CONTRACTORS’ CERTIFICATION

_____certifies that:
Contractor

Contractor tends to use the following listed construction trades in the work under the contract FTTP

- Fiber Optic Splicing
- FTTP Installation of Fiber Optic Cable
- FTTP Hardware and Strand Pole Line
- FTTP Construction Underground
- FTTP Conduit Construction
- Fiber Optic Cable Pulling or Blown in Conduit
- Fiber Optic Cable Testing and Certification
- Electrical Contractor – Licensed in Massachusetts

; and

Will comply with all minority manpower ratio and specific affirmative action steps contained herein; and

Will obtain from contractors and submit to SHELD prior to the award of any contract certification required by these bid documents.

(Signature and title of authorized representative of contractor)

(Date)

In order to ensure that the said contractor’s certification becomes a part of all contracts under the prime contract, no signature shall be affixed until an authorized representative of SHELD has determined, in writing, that the said certification has been incorporated in such contract, regardless of tier. Any contract executed without such written approval shall be void.

Evidence of Insurance Coverage Form

CERTIFICATE OF INSURANCE

Contractor's Name: _____ RE: _____

Address: _____

Bid Title: _____

Bid Date: _____

Signature: _____ Tel. No.: _____

The South Hadley Electric Light Dept "SHELD" requires contractors with whom it does business to provide SHELD with a certificate of insurance evidencing their insurance coverages.

Please send a copy of this form to your insurance broker/agent or insurance company.

The following certificate MUST COMPLY with our insurance requirements, which are as follows:

Prior to the start of the Work, the Contractor shall procure and maintain in force Workers Compensation Insurance, Employers' Liability Insurance, Business Automobile Liability Insurance, Commercial General Liability Insurance (CGL), and Builder's Risk insurance. The CGL policy shall include coverage for liability arising from premises, operations, independent contractors, products- completed operations, personal injury and advertising injury, contractual liability, and broad form property damage. All insurance policies shall name SHELD as an Additional Insured on a primary basis for liability arising out of the Work; and include a Waiver of Subrogation Endorsement in favor of SHELD. Upon execution of the Agreement, the Contractor shall provide the Owner with certificates of the insurance coverage required for all of the coverage herein specified. The Contractor's Employers' Liability, Business Automobile Liability, and Commercial General Liability policies, as required in this Subparagraph 10.3.1, shall be written with at least the following limits of liability, on an occurrence and primary, non- contributory, basis.

Employers' Liability Insurance

- a. \$2,000,000 Bodily Injury by Accident Each Accident
- b. \$2,000,000 Bodily Injury by Disease Policy Limit
- c. \$2,000,000 Bodily Injury by Disease Each Employee

Business Automobile Liability Insurance

- d. \$2,000,000 Each Accident

Commercial General Liability Insurance

- e. \$2,000,000 Each Occurrence
- f. \$5,000,000 General Aggregate
- g. \$5,000,000 Products / Completed Operations Aggregate
- h. \$2,000,000 Personal and Advertising Injury Limit

Builder's Risk Ins

- i. \$2,000,000 Each Occurrence

The comprehensive general liability insurance must also specify that its coverage will be primary to the South Hadley Electric Light Dept "SHELD" for claims arising out of our contractual relationships.

The South Hadley Electric Light Dept "SHELD" MUST be named as Additional Insured on all insurance policies.

The certificate must evidence any dedicatees (other than auto physical damage deductibles) or self-insurance retentions that apply to all required insurance coverages.

The insurance companies underwriting all required coverages must maintain a Best's Rating of at least A-: Class V.

The cancellation clause of the certificate of insurance must read as follows:

"Should any of the above, described policies be cancelled, not renewed, change materially in amount of coverage or changed in insuring form, the issuing company will give 30 days prior written notice.."

A COPY OF YOUR CERTIFICATE OF INSURANCE ATTACHED TO THIS FORM

MUST ACCOMPANY YOUR BID RESPONSE.

Additional Bid Requirements

Requirements for Consideration

1. Bidder must demonstrate proven positive experience of at least 10 years in the category of service work for which consideration is sought under the described bid information.
2. Bidder must provide proof of OSHA Approved Line Clearance Training.
3. Bidder must have an established bonding capacity record with minimum single and aggregate project limits in excess of \$5,000,000 with a surety that is licensed to do business in the Commonwealth of Massachusetts and is on the most recent list of approved sureties issued by Commonwealth of Massachusetts and the United States Department of the Treasury.
4. Bidder must be able to demonstrate its ability, through its Owner, Supervision, workforce, and equipment, to satisfactorily and professionally complete the work under this specification with regard to safety, productivity, quality, and high-level technical customer service.

Application

In filling out this bid application, be sure to answer all questions and include all required information. **Failure to answer any question or comply with any directive contained in these forms shall result in denial of certification.**

Please submit four (4) copies of the complete bid package forms

Check next to each item and ensure that the following are included:

- Application for Consideration (Section II).
- Copy of Current State Office of Minority and Women Business Assistance (SOMWBA) Certificate, if applicable (Section II (A)(4)).
- Most recent Massachusetts Corporation Annual Report or Massachusetts Foreign Corporation Annual Report if an out of state firm (Section II (A)(8)) or LLC Annual Report if an LLC (Section II (A)(8)), and, for new applicants, please include Articles of Organization or Massachusetts Foreign Corporation Certificate if an out of state firm (Section II (A)(8)) or Certificate of Organization if a Limited Liability Company (LLC) (Section II (A)(8)).
- Resumes of all Principal and Supervisory Personnel (Section II (B)).
- Applicable licenses and certifications for any personnel anticipated to be used for the duration of this contract.
- Original letter from Bonding Agent or Surety Company addressed to the South Hadley Electric Light Dept "SHELD" confirming single project and aggregate limits in excess of \$1,000,000, and the name of the surety (Section II (D)(1)).
- Most Recent Year Ending CPA-Reviewed or Audited Financial Statement (Section II (D)(2)).
- Workers Compensation Insurance Binder or Policy and verification of your firm's Experience Modification Rating (EMR) (Section II (D)(4)), if applicable.

DO NOT SUBMIT BINDERS OR INCLUDE SUPERFLUOUS MATERIALS

Bidder Background Information Category Sheet

Company Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Submitted by: _____

Date: _____

Check all categories of work from the list below for which you have had recent documented experience.

Categories of Work:

- Fiber Optic Splicing
- Installation of Fiber Optic Cable
- Hardware and Strand Pole Line
- Underground Construction
- Conduit Construction
- Fiber Optic Cable Pulling or Blown in Conduit
- Fiber Optic Cable Testing and Certification
- Electrical Contractor – Licensed in Massachusetts

Date received: _____

Historical Data/Organization

- 1. Indicate the exact name by which your firm is known:
- 2. How many years has your firm been in business under its present business name?
- 3. Indicate all other names by which your firm has been known and the length of time known by each name:
- 4. Is your firm currently certified by the state office of minority and women business assistance (SOMWBA) as an MBE, WBE, or MWBE? yes no
If yes, please provide a copy of your firm’s current SOMWBA certificate.
- 5. My firm is a: (check one)
 - Corporation Limited Liability Company
 - Sole Proprietorship Partnership Business Trust

If a corporation or LLC, list or enclose the following:

- 6. State of Incorporation: _____
- 7. Date of Incorporation: _____
- 8. Enclose your firm’s most recent Massachusetts Corporation Annual Report or Massachusetts Foreign Corporation Annual Report if an out of state firm or LLC Annual Report if a Limited Liability Company (LLC). For new applicants, please include Articles of Organization or Massachusetts Foreign Corporation Certificate if an out of state firm or Certificate of Organization if an LLC.

If a sole proprietorship, partnership, or business trust list or enclose the following:

- 9. Name of proprietor, principal partners, or principal officers:
- 10. State in which organized:
- 11. Date business was initiated/organized:
- 12. Type of partnership (e.g., 50/50, etc.):
- 13. If a sole proprietorship, include a copy of business certificate as filed with town clerk of town where business is located.
- 14. If a partnership, include a copy of business certificate as filed with the town clerk of the city or town where partnership is located. Also, attach a copy of the partnership’s articles of information or partnership agreement.
- 15. If a business trust, include a copy of declaration of business as filed with the secretary of the Commonwealth.

Personnel

Enclose resumes of all officers, partners, principal individuals, and other key personnel in your firm. Information must include:

- i. educational background
- ii. construction experience along with trade licenses and certifications (attach copies)
- iii. number of years with this firm
- iv. names of all other firms in which the individual now has or has in the past had a financial interest or decision-making responsibility.
- v. licenses held - individual and corporate (attach copies)

Organizational Experience

1. List all trades in which your firm customarily engages with its own employees:
2. What percentage of work does your firm customarily perform with its own employees?

Bonding, Financial Data, and Workers' Compensation

1. Attach an original letter from your bonding agent addressed to The South Hadley Electric Light Dept "SHELD", confirming single and aggregate limits and providing name of Surety Company. The single and aggregate limits must be in excess of \$1,000,000. Please note: the surety company must be licensed to issue bonding in the Commonwealth of Massachusetts by the Division of Insurance and must be on the most recent list of approved sureties issued by the United States Department of the Treasury.

2. Attach the most recent, complete year-ending reviewed or audited statement of financial condition prepared by a certified public accountant (CPA), including balance sheet, income statement, statement of cash flows, notes, and the most recent CPA- prepared mid-year financial statement. **Year-ending CPA-compiled statements are not acceptable**; however, mid-year statements may be CPA-compiled. Applicants that have parent companies, affiliates, or subsidiaries must provide a stand-alone financial statement that pertains solely to the applicant; in such cases if no CPA-reviewed or CPA- audited financial statement is available, the applicant may provide an in-house generated report, provided it includes a balance sheet, statement of income, and reviewed or audited statement of the parent company.

3. State the highest dollar volume of all construction work you have completed during any twelve-month period within the past five years \$ _____.

During what twelve-month period was this work completed? _____.

Attach a CPA-prepared document confirming this information. Note: in lieu of this information, you may use your CPA-prepared financial statement as confirmation.

4. Attach a copy of your firm's Workers Compensation Insurance policy or binder and it must indicate your firm's Experience Modification Rating (EMR).

Highest Value Projects Experience

Indicate the two highest value single similar contracts completed by your firm within the past five years including start and end dates, names, addresses, and telephone numbers of references, owners, designers, and general contractors (or their representatives). When listing requested Categories of Work, refer to categories from this Section of this application. If a contract included more than one Category of Work for which your firm seeks eligibility, and the work was performed by your firm's own employees, please provide dollar breakdowns attributable to each category of work separately. Attach additional sheets, if necessary.



HIGHEST SINGLE PROJECT:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

SECOND SINGLE PROJECT:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

Projects in Progress

List all similar contracts your firm has in process on this date that have a value of at least \$25,000. Do not list projects with contract values of less than \$25,000. If your firm has more than ten (10) projects in process on this date, please restrict your list to the ten oldest contracts still in process. **Information on randomly selected projects is not acceptable.** Answer all questions. When listing requested Categories of Work, list all relevant categories of work which your firm performed with its own employees for each project. With respect to single contracts involving multiple categories of work, **provide a dollar breakdown attributable to each category listed.** Attach additional sheets, if necessary.

1) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____	\$ _____
Category 2) _____	\$ _____
Category 3) _____	\$ _____
Total Contract Amount \$ _____	

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

2) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____	\$ _____
Category 2) _____	\$ _____
Category 3) _____	\$ _____
Total Contract Amount \$ _____	

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

3) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

4) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

5) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

6) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

7) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____	\$ _____
Category 2) _____	\$ _____
Category 3) _____	\$ _____
Total Contract Amount \$ _____	

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

8) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____	\$ _____
Category 2) _____	\$ _____
Category 3) _____	\$ _____
Total Contract Amount \$ _____	

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____



9) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

10) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

Completed Projects

List all similar construction projects having a value of at least at least \$25,000, which your firm has completed within the past five years, or the ten most recent projects completed within the past five years that were at least \$25,000. Do not list projects with contract values less than \$25,000. **Information on randomly selected projects is not acceptable.** Note: when listing requested Categories of Work, list all relevant categories of work that your firm performed with its own employees for each project. With respect to single contracts involving multiple categories of work, **provide a dollar breakdown attributable to each category listed.** Attach additional sheets, if necessary.

1) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State) _____

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

2) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State) _____

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

3) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

4) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____
 Category 2) _____ \$ _____
 Category 3) _____ \$ _____
 Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____



5) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

6) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____



7) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

8) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____



9) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

10) PROJECT TITLE:

Project Title: _____

Enter all appropriate category(s) of work from page 5 that applies and include a breakdown of each category:

Category 1) _____ \$ _____

Category 2) _____ \$ _____

Category 3) _____ \$ _____

Total Contract Amount \$ _____

Project Location: _____ (City & State)

Start / End Dates: _____ / _____ Owner: _____

Site Contact: _____ Site Contact Number: _____

Address: _____ Email: _____

Construction PM, GC or Engineer: _____

Contact: _____ Contact Number: _____

Address: _____ Email: _____

Regarding the information you supplied in sections prior:

Is your firm or any individual who owns, manages or controls your firm affiliated with any owner, designer or general contractor named in the above experience sections either through a business or family relationship? (Check one) yes no

Are any of the contact persons named in the above experience sections affiliated with your firm or any individual who owns, manages or controls your company, either through a business or family relationship? (Check one) yes no

If you have answered yes to either question, please explain. Attach additional sheets, if necessary.

General Performance

Answer the following questions by using your cursor to click YES or NO. Information is to cover the past five years prior to the date of submission of this application.

If you answer YES to any question, on a separate page provide a complete explanation. Include all details [project name(s) and location(s), names of all parties involved, relevant dates, etc.].

	YES	NO
1. Has your firm been terminated on any contract prior to completing a project or has any officer, partner or principal of your firm been an officer, partner or principal of another firm that was terminated or failed to complete a project?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your firm failed or refused either to perform or complete any of its work under any contract prior to substantial completion?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your firm failed or refused to complete any punch list work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your firm filed for bankruptcy, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your surety taken over or been asked to complete any of your work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a payment or performance bond been invoked against your current firm, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that had a payment or performance bond invoked?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your surety made payment to a materials supplier or other party under your payment bond on any contract?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has any subcontractor filed a demand for direct payment with an awarding authority for a public project on any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have any of your subcontractors or suppliers filed litigation or enforced a mechanic's lien against any property in connection with work performed or materials supplied under any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have there been any deaths of an employee or others occurring in connection with any of your projects?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has any employee or other person suffered an injury in connection with any of your projects resulting in their inability to return to work for a period in excess of one year?	<input type="checkbox"/>	<input type="checkbox"/>

Legal or Administrative Proceedings; Compliance with Laws

Please answer the following questions. Information is to cover all judicial and administrative proceedings arising prior to the date of submission of this application.

The term “administrative proceeding” as used in this application for certificate of eligibility includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts, or (ii) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

If you answer yes to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties imposed, etc.).

	YES	NO
1. Are there any judicial proceedings (other than criminal proceedings) pending or that have been concluded adversely against your firm or a principal or officer or anyone with a financial interest in your firm relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have any criminal proceedings been brought or have there been any convictions against or plea agreements involving your firm or a principal or officer or anyone with a financial interest in your firm?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of state or federal procurement laws arising out of the submission of bids or proposals?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of state or federal laws regulating campaign contributions?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of chapter 268A of the Massachusetts General Laws?	<input type="checkbox"/>	<input type="checkbox"/>

<p>6. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of any state or federal law regulating prevailing wages?</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Legal or Administrative Proceedings; Compliance with Laws (continued)

	YES	NO
<p>7. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, overtime pay, equal pay, child labor or worker’s compensation?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of any state or federal law prohibiting discrimination in employment?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Have any judicial or administrative proceedings been brought or concluded adversely or settlement agreements entered against your firm or a principal or officer or anyone with a financial interest in your firm relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations or occupational health or safety?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Have any proceedings been brought by any municipal, state or federal agency to debar or suspend your firm or any principal or officer or anyone with a financial interest in your firm from public contracting?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Has your firm been denied certification, been decertified or debarred for any reason by any municipal, state or federal agency?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Has your firm been fined by OSHA or any municipal, state or federal agency for violations of any laws or regulations related to occupational health or safety? Note: this information may be obtained from OSHA’s Web Site at www.osha.gov</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Has your firm been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals, or failure to file certified payrolls on any public projects?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Certification (notarization required)

The undersigned _____ hereby certifies: (Print name)

That I am an owner or principal of _____ (Company name)

and that all answers and all statements contained in the attached application for certificate of eligibility are true and correct. Providing false or misleading information or failure to provide all required information will be grounds for denial, decertification and/or debarment. I attest to the accuracy of all information contained in this application and verify that the information submitted is in fact accurate and true, under oath.

Signed and Sworn under the Pains and Penalties of Perjury. Dated at _____

This _____ day of _____, 20_____.

By (signature):

Print name: _____

Title or position: _____

_____ ss. _____ (country) (state)

Before me, _____ personally, appeared and (notary public)

known to me to be _____, based (name of officer) on satisfactory evidence which was a driver's license and acknowledged that they are authorized to execute the foregoing and that its execution is their free act and deed and the free act and deed of the company.

_____ My commission

expires: _____ (notary public signature)

_____ (print name)

Attachment A—(1) Certificate as to Corporate Bidder; (2) Certificate as to Payment of State Taxes; (3) Certificate of Non-collusion; and (4) Certificate of Fair labor practices

(1) CERTIFICATE AS TO CORPORATE BIDDER

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then of said corporation, that I know their signature, that their signature thereon is genuine, and that said Bid was duly signed, sealed and executed for and on behalf of said corporation by authority of its governing body.

(Secretary-Clerk) (Corporate Seal)

Dated: _____

(2) CERTIFICATE AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I have filed all state tax returns and paid all state taxes required under law.

Social Security Number or
Federal Identification Number

Signature of Individual

By: _____
Corporate Officer (if applicable)

Corporate Name

(3) CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)

(Name of Business)

(4) CERTIFICATE OF FAIR LABOR PRACTICES

The undersigned certifies under penalties of perjury that in accordance with Section 504 of the (Federal) Rehabilitation Act of 1973 and 31 Code of Federal Regulations, Part 51, their company does not discriminate on its employment, procurement and marketing activities on the basis of race, creed, color national origin, sex, handicap or age.

(Name of person signing bid or proposal)

(Name of Business)

Addendum A

GENERAL SPECIFICATIONS AND STANDARDS

GENERAL REQUIREMENTS

- 1.2 PROJECT MANAGER - for the Contractor shall be required to meet with SHELD Telecom Dept monthly. These meetings will commence no later than two weeks after the "Notice to Proceed" is given to the Contractor.
- 1.3 REDLINE DRAWINGS - Contractor shall provide As-Built drawings in Portable Document Format (PDF) as well as 11x17 paper copies to the SHELD. The Contractor shall update actual construction progress as applicable on redline drawings during construction. Such drawings shall be available to SHELD for review throughout the project.

CONSTRUCTION SPECIFICATIONS

2.1 MATERIALS AND EQUIPMENT

All materials and equipment not supplied by SHELD shall be new and shall be applied, installed, connected, erected, utilized, cleaned and conditioned in accordance with SHELD specifications and the specific standards specified in the following sections. All conduits and cable shall be plugged or capped during the construction process and upon completion to prevent any intrusion of silt, water, or foreign substances into the infrastructure. Contractor shall abide by the following acceptable practices to complete the installation.

2.2 PLOWING (preferred)

2.2.1 Plowing innerduct includes the hauling of innerduct from storage area to work location and any handling required to properly install (via direct burying) the innerduct in the ground to a minimum depth of 12 inches (12-18" typical). This Work includes coordination with Dig Safe and utility owners in locating their facilities prior to the installation of the innerduct.

2.2.2 The plowing equipment shall be subject to the prior written approval of SHELD and respective Authorities of having jurisdiction over roadway and railroad right-of-way.

2.2.3 The equipment and construction methods used by the Contractor shall be such as to cause minimum displacement of the soil. The slot made in the soil by the cable plows shall be closed immediately by tamper or by other professional means.

2.2.4 Damage to banks, ditches, and roads caused by the equipment shall be immediately repaired and restored to original condition to the satisfaction of SHELD and the Jurisdictional Authorities.

2.2.5 Where cable is buried near the edge of pavements, the Contractor shall take particular care to avoid damaging the pavement. If such damage does occur, repairs shall be made immediately to restore to original condition to meet the requirements of SHELD and the Jurisdictional Authorities and at minimum within 10 days thereafter.

2.2.6 The Contractor shall promptly repair any damage to fences, lawns, shrubbery, drives, sprinklers and all other noted customer systems, and any other property damaged during construction must be restored to original condition within 10 days thereafter.

2.2.7 The start pits, finish pits, and pits at points of intersections will be excavated in advance of plowing. Utility crossings will be exposed prior to start of plowing operations. The Contractor shall exercise care in the use of trenching equipment and shovels in joining slots and/or trenches to other slots/trenches to be certain that the cable is not damaged.

2.3 GRASS/SOD TRENCH INSTALLATION

2.3.1 Where plowing is unfeasible, Contractor shall excavate as required (i.e., machine trench, hand dig, etc.) to install ducts as indicated in the Contract Drawings as applicable to allow a minimum of twelve inches (12") (typ.12"-16") of cover to top of conduit below finished grade, or as specified on the Contract Drawings and/or permits. The installation shall be complete with removal and disposal of excavated materials or materials not suitable for backfill and the installation of the conduit.

2.3.2 Restoration shall include the placement of select fill or clean backfill compacted. Clean backfill is defined as existing native soil containing material that is free of debris and contains no cobbles greater than one-half inch (1/2") in diameter. The Work may also include shoring, bracing, road bore connections, and all other operations necessary to complete the installation.

2.3.3 Trenches shall be kept as straight as practical. The bottom of the trench shall be smooth and free from any sharp edges. The trench shall be kept clear of debris and loose rock. All changes in trench grade shall be less than one foot (1') per ten feet (10').

2.3.4 In applications where HDPE ducts are installed, Contractor shall install the ducts to prevent excessive waving of the ducts within the trench. Contractor shall tension the ducts to prevent waving in the trench prior to backfilling. Conduits shall be installed in such a manner as to keep conduit configuration consistent. Conduits shall be bound along the trench line every ten feet (10') to maintain this configuration and minimize spiraling.

2.3.5 Fiber Optic warning tape shall be installed 10 inches (10") above buried facilities in open trench construction.

2.3.6 Contractor shall have the full responsibility to ensure tie-ins and duct couplings be made to ensure elevations remain as straight as possible and that the duct and conduit joints provide an airtight seal. Contractor shall furnish duct couplers to achieve this requirement.

2.3.7 All trench sections must be closed at the end of each working day. Contractor shall restore the surface conditions to original or better conditions or as required by the Jurisdictional Authorities.

2.3.8 Contractor shall furnish and install 10 gauge insulated locate wire within all trench line excavations leading into access points in absence of embedded conduit tracer wire (typically in Microduct applications). Locate wire shall be installed as described and as shown on the typical details in Exhibit D. Tracer wire can be pulled and co-located within conduit during cable installation. Routing of all tracer toner cabling shall be brought to pedestal fixture and grounding bar. Proper grounding shall be installed to provide sufficient conductivity for locating equipment.

2.3.9 Contractor shall in his pre-construction survey determine soil conditions. Rock conditions shall be determined jointly by the OWNER representative and Contractor prior to project commencement determine conditions and any change request in unit pricing.

2.3.10 Contractor shall notify The OWNER of areas where minimum cover requirements cannot be met. Contractor shall ensure that locations with minimum cover are protected by such means as to cover conduit with one-fourth inch (1/4") steel plates, concrete slurry, or both.

A complete set of pictures shall be taken by Contractor showing conduit placement and depth be each trench segment and cataloged prior to backfill of all trenches and submitted.

2.4 PAVEMENT TRENCH INSTALLATION (Roadway, Driveway)

2.4.1 Contractor shall excavate as necessary to install ducts as specified on the construction documents or as specified on the Contract Drawings. The installation shall be completed by saw cutting the roadway surfaces, removing and disposing of excavated pavement and excess excavated material and installing the conduit.

2.4.2 Restoration shall include the placement of select fill or clean backfill and compacted. Road cuts for crossing driveways and roadway, intersections and alike will be at a preferred 2" opening. In these cases, restoration will be made by Stirling Lloyd (GCP Applied Technologies) application. In the event a 2" clean cut cannot be maintained due to existing road and or driveway conditions, a sawed cut back to 12" shall be made and asphalt will be employed. An emulsifier will be applied per specification to each cut edge. Final pavement specifications will adhere to no more than a ¼" deviation at grade surface per linear square foot. Clean backfill is defined as existing native soil containing material that is free of debris and contains no cobbles greater than one-half inch (1/2") in diameter. The Work may also include shoring, bracing, road bore connections, and all other operations necessary to complete the installation. Contractor should be knowledgeable of City Highway Department requirements as all restorations will be made to City specifications.

2.4.3 Temporary pavement restoration shall be required when vehicular traffic shall be present prior to final pavement restoration. Final pavement restoration shall be governed by the Jurisdictional Authorities. Final asphalt restoration shall typically include roto-milling to remove existing asphalt six inches (6") on each side of the trench. Final restoration shall be completed within 10 business days from original cut opening. Final concrete restoration shall typically include replacing the concrete to match the existing roadway or sidewalk cross-section. Final restoration shall be completed within 10 business days from original opening.

2.4.4 Trenches shall be kept as straight as practical. The bottom of the trench shall be smooth and free from any sharp edges. The trench shall be kept clear of debris and loose rock. All changes in trench grade shall be less than one foot (1') per ten feet (10'). Conduits shall be placed in the excavation as straight as practical.

2.4.5 In applications where HDPE ducts are installed, Contractor shall install the ducts to prevent excessive waving of the ducts within the trench. Contractor shall tension the ducts to prevent waving in the trench prior to backfilling. Conduits shall be installed in such a manner as to keep conduit configuration consistent. Conduits shall be bound along the trench line every ten feet (10') to maintain this configuration and minimize spiraling.

2.4.6 Fiber Optic warning tape shall be installed ten inches (10") above facilities in open trench construction.

2.4.7 Contractor shall have the full responsibility to ensure tie-ins and duct couplings be made to ensure elevations remain straight as possible and that the duct and conduit joints provide an airtight seal.

2.4.8 Driveways, lanes, or roadways when required to be open cut, shall be opened just prior to the conduit placing. In no case shall the driveway, lane, or roadway be left impassable at the end of each workday. The general public safety is paramount and appropriate steps shall be taken to ensure safety at all times. Where a drive or roadway must be left open for traffic, Contractor must provide the material and method required to allow for movement of traffic.

2.4.9 Trenches shall be promptly backfilled with select material and placed so that final grade is restored to original grade to ensure no hazard to vehicular, animal or pedestrian traffic. No trenches shall be left open overnight. Upon approval all open trenches shall be properly guarded or barricaded to prevent damage or injury.

2.4.10 In areas inaccessible to tamping type rollers where compaction is required, a mechanical tamper of a size suitable for the Work involved shall be used. Pneumatic tampers shall be operated at pressures no less than those recommended by the manufacturer.

2.4.11 Contractor shall furnish and install 10 gauge insulated locate wire within all trench line excavations leading into access points. Locate wire shall be installed as described and as shown on the typical details.

2.4.12 Contractor shall in his pre-construction survey determine soil conditions. Rock conditions shall be determined jointly by the OWNER representative and Contractor prior to project commencement determine conditions and any change request in unit.

PRICING

2.4.13 Contractor shall notify the OWNER of areas where minimum cover requirements cannot be met. Contractor shall ensure that locations with minimum cover are protected by such means as to cover conduit with one-fourth inch (1/4") steel plates, concrete slurry, or both.

2.4.14 A complete set of pictures shall be taken by Contractor showing conduit placement and depth be each trench segment and cataloged prior to backfill of all trenches and submitted.

2.5 BORE INSTALLATION (where necessary)

2.5.1 Boring where necessary when plowing trenching methods are impractical shall be completed with the excavation of bore launching and receiving pits, any required shoring, any required rock removal, and the installation of the conduit at a depth no less than 36" inches (36") of cover. Maximum depth of bore installation shall not exceed eight feet (8'). Bore installation shall include pushing, boring, or simultaneously boring and pushing casing pipes and duct under roads, exit ramps, railroad tracks, driveways, sidewalks, trees, environmentally sensitive areas and other features indicated on the Contract Drawings where applicable or as directed by Jurisdictional Authorities. Acceptable methods of boring include jack boring, dry auger boring, and directional boring.

- 2.5.2 Duct shall be installed in locations as shown on the Contract Drawings. Contractor shall plan all bores as not to exceed fifteen degrees (15°) of bends in the duct. Bore pits shall be placed to conform to regulations mandated by the Jurisdictional Authorities, as necessary.
- 2.5.3 Before boring, Contractor shall check all obstructions and clearances. All existing utilities and facilities shall be located and remain open until the bore has been completed.
- 2.5.4 No bore pits or potholes shall be left open overnight. Upon approval, all open bore pits or potholes shall be properly guarded or barricaded to prevent damage or injury.
- 2.5.5 Contractors' bore operator and navigator shall maintain communication at all times. When visual obstruction or distance precludes un-aided verbal communication, the operator and navigator shall utilize radio communication devices. An additional third person that has a clear view of the entire operation shall be used, wherever practical without creating an additional safety hazard.
- 2.5.6 The boring operator shall have full control of the direction of the boring tool at all times. Shallow, misdirected, unsuccessful bores and voids shall be abandoned and completely at Contractor's expense. Under no circumstances shall the Contractor be allowed to cut or disturb pavement or asphalt, or excavate within the relative limits of any roadway surface to retrieve any lost boring apparatus.
- 2.5.7 All ends of bore casing shall be sealed using non-shrink grout. All conduits shall be capped, sealed watertight and shall be well marked to accommodate locating. All bore pits shall be dewatered.
- 2.5.8 Restoration shall include the placement of select fill or clean backfill compacted in eight- inch (8") lifts. Clean backfill is defined as existing native soil containing material that is free of debris and contains no cobbles greater than one-half inch (1/2") in diameter. The Work may also include shoring, bracing, road bore connections, and all other operations necessary to complete the installation. Surfaces shall be restored to original or better condition or as mandated by the Jurisdictional Authorities.
- 2.5.9 Contractor is to use proper dewatering and containment methods for removal and disposal of bore water and any and all additives for wall stabilization.
- 2.5.10 Setup of directional boring equipment must be made in a manner to minimize damage to the surrounding area. Emphasis shall be placed on setup locations to ensure that the equipment, debris, and/or bore water overflow do not encroach onto private property or public drainage systems. Contractor shall be responsible for disposing of all waste.
- 2.5.11 All directional boring equipment shall have electrical protective devices to protect the operators from electrical shock. The OWNER requires that these devices not be circumvented in any way and that all protective safety equipment is worn or used by all required individuals. Anyone not wearing or using protective equipment shall not approach or touch the directional drilling equipment.

2.5.12 Prior to beginning any directional drilling operations, the navigation system shall be calibrated on a daily basis at minimum. Calibration shall be accomplished according to manufacturer specifications. Contractor shall establish and maintain a calibration log on site.

2.5.13 No items attached to the backside of the reamer shall be allowed without the use of a free- moving swivel to eliminate the rotation of trailing stem. When adding additional stem or attachments where the addition/attachment is not within sight of the bore machine operator, all power providing any movement to stems shall be disengaged and the stems at the boring rig shall be locked down. Power shall only be reinstated after the item being attached to the stem is securely connected and all personnel are clear of moving components.

2.5.14 Contractor shall have the full responsibility to ensure tie-ins and duct couplings be made to ensure elevations remain straight as possible and that the duct and conduit couplers provide an airtight seal.

2.5.15 Contractor shall furnish and install 10 gauge insulated locate wire within all bore and trench installations leading into access points. Locate wire shall be installed as described and as shown on the typical details.

2.5.16 Contractor shall in his pre-bid survey determine soil conditions. Rock conditions shall be determined jointly by the OWNER representative and Contractor prior to project commencement determine conditions and any change request in unit pricing.

2.5.17 Contractor shall notify the OWNER of areas where minimum cover requirements cannot be met. Contractor shall ensure that locations with minimum cover are protected by such means as to cover conduit with one-fourth inch (1/4") steel plates, concrete slurry, or both. This material and installation cost shall be borne by Contractor.

A complete set of pictures shall be taken by Contractor showing conduit placement and depth be each trench segment and cataloged prior to backfill of all trenches and submitted.

All results and premise / customers information must be documented and submitted with SHELD's Sprypoint work order, in format approved by SHELD / Owner and ISP. All work must conform to all applicable city, state, local, NESC, NEC codes, local ordinances and Contract Requirements.

2.6 RODDING, ROPING AND INNERDUCT INSTALLATION

2.6.1 Contractor shall determine the integrity of existing sections of conduit prior to installation of any pull line. If applicable, Contractor shall proof the existing conduit run as per Section 2.9, Proofing Duct.

2.6.2 Once a determination has been made that the conduit run is successful, Contractor shall "rope" the existing conduit run with a pull line or muletape.

2.6.3 Contractor shall provide enough manpower to sufficiently manage and supervise all installations.

2.6.4 Contractor shall use caution through the entire rodding, roping and installation process to avoid damaging any existing conduits, innerducts, cables, or other previously existing plant.

2.6.5 Microfiber cable installations within microduct shall be blown in per cable and conduit manufacturers specification and should not be pulled or pushed.

2.6.6 Contractor shall install Jet-line or equivalent in rigid conduit systems or ducts to facilitate cable placement. Contractor shall record wall-to-wall distances on the Red Line Drawings.

2.6.7 Upon completion of muletape/Jet-line installation, all ducts shall be plugged with duct plugs/caps and muletape/Jet-line shall be tied off. Once cable has been installed, a simplex duct plug shall be installed.

2.7 UNDERGROUND FIBER OPTIC CABLE INSTALLATION.

2.7.1 Contractor shall install fiber optic cable in the conduit system as specified in the Work, on the Contract Drawings, and in accordance with the manufacturer's recommendations.

2.7.2 Contractor shall maintain comprehensible two-way radio communication among crewmembers at all times during fiber optic cable installation.

2.7.3 The OWNER is providing the Contractor the option to blow, jet microfiber or pull the standard fiber optic cable for installation in rigid conduit systems. Should Contractor choose to install the cable by pulling, Contractor shall be responsible for furnishing and installing pull rope.

2.7.4 Contractor shall, to the best of their ability, install the fiber optic cable in the most consistent manner throughout the duct system. This shall include, but is not limited to, installation within the same color or location of duct as per the design drawings. Any lack thereof, contractor will document ducts used by cable type and size.

2.7.5 Contractor is responsible for the protection of fiber optic cable until acceptance by the OWNER of the installed, spliced and tested cable from the Contractor. This includes, but is not limited to, storage of the cable prior to installation, overnight protection because the entire cable was not installed prior to stopping Work for the day, and during transportation to the jobsite.

2.7.6 Contractor shall leave slack as noted on Contract Drawings and as needed for on-going operations and maintenance of the network. All cable slack shall be neatly coiled and secured with tie wraps.

2.7.7 Contractor shall label all cable tags with a permanent marker. Labels shall include the count of fiber and any requested OWNER information.

2.7.8 Contractor shall furnish and install simplex duct plugs upon cable installation. Duct plugs shall be installed to ensure watertight seal between the cable and the conduit.

2.7.9 Contractor shall avoid bends of small radii and twists that may damage the fiber optic cable. During installation, Contractor shall not bend cable in a radius less than twenty (20) times the outside diameter of the cable unless more stringent guidelines are recommended by the manufacturer. Contractor shall utilize pulleys, sheaves, radius wheels, or other devices to meet this requirement.

2.7.10 Contractor shall utilize cable lubrication to reduce pulling tension using Polywater F, or an approved equal.

2.7.11 Contractor shall install the cable into the conduit system without splices in the fiber optic cable except where noted on the Contract Drawings.

2.7.12 Any and all damages to the cable caused by or discovered by Contractor shall be immediately reported to the OWNER. Upon notification, the OWNER will instruct Contractor as to action necessary for cable repair or replacement.

2.7.13 Contractor shall dispose of all reels in an appropriate manner. Contractor shall also supply sufficient maintenance cable for restoration of the network. Contractor shall properly dispose of any cable determined to be “unusable”.

2.8 FIBER OPTIC SPLICING AND TESTING

2.8.1 Splicing of fiber optic cable shall only occur at locations approved by OWNER, or within NID.

2.8.2 All Fiber Splicing Technicians shall be certified and approved by the splicing equipment manufacturer.

2.8.3 Contractor shall splice the fiber optic cable in accordance with the manufacturer’s recommendations.

2.8.4 Contractor shall confirm, prior to splicing, that the information indicated by the splice assignment sheets is correct and consistent with what the Contractor actually encounters in the field. If any information is absent or incorrect on the splice drawings, it is the Contractor’s responsibility to notify the OWNER and obtain the correct information.

2.8.5 Contractor shall inspect all splicing equipment prior to splicing activities to ensure the equipment is in good, clean working condition. Contractor shall calibrate the splicing equipment as recommended by the manufacturer. The OWNER reserves the right to inspect the splicing equipment and to request the Contractor to calibrate and/or clean the equipment upon inspection.

2.8.6 All fibers are to be fusion spliced and organized, placed and secured in the splice enclosure equipment approved by the OWNER. Where applicable, a heat oven shall be used to heat shrink all sleeves. A heat gun that is hand applied shall not be permitted. Care must be exercised to prevent damage to exposed fibers by overheating. The acrylic coating should not be removed beyond the areas that will be covered by the heat shrink sleeves.

2.9 FIBER ACCEPTANCE TESTING

2.9.1 Contractor shall follow the specifications set forth in “Fiber Optic Splicing”, and “Power (Insertion) Loss Testing”, for OWNER's Acceptance of the fiber system. This section shall identify the final deliverables Contractor shall supply to the OWNER in order to receive acceptance of the fiber system.

Contractor shall submit the results from End-to-End Power Meter Testing to the OWNER for review. Contractor will record the measured values of power transmitted and power received at the 1310nm and 1550nm wavelengths. This will be accomplished utilizing the EXFO PPM-350C or similar EXFO compatible PON meters and provide hard copy and electronic report formatted by EXFO software.

Contractor shall submit one (1) copies of the test results in paper format and one (1) copy in electronic format. The OWNER shall review this data and provide the Contractor with a list of deficiencies. Contractor shall then work in an expeditious manner to repair all of the deficiencies.

2.13.4 The bi-directional fiber loss calculations recorded on the End-to-End Power Meter Test Results form will be the guideline by which the OWNER will accept or reject work.

2.13.4.1 Contractor shall be responsible for providing test data on OWNER-approved forms.

2.10 POWER (INSERTION) LOSS TESTING (Distribution)

2.10.1 When working on terminated fibers or as directed by the OWNER, Contractor shall test the fiber optic cable using two (2) self-contained optical power meters. Insertion loss testing shall be performed at 1310nm and 1550nm for Standard Single Mode Fiber.

2.10.2 Contractor shall provide the results from the insertion loss test on the OWNER's End-to- End Power Meter Results form. All information must be filled out on the form including location of “from” and “to” test sites and reference loss at both locations, as well as the Contractor and operator information.

2.10.3 Contractor shall calculate the net span loss of the fiber under test in the field by subtracting the source reference reading of the equipment from the far end test power meter reading. Contractor shall be responsible to verify that the absolute value of the span loss of any given fiber is within the OWNER's maximum calculated allowable loss budget. These loss budgets are calculated using actual recorded loss data of the fiber optic cable plus estimated losses due to splices, IFC pigtailed, and connectors. If a fiber exceeds the budgeted loss, Contractor shall analyze the OTDR traces to troubleshoot the fiber optic span and immediately correct the deficiencies.

2.10.4 Contractor shall perform the insertion loss test bi-directionally with the average of the loss in the two directions used for the OWNER's fiber system acceptance. However, no uni- directional span loss shall exceed ten percent (10%) of the Maximum Calculated Allowable Budget as specified on the End-to-End Power Meter Test Results form.

2.11 OVERHEAD FIBER OPTIC CABLE INSTALLATION

2.11.1 Aerial (Pole Line) Requirements: Clearances shall be in accordance with industry standards (NESC) and all pole owner specifications and guidelines as well as local codes and requirements.

2.11.2 The maximum pulling tensions and minimum bending radius shall not be violated at any time during installation and shall be monitored at all times during new cable installation.

2.11.3 Lashing machines shall NOT be pulled with a vehicle at ANY time.

2.11.4 Fiber optic cables shall be smoothly installed. Loose lashing or excessive twisting or weaving of cable around messenger shall be cause for rejection.

2.11.5 The bending radius shall not exceed cable manufacturers specifications.

2.11.6 Aerial cable shall be attached to the poles and buildings using proper supporting attachments. Aerial cable shall enter the buildings through a raceway (conduit) with an approved service head that must be properly grounded and attached to the building. All building entries shall be coordinated with the OWNER and the Facility Owner.

2.11.7 Aerial drop cables may be self-supporting or over-lashed to other plant as approved by the OWNER.

2.11.8 For all fiber optic cable installations, the Contractor shall meet all requirements set forth in the TIA-758-A Standard, "Customer-owned Outside Plant Telecommunications Infrastructure Standard", Telcordia SR-1421 Blue Book – Manual of Construction Procedures" and other standards specified herein. In the event that this standard conflicts with the requirements of the OWNER, then the more stringent requirements shall apply.

2.14 CABLE INSTALLATION

Cable Installation will follow conduit installation by design. Microfiber cabling will be employed for use within conduit systems and requires air jet or blown in cable installation as described per manufacturer's specifications. OWNER has selected OFS Fiber Optic MiDia FX Microfiber cabling for all fiber installations.

2.15 COMPRESSION FITTINGS

Manufacturers Compression fittings will be used for union connections on microduct junctions. Number of union connections should be kept to a minimum. All microduct connection fittings will be supplied by SHELD.

ADDITIONAL GENERAL SPECIFICATIONS

3.1 DIGSAFE NOTIFICATIONS

Contractor will be responsible for all excavation pre-marking, coordination of affected facility owners as may be required and all dig safe notifications. Contractor will be required to maintain markings throughout duration of project, and removal of all flag markings and removable marking materials upon completion of excavation.

3.2 POLICE DETAILS

Police details where required will be coordinated by CONTRACTOR. SHELD Project Manager will work with contractor representative to determine where needed in advance of work commencement. Police detail billing will be direct to CONTRACTOR for this project is part of contractor scope. Please see Police Details Addendum.

3.3 AS-BUILT DOCUMENTATION CONDUIT

Contractor will provide SHELD all as-built documentation that details:

1. Final conduit path and depth of placement.
2. Details of all cable facilities and routing if deviated from original FTTH design.

3.4 RESTORATION

Restoration to all affected areas of construction shall be warranted by Contractor as follows:

Grass and tree belt areas; period of 3 months in season, 6 months out of season. Concrete; period of 6 months
Asphalt; period of 12 months

3.5 RISER POLES

URD conduit or protective riser guard to be installed at URD riser (service) pole and shall continue to placement of SHELD strand attachment. Conduit should extend and be secured to support strand messenger and run horizontal to 3ft. Adequate cable slack should be coiled and secured at this point for future splice enclosure installation.

3.6 VAULTS AND SERVICE PEDESTAL INSTALLATION AND CONDUIT CONNECTIONS

At vault and pedestal co-locations, (2) - 2" PVC sleeves will be installed to provide a cross connect between these fixtures. One conduit shall be designated for MST tail cable management and one for drop cables management from pedestal to vault. Excess cable for all drop tails up to 25 Ft can be managed and maintained within vault.

POLICE DETAIL ADDENDUM

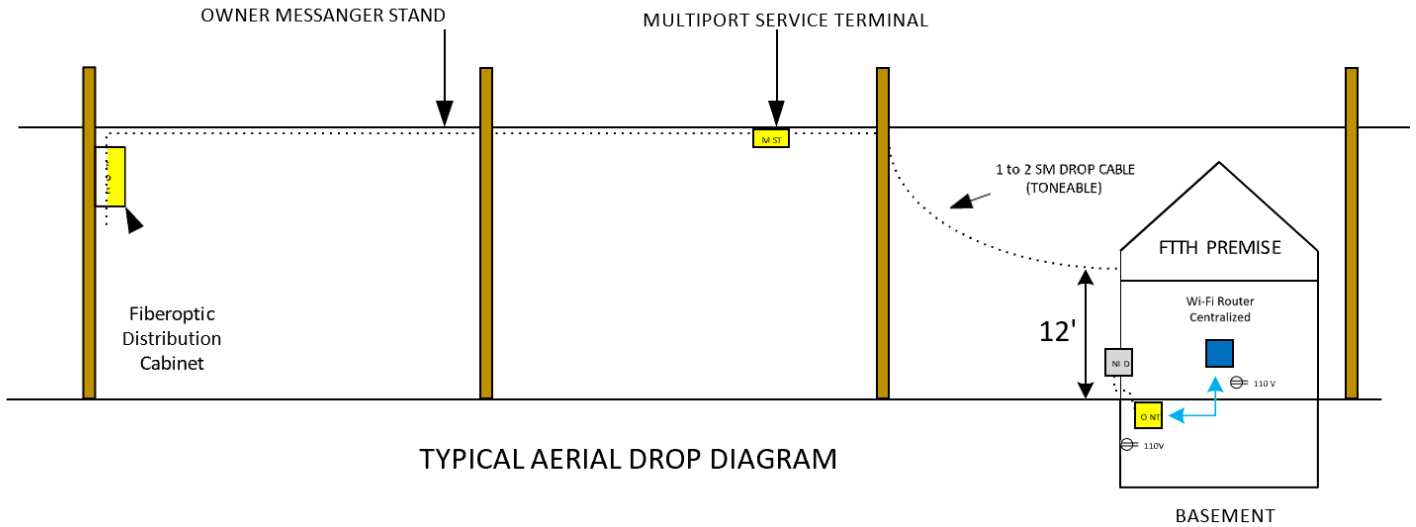
South Hadley Police Detail Information

The Town of South Hadley increased the Police Officer detail rate. The new rate effective immediately is \$65.00 per hour with a 4-hour minimum. Officers working a detail in excess of 8 hours are paid \$75.00 per hour for hours worked in excess of 8 hours. Cancellation of a scheduled detail less than 4 hours prior to the scheduled start of a detail will require the 4-hour minimum payment to the scheduled officer. Any detail requested less than 4 hours prior to the start of the detail will be paid a rate of \$75.00 per hour for the first 4 hours of the detail.

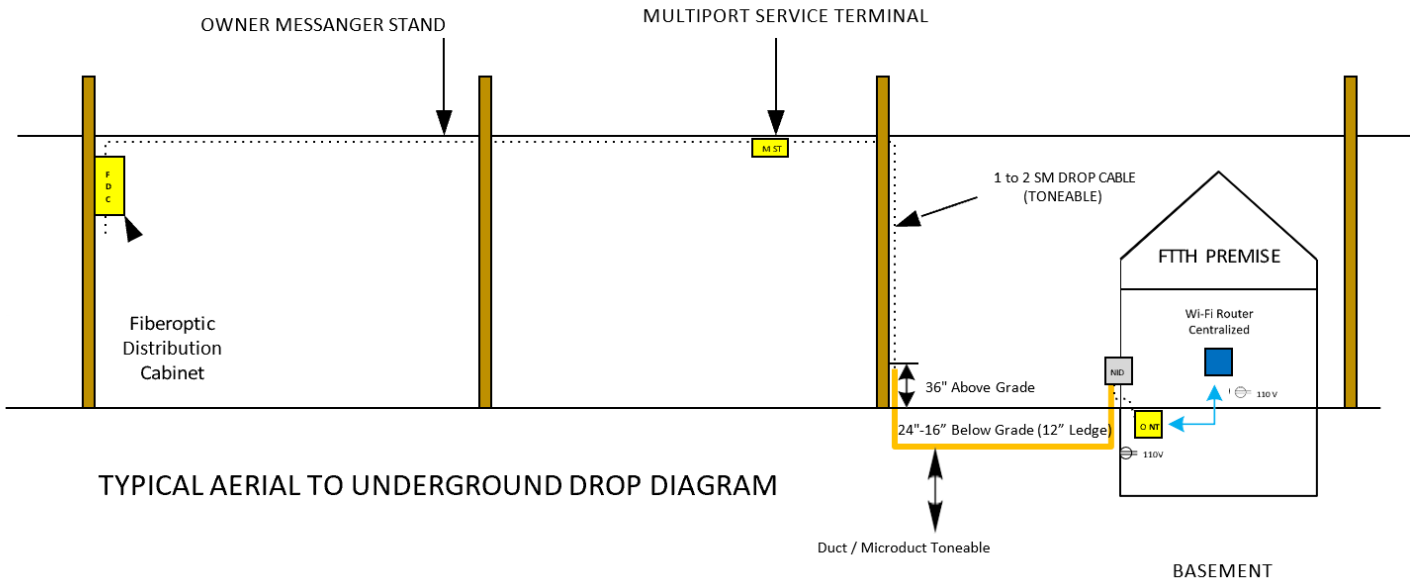
If you have any questions, please feel free to contact the traffic officer at the below number for current rates.

South Hadley Police Department
41 Bridge Street
South Hadley MA 01075
413-538-8231

AE DROP DIAGRAM



AE TO UG DROP DIAGRAM



FIBERSPRING

HOMEGROWN GIG SPEED INTERNET

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