

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

**(This is not an order)
 BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
 25 BEAVER STREET
 NEW YORK, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Telephone No.: 212-428-2727
 Email: Mceppi@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

Bid Number: OC/DO-143	Commodity Group:
Opening Date: JULY 15, 2008	Commodity Name: DARK FIBER LEASING
Time: 3:00 P.M.	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENT I, III and IV ATTACHED & INCORPORATED HEREIN.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p>
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email:	

DOCUMENT ENCLOSURE CHECKLIST

Pricing sheet - the pricing sheet **must be included** in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- UCS Request for Bid Form with original signature
- Attachment I, p.3 - Non-Collusive Bidding Certificate
- Attachment I, p.4 - Corporate Acknowledgment
- Attachment III - Vendor Responsibility Questionnaire
 - ? paper questionnaire or
 - ? questionnaire file online via OSC VendRep System
- Attachment IV - Procurement Lobbying Forms
 - ? Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - ? Affirmation of Understanding and Agreement (UCS 421)
 - ? Termination Clause (UCS 423)
- List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- Original bid response + five (5) complete copies
- Signed Documents Enclosure Checklist
- Organizational Chart
- Description of company's history and resources
- Documentation showing bidder's ability to deliver the dark fiber within three (3) months
- Documentation showing bidder's ability to monitor fiber optic network
- Documentation showing potential secondary diverse routes
- Maps (4)
- Certificate of Insurance

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name:

Authorized Officer's Name and Signature:

Date:

****** GENERAL SPECIFICATIONS ******

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*** GENERAL SPECIFICATIONS ***

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms, Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if paper questionnaire is not included with bidders bid/proposal submission.

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Online RFB/RFP Package : Disclaimer:

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Questions:

Questions may be addressed **IN WRITING ONLY**, by e-mail or by fax, to:

Christopher Grimaldi
Principal Network Technologist
CGRIMALD@courts.state.ny.us
Fax: 212-428-2932

The **deadline** to submit questions is **June 24, 2008 at 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered individually in writing by e mail. The OCA/DOT may tape the questions and answers handled at the survey in order to transcribe them and include them in a Questions & Answers (Q&A) that will include all questions received prior to the above deadline and during the survey (see 'Survey' paragraph). This Q&A will be posted on the UCS website a couple of days after the survey.

IMPORTANT: All communications and questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Bid Response/Proposal: Original and Copies:

Bidders shall submit all the following required **original RFB/RFP documents:** Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (checkmark the appropriate box for paper questionnaire or online submission in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423), and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

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Binding Nature of Bid/Proposal on Bidders:

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals:

Bidders may **not** submit their bid/proposal responses online. All bid/proposal submissions must be securely contained in a **sealed package or carton and clearly labeled** on two sides as follows:

**"Deliver immediately to Marie-Claude Ceppi R-840"
"Sealed bid - Do not open"
"OCA/DOT-143 due July 15, 2008 at 3:00 p.m.".**

Bids/Proposals must be **clearly addressed and submitted** to:

**Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004**

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by July 15, 2008 at 3:00 pm at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids:

In order to remain on OCA's bidders list, bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/DOT-143.

Rejected and Unacceptable Bids/Proposals:

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or

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who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

References:

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

Changes:

Under no circumstances should the awarded contractor act on any verbal communications of judicial and non-judicial personnel. Any and all communications must be in writing. The awarded contractor assumes all risks in acting otherwise.

Insurance:

Bidder must include with its response a certificate of general liability insurance coverage in the minimum amount of \$1,000,000 for each occurrence. A copy of the Certificate of Insurance issued by bidder's carrier will be sufficient proof. This insurance coverage must be provided at no cost to the UCS and must remain in force throughout the period a contractual agreement exists with UCS. Awarded contractor will be required to name UCS as an additional insured.

Independent Contractor Status:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Compliance with Laws:

Awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP.

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Financial Stability:

Upon request by OCA, each bidder shall provide a copy of its financial filings as audited by a certified auditing firm for the past three consecutive years, as well as copies of the bidder's last three (3) annual reports.

II. RFB # OCA/DOT-143

Purpose and Scope:

The UCS/OCA, on behalf of the UCS/OCA Department of Technology (DOT), is soliciting sealed bids/proposals to establish a ten-year lease of 2-strand, single-mode dark fiber optic network connecting UCS facilities in the borough of Manhattan, New York.

The fiber that creates the connections between any two UCS designated fiber termination points shall be referred to as a Segment. The Bidder will be responsible for the design and engineering, installation, testing, and documentation of each dark fiber infrastructure segment for the New York State Unified Court System (UCS). Three Segments connecting four court facilities are required as specified below.

- ✍ Segment 1 between the UCS designated fiber termination point at 25 Beaver Street, New York, NY 10011 and the UCS designated fiber termination point at 27 Madison Avenue, New York, NY 10010 (Manhole # 101-515-3);
- ✍ Segment 2 between the UCS designated fiber termination point at 27 Madison Avenue, New York, NY 10010 (Manhole # 101-515-3) and the UCS designated fiber termination point at 314 West 54th Street, New York, NY 10019 (Manhole # 220-1133-1);
- ✍ Segment 3 between the UCS designated fiber termination point at 314 West 54th Street, New York, NY 10019 (Manhole # 220-1133-1) and the UCS designated fiber termination point at 520 8th Ave., New York, NY 10018 (Manhole # 50-247-35).

The Unified Court System intends to award only one contract. If a conduit does not exist or has collapsed, the awarded vendor will also be responsible to construct the point-of-entry (POE) between vendor's network extension and each court facility if required to complete network. Such POE shall be owned by the awarded vendor, not the UCS.

Term of Award:

The term of the leased fiber agreement will extend for one hundred and twenty (120) months from the date of the fiber span acceptance. UCS/DOT reserves the right to renew the lease upon the same terms and conditions for a duration and at a cost to be negotiated between the parties.

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Pricing:

Pricing must include all services described in this RFB's Specifications. Pricing shall remain firm during the initial term of the contract. Pricing must be quoted per segment and include the monthly recurring cost for segment, as well as the one-time NRC (Non Recurring Charge) costs, including POE construction costs for each section/span, if any.

See following page for Bid Sheet.

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Bid Sheet:

Please use the following bid sheet:

<u>Manhattan Area</u>		BID SHEET	
Segment	Segment Locations & End Point	MRC	NRC
Segment 1 (2 strands)	25 Beaver Street, New York, NY 10004 TO 27 Madison Avenue, New York, NY 10010 (Manhole# 101-515- 3)	\$	\$
Segment 2 (2 strands)	27 Madison Avenue, New York, NY 10010 (Manhole# 101-515-3) TO 314 West 54 th Street, New York, NY 10019 (Manhole# 220-1133-1)	\$	\$

Segment 3 (2 strands)	314 West 54 th Street, New York, NY 10019 (Manhole# 220-1133-1) TO 520 8 th Avenue, New York, NY 10018 (Manhole# 50-247-35)	\$	\$
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<u>TOTALS</u>	
TOTAL MRC COSTS X 120 MONTHS	\$
TOTAL NRC COSTS	\$
TOTAL COST FOR 10-YEAR LEASE	\$

Company Name and Address: _____

Authorized Officer's Name
and Title: _____

Signature: _____ Date: _____

Method of Award:

A single contract shall be awarded to the bidder scoring the **highest point total** (maximum 150 points) based on the criteria set forth below. The DOT shall establish an evaluation committee to review all bid responses received in a timely manner pursuant to the following criteria and assigned maximum points:

1. Cost Evaluation = 50 Points
2. Prior Experience = 50 Points
3. Network Asset Points = 50 Points

1. Cost Evaluation will be determined as follows:

1. Each Bidder's initial and subsequent terms' monthly recurring charges (MRCs) will be added together and multiplied by the number of months for the terms (120) and added to the total of all non-recurring charges (NRCs) using the following formula: Total cost = [(Term 1 MRCs) + (Term 2 MRCs)] *120) + NRCs
2. The received bids' total amounts will be rank ordered from lowest to highest.
3. The lowest dollar cost shall receive 50 points (the maximum for Cost Evaluation).
4. The points awarded to bidders other than the lowest dollar bidder will be a fraction of the maximum points (50) to be calculated according to the following formula:

Assuming the lowest cost is L, and the cost submitted by a bidder is C, the Cost Evaluation Points received by the bidder would be:

$$L/C*50$$

Example: Lowest bid dollar cost = \$4,000 and would be given 50 points (maximum)

Second lowest bid dollar cost = \$5,000

The points awarded to the second lowest Bidder would be:

$$\$4,000 \text{ divided by } \$5,000 \times 50 = 40 \text{ points}$$

And so on.

2. Prior Experience Evaluation will be determined as follows:

A maximum of ten (10) points will be awarded for each of the following categories, for a maximum total of 50 points:

1. Experience working with building managers
2. Experience working within the New York State Court System submitted
3. Experience working with Empire City Subway submitted
4. Experience working with conduit & point of entry (POE) and other Outside Plant (OSP)

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5. works reflected through extensive references and clientele list
6. Experience in design, engineering, installation and maintenance of large scale fiber optics networks.

3. Network Asset points will be determined as follows:

A maximum of ten (10) points will be awarded for each of the following categories, for a maximum total of 50 points:

1. Extensiveness of bidder's existing fiber infrastructure in Manhattan
2. Ability to monitor and repair fiber optic networks, reducing or eliminating downtime
3. Demonstrate the potential to diversify the locations indicated in this RFB' specifications for future expansion through bidder's network
4. Amount of fiber fully owned by bidder, which will be utilized in this network build, versus fiber leased from third parties
5. Shortest distance in feet to be built between the bidder's existing network and each court location

The award shall be made to the bidder totaling the highest point total and determined by the evaluation committee to be responsible as defined below.
In case the DOT determines that the lowest bidder is not responsible, it reserves the right to award to the next lowest and responsible bidder.

In addition to the evaluation criteria set forth above, bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability and any other criteria necessary and reasonable to establish the bidder's responsibility.

Supporting Presentation:

The OCA/DOT reserves the right to request any additional information it deems necessary to analyze bidder's response and it may request bidder to make an oral and visual presentation(s), on an individual basis, in support of its proposal.

Site Visits of Bidder's Assets:

The OCA/DOT reserves the right to conduct physical inspections of bidder's claimed assets, as it deems necessary to analyze bidder's response.

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Survey:

UCS will conduct a formal survey on June 27, 2008. Bidders shall meet at 25 Beaver Street in the entrance lobby at 9:00 am. Bidders will visit each site as a group under the guidance of Christopher Grimaldi from OCA/DOT. The survey of all three sites should take approximately half a day. Bidders are encouraged to attend and should notify Christopher Grimaldi of their planned attendance by email at CGRIMALD@courts.state.ny.us.

The OCA/DOT may tape the questions and answers handled at the survey. Please see paragraph "Questions."

Site Conditions:

Bidders are responsible for familiarizing themselves with the POE site conditions at each location and no price adjustments will be made for unexpected conditions, except to the extent that a condition changes after submission of the bid.

Qualifications:

1. Bidder shall provide an **organizational chart** identifying the names and titles of the Account Manager and team members responsible for the Unified Court System's account. The Account Manager's business address, phone and fax numbers as well as e-mail address should be provided.
2. Bidder shall provide a description of its company history and resources.
3. Bidder must have existing fiber optic infrastructure in all city areas covered by this RFP and in reasonable proximity to all UCS facilities listed. Bidder must have excellent track record in the design and engineering, installation and maintenance of large-scale fiber optics network.
4. Bidder must show evidence that it has the ability to deliver the dark fiber within three (3) months from the date the contract, after it is approved by the NYS Attorney General and Comptroller, is delivered to the awarded vendor.
5. Bidder shall provide documentation on its abilities to monitor fiber optic networks on a twenty-four (24) hour seven days a week basis, to deal with network outages, downtime statistics and disaster recovery contingencies.
6. Bidder shall provide documentation showing potential secondary diverse routes as backup to this network build.

Bidder's response must document its ongoing current experience in providing the full range of services contained in this RFP's specifications or bidder's response may be rejected
(See Document Check-List)

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Maintenance and Repair:

The awarded vendor shall be responsible for all maintenance and repair. Bidder shall provide details as to their proposal for maintenance, repair and outage credit, including but not limited to response time and repair time.

Testing:

The UCS/OCA will require an acceptance testing period. This will be negotiated with the awarded vendor.

Maps:

Bidder must submit with its bid response the following maps:

1. A map clearly indicating the company's existing fiber infrastructure in the areas specified.
2. A map clearly indicating all sections of fiber owned by the company and any sections that are owned or leased by any third party.
3. A map clearly indicating the proposed fiber route connecting the aforementioned locations and/or court facilities, including the zero manhole information.
4. A map clearly indicating the distance to meet vendor network from each court location measured in feet.

Subcontracting:

Subcontracting shall not be done without the prior written approval of the Office of Court Administration/Division of Technology (OCA/DOT).

Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as the OCA/DOT considers reasonable and necessary.
2. All proposed subcontractors shall be subject to the approval of OCA/DOT prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.
3. The OCA/DOT will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives.

The awarded contractor will be the prime contractor and is responsible for the completion and

delivery of all aspects of this RFB's Specifications and for all payments due to any subcontractors.

*** * * TECHNICAL/DETAILED SPECIFICATIONS * * ***

1. Technical Requirements

1. Segments

1.1. A three-segment linear 2-strand dark fiber optic network connecting four court facilities:

1.1.1. Segment 1 between the UCS designated fiber termination point at 25 Beaver Street and the UCS designated fiber termination point at 27 Madison Avenue;

1.1.2. Segment 2 between the UCS designated fiber termination point at 27 Madison Avenue and the UCS designated fiber termination point at 314 West 54th Street

1.1.3. Segment 3 between the UCS designated fiber termination point at 314 West 54th Street and the UCS designated fiber termination point at 520 8th Ave.

1.2. Contractor shall prepare routing diagrams of all exterior fiber cables and provide two(2) copies to New York State Unified Court System (UCS).

2. Specific Fiber

2.1. All fiber optic cable installed shall be Corning SMFE-28E Fiber.

2.2. A sample of the specific fiber the contractor will utilize must be submitted to the Division of Technology for review and authorization prior to start of the installation.

2.3. All segments will adhere to the following fiber characteristics:

2.3.1. Attenuation 1310 nm:

2.3.1.1. $\text{?fiber length (km) X 0.33 dB/km (does not include splices)}$

2.3.1.2. $<0.75 \text{ dB per mated connector pair}$

2.3.1.3. $<0.15 \text{ dB per fusion splice}$

2.3.2. Attenuation 1550 nm:

2.3.2.1. $\text{?fiber length (km) X 0.19 dB/km (does not include splices)}$

2.3.2.2. $< 0.75 \text{ dB per mated connector pair}$

2.3.2.3. $<0.15 \text{ dB per fusion splice}$

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- 2.4. Fiber must meet the following general specifications:
 - 2.4.1. Fiber will be single-mode, non-zero dispersion shifted fiber
 - 2.4.2. Fiber will support SONET, DWDM, ATM, and video
 - 2.4.3. Fiber will comply with ANSI - optical specifications
- 2.5. OSP fiber cable must be certified as weather resistant, gel flooded stabilized fiber.
- 2.6. For reference purposes only, the dark fiber service requested will be connected to a Nortel Passport fiber interface.
3. Installation requirements:
 - 3.1. All sections will be fusion spliced
 - 3.2. No more than fifty (50) feet of fiber cable may be pulled into building interior unless fiber cable is certified for indoor and outdoor use.
 - 3.3. A one hundred (100) foot loop of fiber must be provided at each termination should New York State Unified Court System (UCS) decide to relocate the termination point at a later date.
 - 3.4. Quoted cost to include all components and labor to be compliant with all requirements of this RFP.
 - 3.5. Fiber must be fully operational, between specified fiber termination points, upon turnover to New York State Unified Court System (UCS).
 - 3.6. Fiber will be installed using all necessary aerial and/or underground Rights of Way.
 - 3.7. All National Electric Code, State and local codes must be complied with. No exceptions shall be made concerning code compliance.
 - 3.8. Any unused strands provided within the UCS access fiber optic cable must be undisturbed, conditioned, and stored for future use by UCS.
4. Connectors and Mounting Apparatus
 - 4.1. Fiber terminations shall be SC connectors
 - 4.2. If required, contractor to provide fiber patch panels, fiber patch cord management devices and other apparatus as necessary to provide an end-to-end, ready for use installation.
 - 4.3. Contractor provided mounting apparatus shall be installed and grounded per industry standards and applicable codes.
5. Point of Entry
 - 5.1. Conduit has been provided by UCS as part of another project.

- 5.2. Access fiber from manhole zero into each building is in place.
- 5.3. Contractor responsible for fusion splicing OCA/DOT access fiber to Contractor provided fiber
- 6. Fiber Testing:
 - 5.4. The Contractor will test all fiber optic cable. OCA/DOT will accept the fiber optic cable only after each strand is tested herein.
 - 5.5. UCS requires that all strands are tested and found to be 100-percent acceptable.
 - 5.6. The Contractor must test all cables, connectors, associated equipment and hardware furnished by the Contractor upon receipt of same as defined herein. The following must be met for the testing of any fiber optic cable:
 - 5.6.1. Fully test completed segments only. Piecemeal testing is not acceptable.
 - 5.6.2. Contractor must utilize OCA/DOT provided fiber patch cords between test equipment and fiber termination when performing all pre-service testing
 - 5.6.3. Perform end-to-end, bi-directional attenuation (loss) test for each fiber strand.
 - 5.6.3.1. Demonstrate that measured link loss does not exceed the expected value based on the number of mated connector pairs, the connector's published loss per mated pair and the cable's published loss based on distance.
 - 5.6.3.2. Strands whose measured attenuation falls outside the acceptable range must be subject to further inspection and testing to determine the nature of the fault. At a minimum, an OTDR must be used to: determine the true loss for each connector pair, the exact length of the fiber and to identify the presence of any core damage.
 - 5.6.4. Faults related to terminations must be corrected and the fiber re-tested as stated above until acceptable attenuation measurements are received.
 - 5.6.5. Remove all newly installed defective cables from pathways. Do not abandon cables in place.
 - 5.6.6. Any fiber strand, connector or module installed by the Contractor which fails to meet the loss budget or tests below the manufacturer's standards, must be replaced at no additional cost to OCA/DOT. The replacement cable, connector or module must be tested after repairs have been made to verify compliance. Only network components that meet the installation requirements stated herein will meet with OCA/DOT's acceptance requirements.

- 5.7. All test results and corrective procedures are to be documented and submitted as a spreadsheet to OCA/DOT within (5) working days of test completion. At a minimum, each test report form must provide for the following information:
- 5.7.1. Contractor's name.
 - 5.7.2. Date of preparation and testing.
 - 5.7.3. Fiber type, strand count, connectors and patches.
 - 5.7.4. Designated cable number and individual fiber numbers.
 - 5.7.5. Make, model, serial number and date of last calibration of test equipment used.
 - 5.7.6. Contractor shall provide calibration certification for all test equipment.
 - 5.7.7. Name of individual testing.
 - 5.7.8. Test results: Calculated maximum link loss, length of run, OTDR and also Power Meter measured link loss for each fiber, pass/fail result and comments.
 - 5.7.9. In addition to the tests specified above, the Contractor must be present while OCA/DOT conducts performance tests of the transport electronics connected to the cabling system and to conduct on-the-spot cable tests and effect cable plant repairs as necessary. Successful performance tests do not relieve the Contractor from the specified testing, repair and documentation requirements.
 - 5.7.10. The Contractor must provide two (2) copies of all fiber test results to OCA/DOT.
- 5.8. OCA/DOT reserves the right to observe any or all portions of the testing. Notification of testing should be given OCA/DOT no less than three days prior to the start of testing.

Physical inspection

- 5.9. Prior to conducting any transmission testing, the following visual inspections will be performed:
- 5.9.1. Verify that all cable has been installed to full compliance with the RFB specifications.
 - 5.9.2. Check for physical damage to the fiber distribution panels and termination hardware.
 - 5.9.3. Check that all cable is properly jacketed, installed properly and labeled at both ends of the cable, inner duct and termination hardware is completed in all IDFs and the MDF Room

Verify that the cable bends are within the manufacturer's specified bend radius.

- 5.9.4. Verify that all the cabinets and racks (which require grounding) are properly grounded and comply with the National and Local Electrical Codes for grounding.

Documentation

- 5.10. As-Built Drawings: During construction, the Contractor must maintain a copy of all specifications and a complete set of the construction drawings on the job site, making notations and updates as required providing an accurate record of all installations.

Test Results: All test results are to be provided in both hard copy as well as soft copy formats.

6. The Contractor will provide, during the term of the contract, preventive maintenance on a semi-annual basis to its installed fiber optic cable according to the manufacturer schedule and guidelines.
7. All work and equipment shall conform to the appropriate portions of the following specifications, codes and regulations:
 - 7.1. Building Industry Consulting Services International (BICSI) Telecommunications
 - 7.2. Distribution Methods Manual (TDMM)
 - 7.3. IEEE Standards
 - 7.4. ANSI/TIA/EIA Standards
 - 7.4.1. ANSI/TIA/EIA - 568-B.1-- Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements.
 - 7.4.2. ANSI/TIA/EIA -568-B.2 -- Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components
 - 7.4.3. ANSI/TIA/EIA - 568-B.3 -- Optical Fiber Cabling Components Standard
 - 7.4.4. ANSI/TIA/EIA - 569A—Commercial Building Standard for Telecommunications Pathways and Spaces
 - 7.4.5. ANSI/TIA/EIA - 606 (A) -- The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
 - 7.4.6. ANSI/TIA/EIA - 607 (A) -- Commercial Building Grounding and Bonding Requirements for Telecommunications
 - 7.4.7. ANSI/TIA/EIA - 526-7 -- Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant.
 - 7.4.8. ANSI/TIA/EIA - 526-14A—Measurement of Optical Power Loss of Installed Multimode Fiber Cable Plant.
 - 7.4.9. ANSI/TIA/EIA - 758(A) -- Customer-Owned Outside Plant Telecommunications Cabling Standard.

- 7.5. National Electric Safety Code (NESC)
- 7.6. National Fire Protection Agency (NFPA)
- 7.7. National Electrical Code (NEC)
- 7.8. Any Applicable State and Local Codes

NOTE: If conflict exists between applicable documents, then the more stringent requirement shall apply. All conflict resolution must be approved by the New York State Unified Court System (UCS) prior to installation.

2. Maintenance and Repairs

The awarded contractor shall perform all maintenance and repairs for the leased fiber, including preventative and demand maintenance in accordance with industry standards to ensure that the leased fiber remains in conformance with the standards and specifications set forth in this RFB.

3. Network Construction Requirements > Quality Assurance

All work and equipment shall conform to the appropriate portions of the following specifications, codes and regulations:

- A. UCS Telephone and Data Wiring Specifications

- B. **Building Industry Consulting Services International**
 - § (BICSI) Telecommunications
 - § Distribution Methods Manual (TDMM)

- C. **IEEE Standards**

- D. **ANSI/TIA/EIA Standards**
 - § **ANSI/TIA/EIA - 568-B.1-- Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements.**
 - § **ANSI/TIA/EIA -568-B.2 -- Commercial Building**

Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components

- § **ANSI/TIA/EIA - 568-B.3 -- Optical Fiber Cabling Components Standard**
- § **ANSI/TIA/EIA - 569A—Commercial Building Standard for Telecommunications Pathways and Spaces**
- § **ANSI/TIA/EIA - 606 (A) -- The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings**
- § **ANSI/TIA/EIA - 607 (A) -- Commercial Building Grounding and Bonding Requirements for Telecommunications**
- § **ANSI/TIA/EIA - 526-7 -- Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant.**
- § **ANSI/TIA/EIA - 526-14A—Measurement of Optical Power Loss of Installed Multimode Fiber Cable Plant.**
- § **ANSI/TIA/EIA - 758(A) -- Customer-Owned Outside Plant Telecommunications Cabling Standard.**

E. National Electric Safety Code (NESC)

F. National Fire Protection Agency (NFPA)

G. National Electrical Code (NEC)

H. Any Applicable State and Local Codes

If conflict exists between applicable documents, then the more stringent requirement shall apply. All conflict resolution must be approved by the NYS - UCS prior to installation.

