



Archuleta County Fair Board
PO Box 370
Pagosa Springs, CO 81147

Request for Quote (RFQ) – Archuleta County Fair Board

Service Required:	COMMUNICATIONS FIBER INSTALLATION AND AUGMENTATION
Type of Procurement:	ONE TIME
Type of Contract:	FIXED PRICE
Term of Contract:	TIME OF DELIVERY
Contract Funding:	ARCHULETA COUNTY, COLORADO
This Procurement supports:	ARCHULETA COUNTY FAIRGROUNDS
Submit Proposal to:	bsm@archuletacounty.org
Date of Issue of RFP:	19 th November 2020
Date Questions from Supplier Due:	27 th November 2020 5.00PM MST
Date Proposal Due:	3 rd December 2020 5:00PM MST
Approximate Date Purchase Order Issued to Successful Bidder(s):	7 TH December 2020

Method of Submittal: Email to the above listed email address

Respond via e-mail with attached document in MS Word or PDF format. The Bidder/Seller agrees to hold the prices in its offer firm for 30 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.

Attachments to RFQ:

1. Attachment “A” –Specifications – Statement of Work
2. Attachment “B” – Instructions to Bidders/Sellers

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Attachment A

Specifications

Statement of Work

This Request for Quotation (RFQ) includes two sections in the scope of work. Both sections must be completed and operational by the end of the day on December 31, 2020.

1. **New Construction:** Build an entirely new section of buried fiber at the Archuleta County Fairgrounds.
2. **Adjust/Augment:** Make adjustments and augment an existing fiber run installed in the summer of 2020 at the Archuleta County Fairgrounds to support the annual 4-H animal shows and Junior Livestock Sale.

Description of Activity/Service:

New Construction:

1. Install a new direct bury 12-strand single mode fiber in a 2" HDPE conduit, terminating to a newly placed handhole at the northwest (NW) corner of the WHEC building (where fiber currently comes into building) to an outdoor wall box (or some equivalent enclosure), south and east around the WHEC building to the existing power utility service "lattice" on the northwest (NW) of the Hughes Pavilion building (approximately 250 feet).
2. Represented in the attached picture by the red line, respondent will install an additional handhole on the southwest (SW) corner of the WHEC building, leaving a sufficient slack loop inside this handhole for future expansion purposes.
3. Two of the 12 fiber strands will terminate to an LC connector bulkhead in a wall-mount fiber box at the Hughes Pavilion to the southeast of the WHEC Building.
4. All fiber fusing will be completed via the fusion splicing method and a locator line should be placed with the new conduit along the buried path. Each fused strand should be tested for dB loss from end to end and results should be provided to Archuleta County IT personnel. The dB loss should be no more than 2.5dB for the entire length from the Extension Building to the Hughes Pavilion.
5. Installed handholes should be the 20K variety that will allow vehicles to drive over them. New handholes should also be placed no more than 5 feet (preferably 10 feet) from the buildings they serve.



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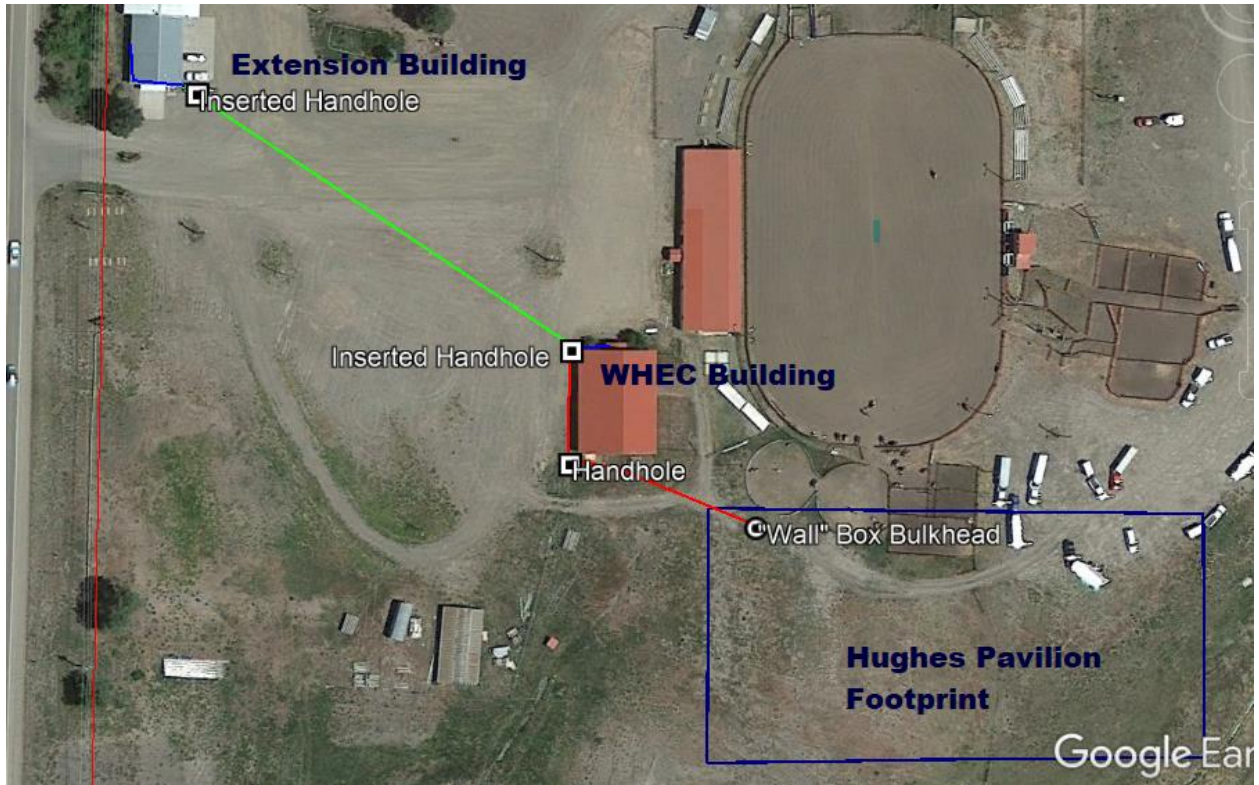


Figure 1: Archuleta County Fairgrounds Site Layout - Fiber Assets and Buildings



Adjustments/Augmentation of Existing Fiber installation:

1. The rework portion of this RFQ includes pulling back the fiber at the Extension Building and WHEC Building that is currently attached directly to the outside of the building with wall anchors to put the fiber into PVC conduit for its entire external run (represented in blue in the attached drawing).
2. Existing fiber should be pulled back to the point where the fiber currently comes into the exterior of each building in an existing 8-foot, 2.5 inch PVC conduit. This allows approximately a 150-foot run on the exterior of the building (see attached photos).
3. A new hand hole should be placed at this location and the pulled back fiber left in the hand hole as a slack loop.
4. A new 12 strand single-mode fiber should then be pulled back through the same route on exterior of the Extension and WHEC Buildings, placed into the newly installed PVC conduit, and re-terminated to the same location the fiber was previously terminated.
5. At the WHEC building, all equipment currently in the upstairs meeting room, mounted to the wall, should be placed in a lockable, 19" cabinet (at least 12 RU tall), and this cabinet and its installation should be included with this quote.
6. At the WHEC Building location, the fiber should be put into a PVC to match the existing PVC running up from the ground, all the way until it penetrates the building itself, preferably into the soffit, but other options will be considered. For this section, the fiber to be pulled back is approximately 50 foot in link.



Figure 2: Extension Building Fiber - Not in Conduit



Figure 3: Extension Building Fiber - Not in Conduit



Figure 4: Extension Building Fiber - Not in Conduit



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Figure 5: WHEC Building Fiber - Not in Conduit



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Product or Service Expectations (both if applicable):

The following **MUST** be included in the quotations:

A schedule describing installation timelines and necessary support resources to fully implement the scope of work by the end of the day on December 31, 2020.



Attachment “B”

Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (Archuleta County) intends to purchase the services identified in Attachment A. The Buyer intends to purchase the services based on deliverables identified in the Statement of Work. The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price.
2. **Procuring Activity:** This procurement will be made by the Archuleta County Fair Board, located at

Archuleta County Fair Board, PO Box 370, Pagosa Springs, CO 81147

The Archuleta County Fair Board shall award to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Seller’s quote/proposal will be considered during evaluation. Failure to submit the information required in this RFQ may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Archuleta County Fair Board office designated in the RFQ by the time and date specified in the RFQ.
4. The Seller’s proposal shall include the following:
 - a. The date and time submitted:
 - b. The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - c. Validity period of Quote:
 - d. A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - e. Lead Time Availability of the Commodity/Service.
 - f. Terms of warranty describing what and how the warranties will be serviced.
 - g. Special pricing instructions: Price and any discount terms or special requirements or terms (Note: pricing must include guaranteed firm fixed prices for items requested.)
 - h. Payment address or instructions (if different from mailing address)
 - i. Acknowledgment of solicitation amendments (if any)
 - j. **Special Note:** The Seller, by response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.
5. **Forms:** *Sellers (potential bidders or suppliers) must supply pricing in accordance with the Scope of Work in Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ.*



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6. **Questions Concerning the Procurement.** All questions regarding this RFQ to be directed to

Archuleta County Fair Board & Archuleta County Broadband Services Management Office

at this email address:

bsm@archuletacounty.org

The cut-off date for questions is

27th November 2020 (5:00 PM MST)

7. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
8. **Documentation:** The following documents will be required for payment for each item: (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable) (b) Packing List (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
9. **Payment Terms:** Archuleta County will pay all outstanding invoices for the Scope of Work within 30 days of satisfactory work completion.
10. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
11. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
12. **Evaluation and Award Process:** The Archuleta County Fair Board will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer best conforms to the RFQ, price and other factors considered. The award will be made to the Seller representing the best value to the project and to Archuleta County. For the purpose of this RFQ, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. The Archuleta County Fair Board intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, the Archuleta County Fair Board reserves the right to conduct discussions if later determined to be necessary.

The evaluation factors will be comprised of the following criteria:

- a. **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities).
- b. **DELIVERY:** Seller provides the most advantageous delivery schedule.
- c. **TECHNICAL:** Items/Services shall satisfy or exceed the specifications described in RFQ Attachment A and the Sample(s) provided must match the specifications



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PO Box 370
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d. **PAYMENT TERMS:** Seller provides the most favorable payment term

e. **OTHER EVALUATION CRITERIA**

- i. Availability of supplies for fiber installation
- ii. Most advantageous warranty plans
- iii. Ability of vendor to provide visibility into the installation process.

13. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

14. **Validity of Offer.** This RFP in no way obligates the Archuleta County Fair Board to make an award, nor does it commit the Archuleta County Fair Board to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Seller Company Name)

Signature: _____

Title:

Date: