

**Town of Manchester, Connecticut
General Service Department**

**Request for Information
for
Fiber to the Premises of Homes & Businesses**

RFI NO. 16/17-52

Deadline:

December 6, 2016 @ 4:00 p.m.

**General Services Department
494 Main St. Manchester, CT 06040
(860) 647-3031
Fax (860) 647-5206**

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1. BACKGROUND

Manchester is a Connecticut mid-sized city of 58,000 residents. There are 22,000 parcels in a 5.5 mile by 5.5 mile space connected by 250 miles of city streets, utility poles and underground conduit for cabling.

Manchester was the first city in Connecticut to have built a Fiber to the Premise Network connecting all its municipal buildings (Town, Schools, Public Safety etc.). This project used the Connecticut "Municipal Gain" space in the utility infrastructure (poles and street conduit) provided to municipalities by the State Legislature.

2. PURPOSE

The purpose of this Request for Information (RFI) is to address the Town Of Manchester's interest in offerings for accomplishing Fiber Optic Communications to the Premises of all Homes and Businesses (FTTP) in the city and any related services a respondent may offer. Manchester has been a leader in Connecticut municipal government's use of very high speed data communication within Municipal Government and School District operations and is interested in seeing these high speeds become available to the community at large at a reasonable and sustainable cost.

The Town is interested in a vendor's perspective of the positive economic development value of their proposal. Toward this end, information on a Responder's offering will likely result in a dialog with the Town's Board of Director's Broadband Economic Development Subcommittee.

The issuance of this RFI does not constitute a commitment to issue a request for bids or proposals or award of a contract. Any information received in response to this RFI will assist the Town of Manchester (Town) in developing a scope of work which may be used at a future date in issuing a Request for Proposal (RFP). Submitting "Letter of Interest" to this RFI does not guaranty in any way that a supplier will be selected for any subsequent RFP nor does it preclude any supplier from responding to future opportunities.

3. QUESTIONS AND ADDENDA

Questions regarding this RFI may be directed to Gerald Dupont, Director of General Services, via email gensvcs@manchesterct.gov or by fax (860) 647-5206.

All information given by the Town except by this RFI and written addenda (if necessary), shall be informal and shall not be binding upon the Town.

This Request for Information and any addendum shall only be issued on the Town web page <http://generalservices1.townofmanchester.org/index.cfm/bids/>.

It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a Letter of Interest to this Request for Information. Firms may also receive notifications of all bid notices and addenda by subscribing on the General Services website at: <http://generalservices.townofmanchester.org/>

4. INFORMATION REQUESTED FROM SUPPLIERS

In order to facilitate the analysis of responses to this RFI, vendors are required to prepare their Letter of Interest in accordance with the instructions outlined in this section.

A. LETTER OF INTEREST

Respondents shall submit a Letter of Interest addressed to Gerald Dupont, Director of General Services, signed by an authorized principal or agent of the respondent which provides an overview of the information in your involvement in FTTP Broadband Projects, as well as the name, title, telephone number and email address of the person to whom the Town of Manchester may direct questions concerning the information. The Letter of Interest shall include the following information:

1. How long the company has been in business.
2. A brief description of the company size and organization.
3. The relevant aspects of efforts or projected FTTP Broadband efforts that you feel will be of interests to a city such as Manchester in this application of technology.

5. SUBMISSION DEADLINE

All information packages must be emailed by **4:00 p.m., December 6, 2016**. The electronic copy shall be emailed and clearly marked **“Subject: Letter of Interest FTTP Broadband Projects Committee”, RFI NO. 16/17-52**. Packages shall be emailed to the Director of General Services at:

jdupont@manchesterct.gov

with cc to jmccoy@manchesterct.gov

6. SUPPLIER PRESENTATIONS

The Town will review all information packages submitted. The respondents whose submission the Town has further interest in may be invited to subsequent meetings with the subcommittee to provide a presentation of their capabilities relevant to this RFI.

7. DISCLOSURE OF SUBMISSIONS

All information submitted is subject to public disclosure under freedom of information (FOIA). If your response contains trade secrets or other confidential information you should include in your response a separate signed statement to that effect. Should your response become the subject of an FOIA request you will be notified by the Town and the Town Attorney's office will determine whether the claimed trade secret or confidential or proprietary information is subject to disclosure.

8. GENERAL PROVISIONS

- A. The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a response to this RFI, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- B. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- C. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- D. The Town will not be liable for any costs incurred in the preparation of the response for this RFI. All submissions and materials become property of the Town and will not be returned. Respondents to this RFI are hereby notified that all packages submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.
- F. This RFI in its entirety is the property of the Town of Manchester. Vendors shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Manchester, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.