



**CITY OF NEWARK
DELAWARE**

September 30, 2024

TO: Honorable Mayor and Council

FROM: Donald Lynch, IT Infrastructure Manager *DL*
Jeff Martindale, Chief Procurement & Project Officer *JM*
David Del Grande, Finance Director *DD*

VIA: Tom Coleman, City Manager *TC*

SUBJECT: Recommendation to Award a Contract Stemming from Invitation to Bid (ITB) No. 24-09 – Fiber Network Expansion (CIP I1801)

BACKGROUND

The Information Technology (IT) Division is planning to extend its existing fiber-optic network through a portion of the city to connect remote networked assets. The City initially had fiber installed in 2016 as part of Request for Proposal (RFP) 16-04, and had spare strands reserved for future use. IT plans to utilize professional services for the design and installation of fiber-optic cable down New London Road and a portion of South College Avenue.

As part of the State of Delaware FY24 Bond Bill/Community Reinvestment Fund allocation to the City, \$350,000 of the \$3,000,000 received was specifically earmarked for this fiber expansion. This funding was transferred to Capital Improvement Project (CIP) I1801 – Citywide Fiber (Phase II).

BID PROCESS

The Purchasing Division advertised Contract 24-09 in The News Journal, posted the ITB on the City website (www.newarkde.gov/bids), and delivered it via email to several vendors. Staff held a non-mandatory on-site pre-bid meeting on August 13, 2024, which three (3) vendors attended. On Tuesday, September 10, 2024, one (1) sealed bid was received via email and was opened at the 2:00 PM deadline. Pricing for the bid is as follows:

Contractor	New London Base Scope of Work	South College Base Scope of Work	New London Option	South College Option	Total Price
The Tri-M Group, LLC	\$ 116,760.00	\$ 87,090.00	\$ 74,840.00	\$ 44,410.00	\$ 323,100.00

CONTRACTOR EXPERIENCE

The Tri-M Group, LLC was the only responsive bidder for ITB 24-09 and was awarded a previous contract for Fiber Installation Services in 2016 with RFP 16-04. Staff are satisfied with the company's previous work performance and are confident the contractor can complete this project.

FUNDING

Funding is included within Capital Project I1801 (Citywide Fiber (Phase II)) from the American Rescue Plan Act (ARPA) in the amount of \$100,000 and the State Fiscal Year 2024 Bond Bill allocation in the amount of \$350,000. The full \$450,000 is expected to be required for this expansion, with any remaining funds being utilized for necessary utility pole surveys and make-ready work.

RECOMMENDATION

I move that City Council award a contract stemming from Invitation to Bid No. 24-09 – Fiber Network Expansion, to The Tri-M Group, LLC up to the amount of \$323,100.