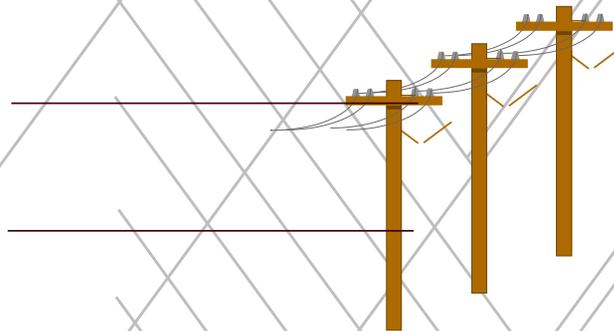
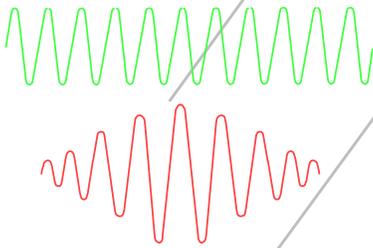


# Collocation Service Guide



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## COLLOCATION SERVICE GUIDE

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## COLLOCATION SERVICE GUIDE

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### General Information

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**Purpose** This information explains the process used to order Collocation space from Ziplly Fiber, including important information about processes and requirements.

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**Description** Collocation involves the placement of telecommunication equipment within Ziplly Fiber central offices, and the facilities required to connect to Ziplly Fiber’s network or Unbundled Network Elements (UNE). The Collocator’s equipment may be used to provide either special access services, switched access transport services and Local Interconnection.

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**Bona fide request** The process begins when a telecommunications carrier (as defined by the Act of 1996) sends a written request to Ziplly Fiber for collocation. This request includes:

- completed Ziplly Fiber Collocation Application Form, and
- required Processing Fee.

**NOTE:** Ziplly Fiber Collocation Policy and Application can be found on the Ziplly Fiber website.

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**Pending state certification** Ziplly Fiber will not refuse to consider an application for collocation space submitted by a competitor while that competitor's state certification is pending, or before the competitor and Ziplly Fiber have entered into a final interconnection agreement. The competitor will in this case provide to Ziplly Fiber the application form that was submitted to the state for the certification.

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**Denial of space** Request for collocation will be denied when no space is available, via written notification to the requestor.

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## **General Information, Continued**

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**Insurance requirements**

The Collocator will be responsible for obtaining and maintaining at their expense, appropriate insurance coverage, including fire, theft, and liability.

The coverage must be issued by an insurance company that holds a current rating of not less than “A”, according to Best’s Key Rating Guide.

Zipty Fiber will require the Collocator to provide copies of pertinent portions of any policy and Certificate of Insurance executed by an authorized representative of the insurer.

The insurance policy must contain the following:

Commercial General Liability  
Fire/Automobile /Property  
Combined Single Limit Per Occurrence, and  
Employer’s Liability.

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## COLLOCATION SERVICE GUIDE

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### Lease Agreements

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**Lease agreement policy**

It is the policy of Ziplly Fiber to negotiate a collocation agreement with any telecommunications carrier, upon request, for the purpose of interconnecting the customer's equipment with Ziplly Fiber facilities.

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**Physical collocation space**

An agreement providing for physical collocation within Ziplly Fiber central office will be negotiated on a first come, first serve basis. Ziplly Fiber will negotiate a lease for floor space for physical collocation to any requesting carrier if:

- there is sufficient plant space available at the site to accommodate both the current and future needs of Ziplly Fiber and the needs of the requesting carrier, and
- requesting carrier agrees to comply with Ziplly Fiber rules and policy for Collocation.

**NOTE:** In determining whether there is sufficient plant capacity available for the physical collocation of another carrier's equipment within the central office, Ziplly Fiber reserves the right to retain sufficient space within Ziplly Fiber central office to accommodate Ziplly Fiber future expansion needs.

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**Bona fide request**

A request for collocation will be considered to be a "Bona Fide" request upon receipt of:

- completed Application Form, and
  - Processing Fee from the requesting carrier.
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## Lease Agreements, Continued

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**Terms and conditions**

Each collocation will include, but not be limited to, the following terms and conditions:

- Caged Collocation – all equipment physically collocated at Ziplly Fiber central offices shall be physically separated by a partition or fence from Ziplly Fiber central office equipment. Collocator will have access to their own equipment at the premises, but shall not have access to Ziplly Fiber central office equipment.
- Cageless Collocation – all equipment physically collocated at Ziplly Fiber central offices shall not be separated by a partition. Collocator will have access to their own equipment at the premises, but shall not have access to Ziplly Fiber central office equipment. Ziplly Fiber performs no repair, maintenance, or installation on Collocator’s equipment beyond the designated demarcation.
- Each carrier seeking to collocate at any Ziplly Fiber central office must assure that the carrier’s equipment is compatible with Ziplly Fiber central office equipment.
- Ziplly Fiber shall not be responsible for the design, engineering, testing, maintenance, or performance of the equipment of the collocating carrier.
- Ziplly Fiber shall not be required to purchase additional plant or equipment to:
  - relinquish floor space or facilities designed for Ziplly Fiber use
  - undertake new construction, or
  - construct additions to existing central offices to accommodate a collocating carrier’s needs.
- Ziplly Fiber shall not be required to provide new or upgraded electrical power or security facilities/equipment to accommodate additional needs occasioned by the interconnection of the collocating carrier’s equipment with Ziplly Fiber central office equipment.

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## Lease Agreements, Continued

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**Terms and conditions (continued)**

- Ziplly Fiber reserves the right to upgrade Ziplly Fiber equipment at central offices. Ziplly Fiber shall give any collocating carriers six months notice of an impending upgrade. It shall be the responsibility of collocating carriers to assure their equipment remains compatible with Ziplly Fiber central office equipment.
- Any requests made by carriers with existing collocation agreements to Ziplly Fiber for additional space will be negotiated as a new request for interconnection.
- All collocating equipment must terminate in Ziplly Fiber equipment. A collocating carrier may not make connections between partitioned space of other collocating carriers in the central office.
- A collocating carrier will not be permitted to add or change equipment in collocation space without advising Ziplly Fiber Interconnection Manager in writing of the additions or changes of collocator's equipment.
- Ziplly Fiber will provide security and environmental controls for carriers physically collocating at the central office to extent such controls are already in place at the site. Ziplly Fiber shall not be required to provide security or environmental controls over and beyond the standard equipment already used by Ziplly Fiber in the normal operation of the central office site.
- No carrier collocating at Ziplly Fiber central offices may use any equipment at the central office which will interfere with the use and operation of equipment used by Ziplly Fiber at the central office location.
- Pricing for interconnection will be based on Ziplly Fiber FCC No.1 Tariff for all recurring and non-recurring costs related to the leasing and use of Ziplly Fiber central office space and facilities.

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## **Lease Agreements, Continued**

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**Terms and conditions (continued)**

- The collocating carrier will be responsible for maintaining adequate liability and indemnification insurance policies and must agree to comply with all Ziplly Fiber mandated procedures designed to preserve and maintain the integrity and operation of Ziplly Fiber telephone network and facilities or to comply with applicable laws and regulations.
  - The Date of Occupancy that Ziplly Fiber gives the Collocator will be the billing start date of the lease.
  - The collocator is responsible for providing their own uninterrupted power source (UPS) system.
  - All AC & DC power requirements will be supplied on a dedicated basis only.
  - All AC & DC power requirements will be provided with circuit breakers.
  - The demarcation point will be at the collocation cage or designated demarcation point for cageless collocation.
  - Ziplly Fiber will provide the common language identification code for demarcation.
  - Ziplly Fiber will provide a DSX Cross Connect Panel to the Demarcation Point.
  - Collocator is responsible for any cross connects on the inside of caged area.
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## COLLOCATION SERVICE GUIDE

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### Terms and Regulations

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**Time line for processing collocation**

Zipty Fiber will process collocation requests within ninety days from the date of receipt of the completed application form and the required processing fee payment.

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**Types of equipment**

Collocators will be allowed to collocate all equipment for interconnection, or access to UNE’s, and basic central office transmission equipment needed to interconnect with Zipty Fiber network, within the dedicated space of the central office.

**NOTE:** Citizen will not allow the Collocator to provide its own DC power plant equipment, or AC power backup equipment. Zipty Fiber may deny the collocation of equipment that is not necessary for either access to UNE elements or for interconnection.

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**Protection of Zipty Fiber’ equipment**

Zipty Fiber will not provide Collocator personnel or agents with direct access to:

- Zipty Fiber distribution frames
  - Digital Signal Cross-connect (DSX)
  - Digital Cross-connect System (DCS)
  - Fiber Distribution Frames, or
  - Zipty Fiber equipment not specifically designated by Zipty Fiber for Collocator access.
- 

**Products & services not allowed**

The following are products & services not allowed in collocation:

- Equipment used solely for switching or solely to provide enhanced services.
  - DC power plant equipment, e.g. rectifiers or chargers and batteries.
  - AC power backup equipment e.g. un-interruptible power system with batteries, or standby engine.
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## COLLOCATION SERVICE GUIDE

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### Physical Collocation

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**Physical collocation description**

Physical Collocation refers to a physical space or cage in which the Collocator can install telecommunication equipment. This space or cage is typically interconnected with Ziplly Fiber's:

- Main Distribution Frame (MDF) or equivalent
- Line side of the switch
- DSX
- DCS, and
- Multiplexer (MUX).

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**Physical collocation availability**

Ziplly Fiber will determine space availability in the Central Office and coordinate the installation work.

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**Physical collocation charges**

Collocators are charged for the following:

- processing fee
- floor space
- engineering
- cable pulls
- AC/DC power
- cross-connects
- bays (cageless), and/or
- enclosure (caged).

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**Ziplly Fiber's responsibility**

Ziplly Fiber provides the floor space, power, air conditioning, security and maintenance of the cross-connect frames and power equipment.

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**Collocator's responsibility**

The Collocator maintains their own equipment and the facilities up to their side of the demarcation or Point of Interconnection (POI).

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## COLLOCATION SERVICE GUIDE

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### Physical Collocation, Continued

**Types of physical collocation**

The types of physical collocation are:

- Caged
- Cageless, and
- Virtual.

The following table provides a description of each

Collocation	Definition
Cage	Provides the Collocator with an individual enclosure. This enclosure is an area designated by Ziplly Fiber within the Central Office structure to be used by the Collocator for the sole purpose of installing, maintaining and operating the Collocator provided equipment. Ziplly Fiber will provide Floor space based on a square foot basis. A minimum of 50 square feet is required.
Cageless	<p>A standard method of provisioning similar to that which Ziplly Fiber would perform in the planning functions of their own lineups and bays. Ziplly Fiber will provide the infrastructure, cable racks and lighting to support a bay layout.</p> <p>Cageless Collocation will be assigned in 10 or 18 square foot increments on a first come first serve basis. Cageless will be offered to accommodate two (2) sizes. A standard size is 19 to 23 inches wide, 12 to 15 inch deep, 7 feet high. Due to egress needs the minimum floor space is 10 square feet for one standard bay. A larger bay will accommodate a 36-inch deep cabinet with swing out doors. The minimum floor space is 18 square feet. Ziplly Fiber will provide Collocators with cageless physical collocation in any space in the eligible structure which is not occupied by Ziplly Fiber personnel, occupied or reserved for Ziplly Fiber network equipment, or needed for access to occupied or reserved space. Ziplly Fiber will provide Collocator with an entrance to the central office premises and once inside, the Collocator will have direct access to their equipment. Ziplly Fiber will make cageless collocation space available in single bay increments. Collocator can purchase space in increments small</p>

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## COLLOCATION SERVICE GUIDE

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### Physical Collocation, Continued

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#### Types of physical collocation (continued)

Collocation	Definition
Virtual	Provided only when available space in the central office has been exhausted. A virtual collocation arrangement occurs outside the central office in a manhole or other similar location. Ziplly Fiber's personnel installs, maintains and repairs the equipment.

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## Security

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### **Security requirements**

Security in Ziplly Fiber central office premises is a high priority. Collocators are required to comply with the same security requirements, rules and regulations that apply to Ziplly Fiber authorized employees and contractors, while in Ziplly Fiber structures and central office premises. Ziplly Fiber may select to use all or any combination of the following for security purposes, as appropriate for eligible structures where physical collocations will take place:

- cameras or other monitoring devices
  - badges with tracking system
  - identification swipe cards
  - keyed access, and/or
  - logs.
- 

### **Gaining entrance**

Ziplly Fiber will not construct a new entrance for competitor use. In order to gain entry into a Ziplly Fiber central office, the Collocator's employee will be issued a photo ID card. Collocator's must wear their photo ID card at all times while in the central office.

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### **Admittance to unsecured areas**

Entering Ziplly Fiber's central office behind someone else is tailgating and is not allowed. Collocators are not allowed in unsecured areas of the central office unless properly escorted.

**NOTE:** If Ziplly Fiber provides escort services to a Collocator, the Collocator will pay minimum hourly rate.

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### **Security compliance**

Collocators are required to comply with the same security requirements, rules and regulations that apply to Ziplly Fiber authorized employees and contractors, while in Ziplly Fiber eligible structures and central office premises.

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### Security, Continued

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#### Central office rules

The following rules apply to Collocators:

- No Smoking is allowed in any of Ziplly Fiber's buildings.
  - Must follow all safety and fire regulations.
  - The use of Cell Phones, PCS Phones or any type of portable radio transmitters or portable telephones is strictly prohibited in central offices.
  - Collocators may not use Ziplly Fiber's tools, spare parts, or telephones.
  - Collocators are not allowed anywhere in the central office except in their designated space. Violators will be removed from the building.
  - Collocators are allowed to use restrooms.
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## COLLOCATION SERVICE GUIDE

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### **Applicable Rates and charges**

Rates and charges for Caged, Cageless and Virtual Collocation services are per the applicable tariff or ICA.