

Request for Proposals

County-Wide Public Safety Radio Narrowbanding Re-Programming Project

Clinton County, Iowa

1/9/2012

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Tentative Project Timeline

January 20, 2012	RFP Posted
January 30, 2012	RFP question period closed
February 3, 2012	RFP question response from Clinton County Communications posted
February 29, 2012	RFP Closed – responses due
March 14, 2012	RFP Notice of Award
March 30, 2012	Contract with successful Proposer approval
April 9, 2012	Start Re-programming process
June 8, 2012	Complete Re-programming of All Public Safety Radios in project scope
June 29, 2012	Testing and verification complete

I. General

Clinton County, Iowa is accepting sealed proposals from qualified (Contractor or Firms) for the re-programming of all public safety radios (both infrastructure and subscriber units) for all participating agencies within Clinton County. Nothing in the RFP shall be deemed to commit the County or any specific agency to engage any services.

II. Questions

All questions related to the RFP **must be submitted in writing** and received by Clinton County Communications no later than 4:00 p.m. local time on January 30, 2012. Submissions must be via e-mail sent to ericdau@gapa911.us. Clearly mark the subject line of the e-mail with "Questions for Narrowband Re-programming RFP [*insert Proposer name*]". Faxed, verbal, or questions submitted by postal mail will not be accepted as official questions. The County reserves the right to include unofficial questions and their response as a part of any addendum, but is in no way obligated to respond to such unofficial questions.

The only response to any question, regardless of source, shall be via posted addendum. Any addendum must be retrieved by interested parties and shall be posted at:

http://www.clintoncounty-ia.gov/Page/Communications_Commission.aspx

on or before 5:00 PM February 3, 2012. Clinton County will not be providing individual copies of any addendum to any potential responder, but will direct all inquiries or requests for addendum posting to the listed site.

It is the responder's specific responsibility to review the site, collect, read, and understand any and all addendum posted prior to submitting a response to this RFP. An affidavit stating that the responder has received the addendum, listing each addendum update by number and date, must be included in the proposal package.

III. Selection Criteria

Clinton County, with the aid of its consultant, shall receive, open, review, and score all proposals meeting minimum requirements. Clinton County and its agents and consultants are under no obligation to score any proposal that does not contain the required documentation, or is deemed to be unresponsive.

Clinton County will evaluate all proposals deemed responsive to this request via a selection committee appointed by the Clinton County Communications Commission Technical Oversight Board. The award will be based upon the proposal that is determined to be the most advantageous to Clinton County.

All responses must include all those items marked as "Mandatory". Before any response may be included in the following review it must be certified to contain all those mandatory items.

Responses to this RFP will be evaluated according to the following criteria:

- Quality, clarity and responsiveness of the proposal
- Quality, clarity, and comprehensiveness of the proposed Scope of Work
- Pricing
- References

The following is a summary of the proposed evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual Proposer proposals. Points will be awarded on the basis of the following factors:

Specification	Points
1. Quality, clarity and responsiveness	5
2. Experience on required systems	10
3. Technician experience and availability	5
4. Time frame proposed	10
5. Proximity to Clinton County	5
6. Ability to meet County Scope requirements	20
7. Pricing	40
8. References	5
Total	100

1. **Quality, clarity and responsiveness:** The proposal is in proper format, neatly and logically presented, easily legible and able to be understood by both technical and non-technical reviewers. Note that several sub-sections of the Scope of Work call for a discussion of the Proposer’s qualifications. When preparing the response a simple notation showing acceptance is **not** acceptable. Such a note is acceptable in those sub-sections that simply provide information.
2. **Experience on required systems:** The Proposer demonstrates that they understand that the equipment to be re-programmed is owned by multiple jurisdictions, purchased over several years, and comes from various manufacturers. The ideal proposal will be able to show experience with the maintenance and adjustment of all makes and models of equipment to be programmed under this contract.

3. Technician experience and availability: The proposal demonstrates that those persons assigned to work directly with the equipment have the proper credentials to service and program the equipment involved. This may be by possession of a valid FCC General Radio license; possession of a recognized technician certificate (including but not limited to APCO Technician; PCIA Technician; Certified Electronic Technician; vendor-training certificate). Sufficient technicians must be available for the duration of this project to provide timely response and to complete the project within the contracted time period.
4. Time frame: Clinton County and the participating agencies desire all equipment to be re-programmed with the least disruption to operations practical. Scoring of this section will be based on the length of time from the first equipment taken out of service to re-program to the completion of all Clinton County re-programming. The shorter this time frame the higher the score.
5. Proximity to Clinton County: The complexity of narrowbanding is expected to require monitoring of all changes to prove a satisfactory result. Agencies outside Clinton County and having mutual aid responsibilities with Clinton County are not on the same time line as this project. We therefore anticipate follow-up re-programming to be necessary (beyond the time frame listed in item 4). Clinton County desires a rapid response to these needs and will review the time/distance proximity of the responding technicians. Travel expenses must be included in your proposal as work will be conducted at multiple locations in the County.
6. Ability to meet scope requirements: Clinton County has stated in the Scope of Work section of this RFP the work it anticipates as part of the project. The points awarded in this section will be based on both the overall quantity of items met as well as the ability of the proposed response to meet the needs and desires of the participating agencies.
7. Pricing: The Request for Proposals response will be rated on the cost for all required work. Pricing is a major factor but will not be the sole determining factor awarding this contract. Pricing will not be available to the review committee before other scores are compiled. Once all other review is complete pricing will be provided and reviewed for scoring. Pricing scores will take into account both the raw total cost to Clinton County as well as the percentage of the Scope of Work the pricing covers. (i.e. A low price that only delivers 50% of the requested work will score lower than a proportionally higher price for 100% of the requested work.)
8. References: Clinton County expects to contact at least three supplied references. As there is a limited time available to reviewers we will make no more than three different attempts to contact a reference (over a one work week time frame). References will be asked to rate the Proposer on quality of performance. The ability to reach the required number of references and the report of those references will determine the scoring for this section.

After all proposals are scored and pricing scores are completed a Total Score for each proposal shall be developed. While it is anticipated that the highest score will become the apparent successful Proposer, Clinton County reserves the right to supplement the scoring process with an optional finalist interview session. Should this option be exercised a “short list” of Proposers (an anticipated two, maximum of three) shall be posted and invited to appear before an interview panel to discuss their proposal. The selection committee *may* then take into account the results of the interview process in making its final selection.

The final selection and award shall be to that proposal determined by the review committee to provide the best overall value and best serve the needs of Clinton County and the participating agencies.

IV. RFP Submission Process

All sealed proposals are due to Clinton County Auditor’s office no later than 4:00 p.m. local time on Wednesday, February 29, 2012. Submissions must be in a sealed envelope marked “Narrowband Re-Programming Project” and the submitter’s name. Failure to provide all required copies of a proposal; failure to properly enclose proposals in a sealed envelope; failure to properly mark proposal envelopes *may* eliminate proposals from consideration.

Proposals submitted after the 4:00 PM February 29, 2012 deadline shall be returned unopened to the submitter. Time shall be determined solely by the clock in the Clinton County Auditor’s office and no other timing device shall be considered when accepting proposals.

Submittals

One (1) proposal clearly marked as “Original” and in a sealed envelope; two (2) exact copies of the original proposal clearly marked as “Copy” each in a sealed envelope; and three (3) electronic copies (may be on DVD, CDROM, or “Thumb Drive” chip) in the common “pdf” document format, able to be opened and read by a computer using the Windows operating system in a common sealed envelope; One (1) Pricing sheet marked as “Price - Original” and two (2) exact copies of the original pricing sheet each marked “Price – Copy” in a common sealed envelope; each marked “Narrowband Re-Programming Project” followed by the submitters name are to be submitted in an overall sealed box or envelope also marked as described shall be delivered to the Clinton County Auditor’s office no later than the stated time and date. Note that the price sheets must *not* be in the same envelope containing the original or copy of the proposals and should not be included on the electronic version. The outer package must provide the Proposer’s name and address.

Proposals **must be logged in** with time and date noted by the receiving agent. It is the Proposer’s responsibility to satisfy him or herself that the time and date has been properly marked or stamped on the outside of the delivered package.

Written requests for withdrawal of proposals or any part thereof is permitted any time prior to the scheduled due date and time.

Proposals will **not** be opened publically.

All proposals submitted shall be binding for one hundred twenty (120) calendar days following the due date, unless the bidder(s), upon request of the County, agree to an extension.

Format

Proposer shall provide the response to this RFP on standard 8.5 by 11 inch letter size paper. The proposal and all copies shall be bound in a manner of the Proposer's choice that allows the proposal to be read, opened to any specific tab as desired, and in the order provided in this RFP. Standard white paper for all printed pages is required. Tabs, separated, intentionally blank, or other pages not intended to be read as part of the evaluation process may be on other colors or textures. The binder itself shall be of such a size to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

Electronic copies shall have a master copy of the full proposal as a single file in the top directory of the storage media. This file must contain all information other than the pricing sheet. At the Proposers option additional sub-folders may be supplied containing individual sections of the proposal or other supplemental information. Inclusion of any such material, which **must** be in one or more sub-folders, is entirely optional and voluntary. The existence of such folder does not suggest that the review team will either have access to that material or be willing to review any such file.

The proposal shall be presented in the following order:

1. Title Page
2. Check-list
3. Table of Contents
4. References
5. Insurance Certificate
6. Equal Employment verification
7. Drug-Free Workplace verification
8. Addenda Receipt verification
9. Service provider primary location
10. Scope of Work

- I1. Time Line
- I2. Warrantee
- I3. Exceptions Listing

In the main proposal document each item numbered in the above list shall be separated from other items by a clearly identified tab. The tabs shall be labeled to allow reviewers to move directly to each item as required.

In a separate sealed envelope the following pricing information shall be provided:

- I. Cost for proposed scope of work
- II. Annual cost of optional system maintenance program

Note that the pricing sheet requires both a numerical and a word entry of the cost. In all cases the word entry shall be the actual and only official price offering. Should a discrepancy between the numerical and word entries be discovered before the review committee receives the pricing document Clinton County *may*, at its sole option, inform the Proposer of the error. This is purely a courtesy action as bid revisions are not allowed at this point.

Also note that each proposal **must** include a statement (item 5 in the submittal list – Insurance Certificate) showing proof of insurance.

Delivery and acceptance

The County may not consider any proposal in which material and information required is not furnished, or where indirect or incomplete information is provided. Neither may the County consider any proposal submitted after the stated deadline, or where packaging and sealing instructions have not been followed.

Delivery Address for Hand delivery, UPS, DHL, Fed X, and other shippers:

Clinton County Auditor
Clinton County Administration Building
1900 North Third Street
Clinton IA 52733-2957

Delivery via US Mail

Clinton County Auditor
Clinton County Administration Building
P.O. Box 2957
1900 North Third Street
Clinton IA 52733-2957

V. Inquiries

All inquiries and discussion of this RFP must be directed solely through Clinton County Communications. Proposers are prohibited from discussing this RFP with any member of the review committee, Clinton County Emergency Management, and/or GeoComm (the project consultant).

All inquiries and discussions should be directed to:

Eric Dau
563-242-9211 ext. 4534
Clinton County Law Enforcement Center
241 7th Avenue North
Clinton, IA 52732
ericdau@gapa911.us

All responses to questions and inquiries shall be provided in writing and available to all potential Proposers. Such responses, as well as addenda and updates shall be posted at: http://www.clintoncounty-ia.gov/Page/Communications_Commission.aspx

Only those questions and responses posted at this web address shall be valid and official responses. No other response, either verbal or written, is authorized to be a part of this RFP process.

VI. References

In order to ensure quality workmanship Clinton County is requiring a minimum of three (3) references be provided. The ideal reference will be able to verify that the Proposer has successfully performed programming and maintenance functions on the various brands and models of radios identified in this proposal. That ideal reference would have had one or more projects completed successfully and in a timely manner by the Proposer of a scope and duration similar to that required in this RFP.

References may be submitted on one or more pages but must be in the tabbed section labeled "References". Each reference must be identified with the following:

- Agency/Company name
- Agency/Company address
- Contact name
- Contact phone number
- Contact e-mail address

Clinton County or their representative will attempt to contact at least three (3) references for each responder within a one work week period. Proposers may submit more than three

references and are advised that to receive the maximum number of points for this category Clinton County must be able to able to contact at least three references during the contact period.

VII. Scope of Work

1. General

This Request for Proposals is intended to provide a single (point of service) service re-programming of all infrastructure and subscriber units providing public safety communications services for all agencies within Clinton County, IA. This includes law enforcement, fire service, ambulance, emergency medical, emergency management, public safety (primarily fire) paging equipment, and public alerting sirens. Specifically excluded are public works, public administration, and school system communications systems. Travel expenses must be included in your proposal as work will be conducted at multiple locations in the County.

This project may include up to four police and sheriff's departments; 13 fire agencies; three EMS/ambulance agencies; the Clinton County Emergency Management agency; Clinton County Conservation Officers; and Clinton County Communications. The equipment is located across the approximately 695 square miles of Clinton County.

2. Technician Availability and Qualification

The work to be performed as a result of this RFP is considered highly technical and requires critical skills by the servicing technicians. The proposal must include a description of the technicians who will actually perform the work, including identifying the type of certification and training each technician holds.

Many of the participating agencies operate in a part-time or volunteer service mode and are therefore not always available during the standard work day. These agencies are also spread across much of Clinton County.

To better evaluate the ability of the Proposer to meet the needs of Clinton County responses shall include a discussion of how many technicians will be assigned to perform the primary programming and field service functions required under this project. Response times for technicians (both guaranteed and typical) are also required for repair services that may be necessitated by re-programming. These responses will be limited to those necessary to correct programming errors or loss of programming and are not intended to provide service for failures of equipment unrelated to this project.

3. Agency and Equipment

The following is a summary of the agencies, locations of fixed equipment, and anticipated infrastructure equipment inventory covered under this project:

Agency Name	Discipline	Radio Band	Type	Make	Model	Site
<i>Andover</i>						
Andover FD	Fire	VHF	Base Station	Kenwood	TK 730G	1367 Washington Street, Andover IA
Andover EMS	EMS	VHF		Same as Fire		Same as Fire
<i>City of Clinton</i>						
Clinton FD I	Fire	VHF	Repeater	Kenwood		13th Ave N & Springdale Dr, Clinton IA
Clinton Police Department	Law	UHF	Repeater	Kenwood		18th St & 2nd Ave S. Clinton IA
Clinton Police Department Ops/ City 2	Law	VHF				
Clinton Police Department Cops	Law	VHF	Repeater	Kenwood		13th Ave N & Springdale Dr, Clinton, IA
<i>Calamus</i>						
Calamus FD	Fire	VHF	Base Station	Kenwood	TK 7160	98 Clinton St., Calamus IA
<i>Charlotte</i>						
Charlotte FD	Fire	VHF	Base Station	UNK	UNK	102 Charles St., Charlotte IA
<i>Camanche, Iowa</i>						
Camanche PD	Law	VHF	Base Station	Kenwood	863 G	819 South Washington, Camanche IA
Camanche FD # 2 (Fire Ground)	Fire	VHF	Base Station	Kenwood	TK 730	720 9th Avenue, Camanche IA
<i>Delmar</i>						
Delmar FD	Fire	VHF	Base Station	Kenwood	UNK	613 1/2 Main Street, Delmar IA
<i>DeWitt, IA</i>						
Dewitt FD	Fire	VHF	Base Station	Kenwood	TK 2170	711 10th Street, De Witt IA
DeWitt FD #2	Fire	VHF	Repeater	Kenwood		711 10th Street, De Witt IA
Dewitt PD	Law	VHF	Base Station	Kenwood	TK 8180	606 9th Street, De Witt IA
<i>Goose Lake</i>						
Goose Lake FD	Fire	VHF	Base Station	Kenwood	TK 760HG	1 School Lane, Goose Lake IA
<i>Grand Mound</i>						
Grand Mound FD	Fire	VHF	Base Station	Motorola	CDM 1250	616 Clinton Street, Grand Mound IA
<i>Low Moor</i>						
Low Moor Fire	Fire	VHF	Base Station	Kenwood	TK 762 HG	420 3rd St., Low Moor IA
<i>Lost Nation</i>						

Lost Nation FD	Fire	VHF	Base Station	Motorola	PM400	600 Main, Lost Nation IA
<i>Welton</i>						
Welton FD	Fire	VHF	Base Station	Kenwood	TK 863G	95 Main St., Welton IA
<i>Wheatland</i>						
Wheatland FD	Fire	VHF	Base Station	Kenwood	TK 790	206 Madison Street East, Wheatland IA
Wheatland Amb.	EMS	VHF	Same as Fire			Same as Fire
Clinton County	-					
<i>Clinton Co. Fire</i>	-					
Clinton Co. Fire Ground	Fire	VHF				N/A Non-repeated
Clinton Co. Fire East	Fire	VHF	Repeater	Ericsson	Master III	Eagle Point Tower Site
Clinton Co. Fire Central	Fire	VHF	Repeater	Ericsson	Master III	SW Water Tower, DeWitt, IA
State Fire Mutl. Aid	Mutual Aid	VHF				No local repeater
Clinton Co. Fire Paging	Fire	VHF				DeWitt
	Fire	VHF				Eagle Point
	Fire	VHF				Grain Silo, Toronto, IA
	Fire	VHF				Delmar
	Fire	VHF				Water Tower, Charlotte, IA
	Fire	VHF				FD Tower, Andover, IA
<i>Clinton Co. Sheriff</i>						
Clinton Co. Sheriff Car	Law	VHF				N/A Non-repeated
Co Sheriff East Repeater	Law	VHF	Repeater	Ericsson	Master III	18th St. & 2nd Ave. S., Clinton, IA
Co Sheriff Central Repeater	Law	VHF	Repeater	Ericsson	Master III	Elmwood Cemetary, DeWitt, IA
Co Sheriff Info	Law	VHF	Repeater	Ericsson	Master III	18th St. & 2nd Ave. S., Clinton, IA
Police Mutual Aid	Law	VHF				No local repeater
St. Police Point to Point	Law	VHF				No local repeater
St. Police Maq. Lea	Law	VHF		Ericsson	Orion	Clinton Law Center, Clinton, IA
Clinton Co. Sheriff - Jail	Law	VHF		Bendix King		Clinton Law Center, Clinton, IA
Iowa Channel		VHF				No local repeater
<i>Emergency Management</i>						
Clinton Co. EMA East	Emerg. Man.	VHF	Repeater	Kenwood		Eagle Point Park, Clinton, IA

Clinton Co. EMA Central	Emerg. Man.	VHF	Repeater	Kenwood	SW Water Tower, DeWitt, IA
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The following chart is the currently identifiable list of subscriber units in use:

Make	Model	Quantity
Kenwood	TK760HG	12
Kenwood	TK760	1
Kenwood	TK730G	7
Kenwood	TK7160	20
Kenwood	TK2170	79
Kenwood	TK790	59
Kenwood	TK2140	19
Kenwood	TK290	32
Kenwood	TK250	18
Kenwood	TK250G	24
Kenwood	TK730	6
Kenwood	TK7160H	4
Kenwood	TK762HG	10
Kenwood	TKR720	3
Kenwood	TKR820	1
Kenwood	TK3000	1
Vertex	VXR-7000	1
Kenwood	TK272	30
Vertex	2100	6
Kenwood	TK836G	3
Kenwood	TK272G	114
Vertex	VX354	10
ICOM	IC-F50V	6
Kenwood	TK2180	5
Motorola	Minitor II	3
Motorola	GM300	6
Motorola	CDM1250	3
Motorola	CP400	4
Motorola	PE110	2
Motorola	Com2500	6

Motorola	PM400	1
Motorola	Minitor IV	94
Motorola	Minitor V	36
Motorola	Minitor III	4
Swiss	Pagers	6
Vertex	4200	2
ICOM	IC-F5021	2
Motorola	XTS2500	12
Pyramid	Repeaters	75
Total		727

While these lists are as accurate as possible all proposers should anticipate some discrepancies in the count, makes, and models of individual radios and make provision for adjustments as needed throughout the project. In addition to this list all local subscriber units and personal pagers will be programmed to meet both narrowbanding and new frequency list requirements. Also, take note that the 75 Pyramid Repeaters may need to be removed from vehicles in order to be programmed.

4. Programming

Each radio is to be programmed to operate properly and in accordance with FCC regulations regarding Narrowband operation. Where necessary wideband operation must also be allowed (anticipated for some mutual aid frequencies). Proposers should note that Clinton County Communications will be providing an updated radio programming chart. Proposers should be aware that the current channel naming, programming order, and in some cases frequency list for specific radios may change from the program list currently in use.

Clinton County has previously determined that the radios operated by the participating agencies, as well as the infrastructure equipment, are capable of being moved from wideband (25 KHz occupied bandwidth) to narrowband (12.5 KHz occupied bandwidth) operation. The successful Proposer will be required to make all preparations to successfully transition all affected radios. Preparations should include but are not limited to the creation of the necessary programming routines, testing to verify that the program changes perform the desired transitions, and testing to determine that no unintended ill effects occur due to the changes.

This project includes several receive-only units, specifically pagers. These units must also be programmed to operate efficiently with narrowband transmissions.

All operations must adhere to all FCC required rules and regulations for public safety radio operations.

The successful Proposer will be provided a programming plan upon award of the project. Individual agencies may add additional custom channels as appropriate for their needs.

Proposals shall include a discussion of how the Proposer intends to satisfy the programming requirements, including the need to provide service to the multiple brands noted in the next sub-section.

5. Variety of Equipment

There are radios in service from multiple manufacturers and of varying age. Proposers are expected to be able to provide service technicians and programmers competent to make adjustments to any and all such radios. A discussion of the various makes and models of equipment the Proposer has previously serviced or is factory certified to service must be included.

6. Frequency Bands

Proposers should note that agencies in Clinton County operate on both the VHF and UHF public safety radio bands. All equipment in the affected bands must be properly programmed to operate within FCC regulations as a part of this project.

7. Technical Parameters

While the current regulations provide for a maximum deviation of +/- 2.5 KHz for narrowband systems it has become apparent that setting subscriber units to this maximum often creates reliability issues. Similarly the need to lower deviation from the wideband maximum of +/- 5 KHz for voice causes a reduction in the lower deviation of tone-coded-squelch signals also affecting reliability.

The Proposer will describe what precautions shall be taken to ensure continued proper and reliable operation of the public safety radio systems in Clinton County during and after the transition. This discussion should include the controls and restraints on programming of radios planned for this project as well as what field and end-user testing will be provided.

Clinton County anticipates the need to allow end-users to use the re-programmed radios and provide feedback to the county and the successful Proposer during and after the programming process. This feedback period should be clearly identified in the proposal and its effect on warranty options noted.

As a part of the narrowbanding process Clinton County also recognizes the need to ensure all equipment is operating at its proper capacity. To that end each proposal must also describe the tests and adjustments that will be performed to determine proper equipment operation. Those tests and proper adjustments should include, but are not limited to the following:

- Transmitter deviation
- Transmitter frequency
- Transmitter stability
- Transmitter power output
- Transmission line integrity
- Antenna system integrity
- Receiver sensitivity
- Receiver alignment
- Receiver antenna system integrity

8. Coverage

Clinton County recognizes that moving from wideband to narrowband operation may potentially affect the coverage of radio units within their response area. Proposers therefore should provide a discussion of the changes in coverage that Clinton County may reasonably expect as a result of the necessary changes. We also wish to take into consideration the beneficial effects of properly adjusting the various transmitters and receivers for optional operation.

9. Testing

As a part of this project Clinton County expects the successful Proposer to provide a testing program for end users and operators to prove the final system operation. This testing program should at a minimum show that all radios are operational over an extended period of time. While a bench-test will show that the program has been entered, we are requiring an additional test or reporting process to be carried out by operators to show that the programmed parameters do work properly in the field. This process should take less than a week to complete. The following should be tested:

- Every Base Radio.
- At least one mobile radio of each type at each location/site.
- At least one pager of each type at each location/site.
- At least one portable radio of each type at each location/site.

The testing process should also include a process to document areas where signal strength is weak or unreliable. This may include identifying areas that are currently weak, as well as areas that are affected by the narrowband operation.

The proposed testing program must be discussed in the proposal and identify how the Proposer will address the issues noted by Clinton County.

10. Time Line

This project encompasses agencies from throughout Clinton County and will of necessity disrupt the daily operation of these emergency services. It is therefore necessary to establish the most compact and efficient time line possible to perform the required re-programming.

The Proposer must provide a Gantt chart showing the tasks to be performed, the critical path, milestones, and the anticipated dates for each step of the project. An ideal plan will show the approximate time each agency will be expected to be impacted by the project.

With the Gantt chart a full description must be offered of how technicians will be deployed to various locations. Proposers must understand that many of these agencies operate with either part-time or volunteer staff. In many cases equipment operators are not available to bring equipment to a central location and it will be necessary for technicians to travel to the equipment storage site (such as a rural fire station). The provided chart of agencies and equipment has been grouped by location. The intent is to provide Proposers with the information necessary to consolidate programming efforts so that all equipment in an area can be efficiently programmed in the shortest period of time, and at the lowest cost.

While the time line information is an integral part of the scope of work and must be discussed within the Scope section of the response Proposers are also cautioned that following the Scope section of their response a copy of the required Gantt chart must be included under its own tab.

11. Project Progression and Deviations

The Proposer must provide a description of the process to be used to track the projects progress. This description should specify what measurements will be used to determine proper progression; how and when deviations from the planned progression will be assessed (both positive and negative deviations); and the methods that will be used to bring the project to a successful completion on or before the proposed final date.

The Proposer must agree to provide weekly, written reports of any equipment concerns or malfunctions, any signal loss issues, and any other system or component issues discovered during the course of the project by either the installing technicians or representatives of the agencies being served by this project. These reports should include recommendations for remedying those issues discovered during the course of the project.

12. Warrantee and maintenance

All programs and re-programming work must be supported for a minimum of six (6) months after the system cut-over acceptance date. The warrantee must allow for adjustments to be made to programs should errors or omissions be discovered during this period.

All physical and operational adjustments to transmitting and receiving equipment (including antenna systems and transmission lines) must also be covered. This warrantee is only for work performed and shall not include any maintenance or failure of the actual equipment not due to this project. A discussion of the warrantee provided shall be included in the response.

Clinton County recognizes that moving from wideband to narrowband operation places the equipment in a mode where all parameters will need to adhere to more stringent requirements. In order to ensure continued operational success of the various systems Proposers should also submit an optional maintenance program and include pricing for such a program in their proposal cost sheets.

Note that the cost of the maintenance plan will **not** be considered as part of the overall pricing. Also that this desire to receive information on such a plan does not obligate or imply that Clinton County Communications or any participating agency will actually enter into such a maintenance contract. However this information is important in helping Clinton County Communications determine how to measure the success or failure of this project as a whole.

Proposers are cautioned that the warrantee information must be included in its own, separate section of the response document following the time line Gantt chart. The warrantee may, at the Proposer's option, also be duplicated within the Scope section. Including the warrantee inside the Scope section is not a substitute for providing the warrantee information as a separate tab section. In the event of any discrepancy between the optional and required entries the language in the separate warranty tab section shall be considered the only official offering.

13. Continuing programming needs

The primary work for this project is expected to conclude in April or May of 2012 (no later than June 8, 2012), leaving more than half the year for Clinton County to handle any unexpected issues before the December 30th 2012 narrowbanding deadline. We anticipate some mutual aid and surrounding county agencies may not be able to complete all narrowbanding adjustments by the time the Clinton County project is complete.

Therefore it is necessary that the successful Proposer provide a plan and process to update the existing subscriber radios to accommodate late changes to nearby systems. This plan should extend through the first quarter of 2013 and cover program development, internal

testing, and field installation of updates necessitated by any such late narrowbanding efforts. The plan must detail what work is to be performed, how logistics for updates will be addressed, and the final date covered by this plan. The Proposers plan shall be presented in the response.

VIII. Exceptions

Should a Proposer desire to delete a portion of the requested service or take exception to any specific requirement of this project such deviation from the desired work for Clinton County must be listed as an Exception.

Exceptions are not automatically disqualifying. Each exception will be evaluated by the review team to determine its effect on the quality of the overall proposal and may in turn lead to an adjustment in scoring.

Each exception shall be listed and at the start identify the section and sub-section of this proposal document that is being modified. This identification shall be followed by the full and complete description of the exception.

To the best of the Proposer's ability the description of exceptions should identify what is being modified, why the modification is occurring, and what affect the Proposer expects the modification to have on the overall project. This description is especially important if the Proposer believes the modification to be beneficial to Clinton County.

Exceptions shall be listed in their own section of the proposal documents.

IX. Payment Schedule

Payment to successful vendor shall be made available in the following manner;

- 10%- Upon Execution of Contract
- 45%- Upon 50% or greater completion of project
- 45%- Upon acceptance of completed project

There will be a \$200 per day penalty for every day after June 29th 2012 that passes without accepted completion of the project, if the project is delayed due to issues that are the responsibility of the vendor.

If the project is accepted as completed at least 28 days in advance of the June 29th 2012 deadline the vendor will be awarded an incentive of 1% of the total project budget amount not to exceed \$1,000. The incentive amount will decrease by \$250 every 7 days until it expires.

X. Contract

Upon selection, the selected company will be required to enter in to a contract for the aforementioned work. The selected proposal will become an appendix to the contract.

XI. Proposer Check List

The following is to be completed and included immediately after the Title Page (before the table of contents) and will be instrumental in determining that a Proposer has read and understood the RFP and attached the required documents. To signify that the item was read and understood an authorized representative of the proposing company shall initial each line item. The form itself shall be signed and dated to indicate it is complete on or before the final submission date.

- _____ Three complete, identical copies of the proposal are supplied in printed form
- _____ Three complete, identical copies of the proposal are supplied in electronic form
- _____ Formatting rules for the submissions have been followed
- _____ The Scope of Work proposal is a complete and accurate description of the offering
- _____ Exceptions to the required work or scope are clearly and separately noted
- _____ References are included
- _____ Required insurance forms are included
- _____ Equal Employment verification is included
- _____ Drug-Free Workplace verification is included
- _____ Service provider primary location is included
- _____ Time Line is included in a separate tab
- _____ Warrantee information is included in a separate tab
- _____ Pricing is included in a separate sealed envelope
- _____ All Addenda have been received and the addenda affidavit is included

The proposal published by Clinton County for public safety radio narrowband reprogramming has been read in its entirety and understood by the Proposer. All required documents are enclosed in the response package and pricing is provided in a separate sealed envelope.

Verified by:

Signed name of Proposers authorized representative

Date

Printed or typed name and title of above representative

XII. Addendum Verification

_____ has received, read, and understood the original proposal and all published addenda to the public safety radio narrowbanding re-programming project Request for Proposals.

_____ Original RFP document

_____ Addenda #1 dated _____

_____ Addenda #2 dated _____

_____ Addenda #3 dated _____

_____ Addenda #4 dated _____

_____ Addenda #5 dated _____

_____ Addenda #6 dated _____

Authorized Signature

Date

Printed Name of Signer