



REQUEST FOR PROPOSAL

Allegan County
Central Dispatch
3283 -122nd Ave
Allegan, MI 49010

Narrowbanding Project

BID PROPOSAL # 10127

Bid Proposal Deadline: March 2, 2012 @ 3:00PM
Bid Proposal Opening: March 2, 2012 @ 4:00PM

REQUEST FOR PROPOSAL

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I. Allegan County Invitation to Bid Package Instructions to Bidders

Notice to Bidders

Sealed bids will be received until the time and the place and for the product(s) or service(s) as listed on the PROPOSAL-CONTRACT form attached and as further specified. These bids will be publicly opened at the Allegan County Courthouse or other designated area, in the presence of bidders, attendance is optional, and County officials. After tabulation and review and when required, bids will be presented to the County Commissioners for award of contract. The County reserves the right to review all bids submitted for a period of 30 days after the date of bid opening.

How to Submit a Proposal

All bids shall be submitted in *sealed envelopes*, mailed or delivered to: County of Allegan, Attention: Purchasing Analyst, 3283 122nd Avenue, Allegan, MI 49010, and plainly marked on the outside with ***bid proposal number, identification of item being bid and date of bid proposal opening***. It will be the sole responsibility of the bidder to ensure that the proposal reaches the location where bids are to be sent before the closing hour and date shown on the enclosed PROPOSAL-CONTRACT form.

Purpose of Bid

The County of Allegan intends to secure a source of supply for the product(s) and service(s) at the lowest price; early and satisfactory manufacture; and prompt and convenient shipment and service by the supplier to the County. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

Examination of Contract Documents and Existing Conditions

Before submitting a proposal, bidders should carefully examine the entire Contract Document, including the specifications, and by the submission of a bid, the bidder will be understood to have read and be fully informed as to the contents of all of the bidding documents. Bidders should especially note any state or federal regulations and/or requirements in bids involving funds from respective agencies and be prepared to adhere to those requirements.

Should a bidder find any discrepancies, omissions, ambiguities, or conflicts among the contract documents, or be in doubt about their meaning, they should bring such questions to the attention of the County Finance Director no later than five (5) business days prior to the date of the receipt of bids. The County Finance Director will review the questions and, where information sought is not already indicated or specified, there will be a clarifying "Notice to Bidders," which will become part of the Bid Documents. Neither the County nor the County Finance Director will be responsible for any oral instructions.

Rejection of Bids

The County reserves the right to reject any and all bids or to accept the bid or any part thereof which is determined to best serve the needs of the County and to waive any informalities or irregularities in the bids. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.

Quantities

The quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the County as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid and the County reserves the right to increase or decrease quantities as required.

Bidding on Equivalent Products

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is the purpose of establishing a grade or quality of material only. Since the County does not wish to rule out other competition and equal brands or makes, the phrase **or approved equal** is added. However, if a product other than those specified is bid, it is the bidder's responsibility to name such a product within the bid, and to prove to the County that said product is equal to that specified and to submit brochures, samples, and/or other specification in detail on the item(s) bid. The County shall be the sole judge concerning the merits of bids submitted.

Trade Discounts and Price Variances

Bids on individual items must include unit prices, as well as total price. Where a variance exists on the bid form between the unit price and the extension or whenever other discrepancies are noted between prices on the bid form and prices quoted elsewhere in the bid package, the unit price quoted on the bid form shall prevail. The County will also consider trade discounts and other pricing features in each individual bid prior to determining the successful bidder.

Submissions

Bidders must submit two (2) copies of PROPOSAL-CONTRACT forms.

- A. Unless otherwise specified, bidders must use PROPOSAL-CONTRACT forms furnished by the County. Failure to do so may cause a bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.
- B. Proposals having any erasures or corrections must be initialed by bidder in ink. Bids shall be signed in longhand, in ink, by the principal authorized to make contracts. All quotations shall be typewritten or filled in with pen and ink.

Descriptive Data

Bidders must enclose with their bid forms data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

Equal Opportunity Clause

Bidders must verify with their bid that they are an Equal Opportunity Employer.

Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title or interest in or to same, or any part thereof, without previous consent in writing from the County Administrator, endorsed on or attached to the Contract.

Service and Parts

Bidders must be prepared to submit evidence to the County, in addition to that required in the attached specifications, that qualified personnel and adequate parts inventory are available to maintain all bid equipment in effective operation.

Guarantees/Warranties

Bidders must indicate the full guarantees and/or warranties prevailing on all equipment, parts and labor.

Delivery and/or Completion

Bidders shall indicate delivery or completion date of product(s) or service(s). These dates may be taken into consideration in making the award. Penalties imposed upon the County for late performance, shall be the responsibility of the vendor.

Contract Performance and Payment Bond

When a construction contract that exceeds \$50,000 is awarded, the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

- (a) A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and
- (b) A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

Manuals, Instructions, etc.

Successful bidder must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished by the County.

Samples and/or Demonstrations

Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be finished after the date of bid opening only upon request of the County unless otherwise stated in the Bid Documents. If samples should be requested, such samples

Quality

All materials used for the manufacture or construction of any item(s) covered by this bid shall be new. The items bid must be new, the latest model, of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the County.

Default Provision

In case of default by the bidder or contractor, the County of Allegan may procure the products or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

Compliance with Law

All goods or equipment bid shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful bidder shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

Royalties and Patents

The successful bidder shall pay all royalties and license fees and shall defend all suits or claims for infringement of any copyright or patent rights and shall hold and save the County and its officers, agents, servants and employees harmless from any and all loss and liability of any nature or kind whatsoever, including costs and expenses of defense, for or on account of any copyrighted, patented or unpatented invention, process, article or appliance manufactured or used in the performance of the contract, including its use by the bidder unless otherwise specifically stipulated in the Contract Document.

Inspection Expenses

Should it be required that County personnel travel outside of the County to inspect product(s) or equipment, all expenses covering such travel shall be at the expense of the bidder.

Liability Insurance

The successful bidder must carry Public Liability Insurance with limits of at least \$500,000/\$1,000,000 to protect the County of Allegan, and said bidder shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workmen's Compensation so that the County of Allegan will not be liable in any way for any claim evolving from said work in carrying out the contract.

Delivery Provisions

Bid price is to be based upon the delivery terms of Free on Board, 3283 122nd Ave., Allegan, Michigan. Title to the purchased goods does not pass until the item(s) is received by the County.

Withdrawal of Bids

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received by the County Administrator prior to the specified time of opening. Formal bids, amendments thereto, or requests for withdrawal of bids received by the County Finance Director after time specified for bid opening will not be considered.

Failure to Quote

If you do not choose to submit a bid, please return bidding documents, state reason thereon, and request that your name be retained on our bidders list. Failure to respond may result in your firm's removal from our bid mailing list.

Taxes

The County of Allegan is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the County.

Hold Harmless Agreement

The successful bidder shall agree to save and hold harmless and defend the County of Allegan from and against any or all claims, demands, suits and liability for death or injury to any person or damage to or loss of property, which injury, loss or damage is caused by or arises out of the execution of this contract of agreement.

Freedom of Information Act

Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after County staff have evaluated them

Endorsement Prohibition

The successful bidder is specifically denied the right of using in any form or medium the name of Allegan County, supportive documentation or photographs of County projects, plant, equipment or employees for public advertising unless express permission is granted by the Allegan County Board of Commissioners.

Further Information or Clarification

Should prospective bidders require further information or clarification, contact the County Purchasing Analyst at finance-purchasing@allegancounty.org

Allegan County
PROPOSAL CONTRACT

Bid Proposal Number	10127
Item Being Proposed	Narrowbanding Project
Date of Bid Proposal Opening	March 2, 2012 @ 4:00PM

Product(s) or Service(s) Required:

See attachment "A"

BIDS MUST BE SUBMITTED ON OR BEFORE 3:00 P.M.*: March 2, 2012.

*Eastern Standard Time or Eastern Standard Daylight Savings Time, as applicable. The official time shall be recorded in the County Administrator's office. It will be the sole responsibility of the bidder to ensure that their proposal reaches the office of the County Administrator on or before closing hour and date shown above.

The Legal Notice, Invitation-to-Bid, Instruction to Bidders, Specifications, and/or any other pertinent documents form a part of the proposal and are made a part hereof.

Anti-Collusion Statement: The below signed bidder has not divulged to, discussed or compared its bid with other bidders and has not colluded with any other bidder, with the exception of qualified subcontractors, or parties to the bid. (Note: No premiums, rebates or gratuities to employees or officials of the County are permitted either with, prior to, or after any delivery of product(s) or service(s). Any such violation will result in cancellation and/or return of the item(s), as applicable, and removal from Bid List(s)).

Allegan County Administrator: We (I), the below signed, hereby agree to furnish the following product(s) or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the Specifications and fully understand what is required. By submitting this signed Proposal-Contract, we (I) officially accept a Contract if approved by the Board of Commissioners and such acceptance covers all terms, conditions and specifications of this Proposal-Contract; and we (I) hereby agree that we (I) will make available for audit to appropriate County officials any applicable records pertinent to a resulting order and/or Contract for verification of pricing per terms of purchase agreement.

All prices to be quoted F.O.B. Allegan County, Michigan (Delivered at the applicable County address indicated in bidding document and/or purchase order).

We (I) propose to furnish the following to Allegan County, Michigan. (Full description and price – attach separate sheet if necessary).

Variance: State any variances to the specifications, terms and/or conditions in this space or reference herein all variances contained on other pages of this proposal form or in any bid attachment. Failure to do so may be cause for rejection of bid, or if order is executed, material and/or services provided which do not comply will not be accepted. If no statement is contained in the above space, it is hereby implied that your bid complies with the full scope of this bid invitation. (Variances may be outlined on a separate sheet to be attached to this Proposal-Contract form.)

Bid is firm for acceptance within _____ days after bid opening (minimum of 90 days).

Completion of Delivery: _____ calendar days after receipt of Purchase Order.
[Note: County reserves the right to consider delivery or completion time as a vital consideration when making or recommending award.]

Guarantee or Warranty:

Proposal-Contract Submitted by:

Company/Address: _____

Telephone: _____

Signature: _____

Title: _____

E-Mail Address: _____

**II. ATTACHMENT “A”
Specifications**

Bid Proposal Number	10127
Item Being Proposed	Narrowbanding Project

1.0 DEFINITIONS:

- ACCD: Allegan County Central Dispatch.
- COUNTY refers to Allegan County.
- BIDDER refers to the submitter of this Request For Proposal (RFP).
- SOFTWARE refers to any software (client or server) necessary for the successful operation of the system.
- HARDWARE refers to any physical piece of equipment related to successful implementation of the project
- COUNTY 800 MHz DIGITAL RADIO SYSTEM: The Allegan County Public Safety Radio System that supports voice communication for all EMS and Police Communications.
- COUNTY VHF ANALOG RADIO SYSTEM: The County’s radio system used for paging and voice communications for ACCD activation and voice communications for fire services. The VHF system operates between 150-512 MHz.
- FCC: Federal Communication Commission - The US agency responsible for the regulation of radio frequencies.
- HARRIS CORPORATION: Company that maintains the County’s current radio system.
- NARROWBANDING: The rebanding of the VHF and UHF frequencies from legacy wideband (25 kHz bandwidth) to narrowband (12.5 kHz) channel divisions.
- RADIO PROPAGATION STUDY: A study to determine the broadcast pattern of radio signals over a geographic region taking into account topography, atmospheric conditions, and other environmental factors.

2.0 INTRODUCTION:

- 2.1 On January 1, 2013, the FCC regulation restricting the use of wideband radio frequencies over the VHF and UHF spectrum will go into effect. This is referred to as the FCC Narrowbanding Project and its purpose is to ensure a more efficient use of the VHF/UHF spectrum. This will allow the creation of additional channels in the available spectrum and thereby supporting more users and services. Work toward this regulation began in 1995 when the FCC adopted the original narrowbanding rules, but no deadline was set for enactment. Over the years, various steps were taken by the FCC to begin the migration to narrowbanding, including, but not limited to, no longer issuing non-narrowband frequencies. In 2004, the FCC set a deadline of January 1, 2013 requiring all wideband radio frequency equipment to begin using narrowband technology.

In 2001, the County began the implementation process of a new 800 MHz and VHF radio system. In preparation for the narrowbanding regulations, we required that the VHF portion be narrowband compliant. To meet the January 1, 2013 deadline, the County will only need to reprogram the radio system and all field radios. However, all fire departments own their equipment and many did not upgrade them to be narrowband compliant when the County radio system was implemented. In 2001, money was earmarked from the 911 millage to enhance radio coverage for the fire service. A portion of these funds were reserved to purchase new fire department radios. However, at that time, the fire service had not determined whether they were going to convert to 800 MHz or stay on VHF because paging was not available on the 800 MHz system. Through much discussion, the fire service decided to stay on VHF and the funding remained unspent.

With the new narrowbanding regulations, the County is now required to transition to these new frequencies and in doing so, all equipment that is not narrowband compliant must be replaced. Using the remaining 911 millage funds designated for the fire service radios, the County is seeking bids to purchase new narrowband compliant radios and to elicit services to reprogram the existing compliant radio equipment.

Preference will be given to equipment that is easy to use (i.e. large knobs, clear tactile feedback, etc.), whose operation is intuitive and easily learned, and that is well suited to the harsh environment of the fire service.

Vendors are encouraged to submit proposals for multiple equipment models to give the County more choice and flexibility in making a final choice of product.

3.0 SCOPE OF SERVICES:

3.1 VHF PORTABLE RADIO SPECIFICATIONS

- 3.1.1 Equipment must be capable of operation on the VHF public safety band (136 – 174 MHz), in analog mode, and be capable of operation on 7.5 KHz spaced VHF channels with 11K0F3E emission.
- 3.1.2 Following are the minimum standards that will be accepted, unless otherwise noted:
- A minimum of (64) channel capacity capable of operating in a “zone / bank” configuration
 - Nominal 5 watt output power
 - The County seeks a minimum of 90 portable radios.
 - Lithium Ion or Nickel Metal Hydride Battery chemistry with a minimum of 1500 mAh rating, 2200 mAh preferred. A “smart” battery charging system preferred. Charging system, specify rate of charge for standard included equipment
 - Audio output at least 500 mw from internal speaker.
 - Received audio distortion less than 3%
 - Receiver specifications, 12.5 KHz
 - a. Stability +/- 2.5ppm or better
 - b. Adjacent Channel Selectivity: at least 65 db
 - c. Spurious / Image Rejection: at least 70db
 - d. Sensitivity: at least .3uv for 12db SINAD
 - Must meet MIL STD 810 C, D and E
 - Must meet water resistant standard IP 54; IP 57 preferred
 - Use current FM 3610-88 standard
 - Alpha-Numeric display with at least 8 characters preferred
 - Capable of decoding 2-tone sequential paging
 - a. Connection to radio must be secure (i.e. screws, “click-in” device, not just a slip-in plug)

3.2 VHF MOBILE RADIO SPECIFICATIONS

- 3.2.1 Equipment must be capable of operation on the VHF public safety band (136 – 174 MHz), in analog mode, and be capable of operation on 7.5 KHz spaced VHF channels with 11K0F3E emission.
- 3.2.2 Following are the minimum standards that will be accepted, unless otherwise noted:
- 64 channel capacity, minimum capable of operating in a “zone / bank” configuration

- Nominal 50 watt output power
- Both single unit (Dash mount) and removable head units should be specified
 - a. The County seeks a minimum of 36 mobile radios.
- Must operate from nominal 13.8vDC, negative ground
- Audio output at least 3 watts from internal speaker
- Audio output at least 7 watts from external speaker
- Received audio distortion less than 3%
- Receiver specifications, 12.5 KHz
 - a. Stability +/- 2.5ppm or better
 - b. Adjacent Channel Selectivity: at least 65 db
 - c. Spurious / Image Rejection: at least 70db
 - d. Sensitivity: at least .3uv for 12db SINAD
- Must meet MIL STD 810 C, D and E
- Alpha-Numeric display with at least 8 characters required

3.3 DELIVERY

3.3.1 All shipping and handling should be included in the per unit bid price.

3.3.2 All equipment is to be delivered to:

Central Dispatch
3271 122nd Ave
Allegan, MI 49010

4.0 PROPOSAL REQUIREMENTS:

4.1 General Requirements:

This bid shall be submitted in a *sealed envelope*, mailed or delivered to: Allegan County Services Bldg, Attn: Kristin Wendt – Purchasing Analyst, 3283 – 122nd Ave, Allegan, MI 49010, and plainly marked on the outside with **RFP #10127 Narrowbanding Project**. These bids will be publicly opened at the Allegan County Services Bldg with the names of the bidders only read out loud. The County reserves the right to review and evaluate before releasing any dollar amounts.

4.2 Inquires:

All questions must be submitted in writing by the deadline posted in the timeline. The County, at its discretion, may respond to an individual question directly with the inquisitor or to all potential vendors. A list of all the bidder's questions and Allegan County's response will be available to all bidders following the deadline for the County response to questions posted in the timeline. Inquiries concerning clarification on any other portion in this RFP should be made to:

County of Allegan – Purchasing Analyst
3283 – 122nd Ave
Allegan, MI 49010
Finance-Purchasing@allegancounty.org

4.3 Submission of Qualifications Proposals

The submission of each bidder’s information and all supporting documentation is not to exceed 30 pages double-sided, or 60 single-sided pages. This requirement will ensure the County receives only the most succinct information necessary to choose a contract vendor.

Before submitting a proposal, the bidder should carefully examine the entire RFP document and have a full understanding of the contents of the response document. Submission of a response constitutes the bidder’s understanding of the contents of this RFP. The bidder’s company name should be listed on the outside of the envelope for identification purposes during bid opening. Bidders should send the completed proposal to the following address:

County of Allegan – Purchasing Analyst
3283 – 122nd Ave
Allegan, MI 49010

Reference: RFP #10127 Narrowbanding Project

4.4 Copies:

The bidder is required to supply to the County a master document (so marked), two (2) copies of your complete submission; for a total of (3) hard copies, and one (1) electronic copy in a PDF format. The following material is required to be received by March 2, 2012 @ 3:00 P.M. for your proposal to be considered.

4.5 Proposal will include the following (IN THIS ORDER):

- a. Statement of Work: A signed letter stating:
 - The bidder understands the County’s needs.
 - The commitment to perform the services.
 - Vendor must hold pricing and make available to any Allegan County Fire Department through December 31, 2012.

- b. Company Information:
 - The year the company was established, the location of the office from which the work on this engagement is to be performed and the year that office was established

- The bidder shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies, professional organizations, or through legal action
- c. References:
- The bidder shall list the most significant contracts (maximum of 5) performed in the last five years that are similar to this contract as described in this RFP with a similar volume. These engagements should be ranked on the basis of their size. Include the following:
 - Address and telephone and/or email address.
 - Owner contact information.
- d. Portable Radio Requirements:
- Describe Intrinsically Safe options
 - Describe Holster or belt clip system to be supplied
 - Describe standard antenna and options
 - Describe warranty
 - a. Length
 - b. What is and is not covered
 - c. Describe repair options (is repair done locally?)
 - d. Describe manufacturers stated plan for support of this product
 - As optional equipment, describe:
 - a. Charging systems, Vehicular DC and fixed AC powered systems
 - b. Speaker/Mic or headset options available
 - c. Connection to radio must be secure (i.e. screws, “click-in” device, not just a slip-in plug)
 - d. Availability and pricing of programming software and hardware
- e. Mobile Radio Requirements:
- Describe “unit ID” or other advanced signaling features available on quoted model
 - Describe warranty
 - a. Length
 - b. What is and is not covered
 - c. Describe manufacturers stated plan for support of this product
 - d. Describe repair options (is repair done locally?)

- Specify installation services available
 - a. Specify per unit installation cost
 - b. Describe time needed to install at multiple customer locations
 - c. Describe antenna systems included, if any
 - d. Describe in detail the experience and/or credentials of vendor and employees with installations in fire apparatus and other emergency
 - As optional equipment, describe:
 - a. Ability to connect “in-cab” communication headset systems
 - b. Ability to connect received audio to the vehicle PA system
 - c. Availability and pricing of programming software and hardware
- f. Detailed Work Plan:
- The County uses Harris 800 Mhz radio system. Harris will reprogram the County’s actual radio system. Bidder must work with Harris in the coordination of Go Live event.
 - Bidder will be responsible for converting all fire in-car and mobile radios from wideband to narrowband.
 - All radios must be converted within 24 hours of the Go Live.
 - Go Live will take place at an agreed upon day and time in August of 2012.

5.0 EVALUATION CRITERIA:

- 5.1 The County will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed in this RFP under specifications. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the County.

- 5.2 Proposals will be evaluated on the following:
 Rating Scale: 0 = no answer 1 = Inadequate
 2 = Below Average 3 = Average
 4 = Above Average 5 = Superior

		Rated score 1- 5	Multiplier	SCORE
1	Statement of Work		1	
2	Company Information		1	
3	References		1	
4	Portable Radio Requirements		1	
5	Mobile Radio Requirements		1	
6	Any legal action within the past three years? (no points given)	Yes or No		
Total – possible points 25				
		Rated score 1- 5	Multiplier	SCORE
7	Detailed Work Plan		7	
Total – possible points 35				
		Rated score 1- 5	Multiplier	SCORE
8	Pricing (this score will be completed by Finance)		12	
Total – possible points 60				
GRAND TOTAL			120	

6.0 OTHER/NOTES:

- 6.1 The County reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the County and to waive any informalities or irregularities in the bids. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.
- 6.2 The County will accept payment terms of Net 30 days and will consider incentive options for early payments.
- 6.3 Invoices are to be itemized per service and sent to:
 Allegan County Central Dispatch
 3271 122nd Avenue
 Allegan, MI 49010

- 6.4 Insurances: The selected vendor must maintain the following insurance during the term of the contract:
- 6.4.1 **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - 6.4.2 **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
 - 6.4.3 **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - 6.4.4 **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: "Allegan County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."
 - 6.4.5 **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Allegan County Finance – Purchasing Analyst, 3283 122nd Ave, Allegan, MI 49010.

- 6.4.6 **Professional Liability:** The contractor shall procure and maintain during the life of this contract, Professional Liability Insurance in an amount not less than \$500,000 per occurrence and \$500,000 aggregate. The contractor shall be required to keep policy in force, or purchase “tail” coverage for a minimum of 3 years after the termination of this contract.
- 6.4.7 **Proof of Insurance Coverage:** The Contractor shall provide the Allegan County at the time the contracts are returned by contractor for execution, certificates and policies as listed below:
- a. A copy of Certificate of Insurance for Workers' Compensation Insurance;
 - b. A copy of Certificate of Insurance for Commercial General Liability Insurance;
 - c. A copy of Certificate of Insurance for Vehicle Liability Insurance;
 - d. A copy of Certificate of Insurance for Professional Liability Insurance;
 - e. If so requested, Certified Copies of all policies mentioned above will be furnished.
- 6.4.8 If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the Allegan County at least ten (10) days prior to the expiration date.

III. TIMELINE

Request for Proposals issued	February 3, 2012
Deadline for Questions to be submitted	5:00 PM on February 17, 2012
Deadline for County's response to questions	5:00 PM on February 22, 2012
Due date for proposals	3:00 PM on March 2, 2012
Proposal Opening*	4:00 PM on March 2, 2012

*Only vendor's names who have submitted a proposal will be announced on this date. Once the County has evaluated and confirmed that the proposals are responsive and are from responsible bidders then information (bid tab, etc.) will be available and sent to ALL responders.

IV. ATTACHMENT "B"
Allegan County Bid Form

Bid Proposal Number:	10127
Item Being Proposed:	Narrowbanding Project
Date Bid Proposals Due:	March 2, 2012 @ 3:00 P.M.
Vendor Name:	
Vendor Fax:	
Vendor Address:	
City, State, Zip:	

ITEMS: For services stated in "Attachment A"

The breakout pricing will be as follows:

Item	Description	Unit Cost	Total Cost
VHF PORTABLE RADIOS:			
1	VHF portable radio		
2	Programming costs		
3	Maintenance (per year)		
VHF MOBILE RADIOS:			
4	VHF mobile radio		
5	Programming costs		
6	Per Unit Installation		
7	Per Unit Installation at Customers Location		
8	Maintenance (per year)		
CONVERSION SERVICES FOR EXISTING EQUIPMENT			
9	Conversion of existing in-car radio		
10	Conversion of existing mobile radio		
OPTIONS/ACCESSORIES			
11	Other costs (identify and itemize a separate sheet)		
12	Extended warranty		
13	Charging systems, vehicular DC and fixed AC power systems		
14	Speaker microphone		
15	Headset options; including in cab communication headset		
16	Programming software (to keep on-site at the County)		
17	Unit I.D. or advanced signaling features available on quoted model		
18	Antenna system or additional antenna accessories		
19	Connection to receive audio to the vehicle PA system		

PAYMENT TERMS: _____

REPRESENTATIVE NAME (PRINT): _____

REPRESENTATIVE SIGNATURE: _____

E-MAIL ADDRESS _____