



August 30, 2017

**REQUEST FOR PROPOSAL  
TRANSMIT COMBINER AND RECEIVER MULTICOUPLER SYSTEM  
WITH TOWER TOP AMPLIFIER  
FOR WASHINGTON COUNTY, FL**

The Washington County Board of County Commissioners is seeking proposals for the above named system in accordance with the enclosed specifications. The submittal, consisting of the original proposal and three (3) additional paper copies marked, "**TRANSMIT COMBINER AND RECEIVER MULTICOUPLER SYSTEM WITH TOWER TOP AMPLIFIER**" will be received no later than **3:00 p.m., CST, Tuesday, September 19, 2017 by:**

IN PERSON, SPECIAL COURIER or U.S. POSTAL SERVICE

Attention: Billy Brock  
Information Technology  
Washington County Board of County Commissioners  
1331 South Blvd.  
Chipley, FL 32428

Any proposal received after **3:00 p.m., CST, September 19, 2017** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time stamp in the Administration Office of the Washington County Government Offices. Proposals shall be placed in a sealed envelope, marked with the title, date and hour proposals are scheduled to be received. Responders are responsible for insuring that their proposal is stamped by Administration Office personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm, person, or business or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. Washington County reserves the right to accept or reject any or all proposals submitted.

Questions concerning this Request for Proposal should be submitted in writing to Billy Brock at [billybrock@wco.us](mailto:billybrock@wco.us) no later than close of business September 12, 2017.

**REQUEST FOR PROPOSAL  
TRANSMIT COMBINER AND RECEIVER MULTICOUPLER SYSTEM  
WITH TOWER TOP AMPLIFIER  
WASHINGTON COUNTY, FL**

**I. INTRODUCTION:**

The intent and purpose of this Request for Proposal (RFP) and resulting contract(s) or agreement(s) is to obtain proposals regarding sale support, installation, and maintenance from a qualified firm or business to provide a Transmit Combiner and Receiver Multicoupler System with Tower Top Amplifier.

**II. BACKGROUND:**

- A. Washington County operates Public Safety Continuous Duty two-way radio systems on several frequencies on the UHF and VHF Bands.
- B. The County has formed a Communications Committee in order to ensure continuous and reliable public safety communication systems among multiple agencies.
- C. Members of the Committee will review, rank and select a proposal for recommendation to the Board of County Commissioners as a result of this RFP. Following negotiations with the selected firm, the Committee will recommend award of an agreement or contract for this project.

**III. SCOPE OF SERVICES:** The Successful Responder shall provide all personnel, equipment and materials to perform all services necessary to complete the project in a professional manner. The Successful Responder shall give the best possible proposal regarding sale support, installation and maintenance to the County in accordance with the highest standards in the communications industry.

- A. The information listed below is intended to provide additional direction for the project. Responders shall address their ability to provide each of these services in their proposal response. Offerors are also encouraged to include any additional services necessary to complete the project.
  - 1. All Repeaters could be transmitting simultaneously
  - 2. County operates single tower site
  - 3. The proposed system should be optimized for maximum transmit and receive coverage
  - 4. All equipment and materials shall be new with warranty
  - 5. Services to install the transmit Combiner and Multicoupler system shall be proposed
  - 6. The Combiner/Multicoupler shall be designed to facilitate the addition, removal or modification or returning of existing channels in the field, without modifying, readjusting, or interfering with the operations of the other channels
  - 7. The Combiner and Multicoupler shall be easily modified to accommodate future and/or unanticipated frequency changes or

- expansions without removal from service for more than a few minutes
8. The responder must be capable of providing pre- and post-sale support 24 hours a day, seven days a week, with a maximum two hour response time for all outages or other issues.
  9. **Site visit is mandatory.** Responder is responsible for conducting site survey to obtain all pertinent and relevant information to ensure that the County will acquire a Combiner/Multicoupler system which will produce predictable, acceptable, and reliable performance in typical and expected conditions.
  10. Must provide coverage map for predicted coverages at 95% reliability at 3.0 DAQ

**IV. GENERAL QUALIFICATIONS OF THE RESPONDERS (SCORING FACTORS):**

- A. Responders must demonstrate their firms overall specific experience and capabilities on projects of similar size, scope and complexity. **(20 Points)**
- B. Responders must demonstrate their firm's ability to finish projects within specified times, within a specified budget, and with minimal change orders. **(20 Points)**
- C. Responders must identify the proposed project team members and qualifications including but not limited to their credentials, work experience and amount of time anticipated for commitment throughout all phases of work. Responders must address the firm's current workload and ability to undertake a project of this size and scope. **(20 Points)**
- D. Responders must demonstrate financial stability by providing the most recent audited financial statements. **(20 Points)**
- E. Responders must provide an overview of the firm with an organizational chart of your proposed team to include any proposed sub-consultants. **(20 Points)**

**V. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

- |                                     |                    |
|-------------------------------------|--------------------|
| • Request for Proposals issued      | August 30, 2017    |
| • Questions no later than 4:00 p.m. | September 12, 2017 |
| • Addenda issued no later than      | September 15, 2017 |
| • Receive Written Proposals         | September 19, 2017 |
| • Selection Committee Review        | TBD                |
| • Negotiations                      | TBD                |

- Contract begins

TBD

**VI. PROPOSAL SUBMISSION REQUIREMENTS:**

- A. The County will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
- B. The County will not assume responsibility for reproduction where an insufficient number of copies are submitted. Responder of the deficiency will be notified and a request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for the County to reject the proposal submission.
- C. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Responder.
- D. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed envelope. The envelope containing the proposal shall be sealed and marked with the title, hour, and due date of the proposal.
- E. The time proposals are received shall be determined by the time stamp in the Administration Office for the County. Responders are responsible for insuring that their proposals are stamped by County personnel by the deadline indicated.
- F. By submitting a proposal in response to this Request for Proposal, the Responder represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
- G. The failure or omission of any Responder to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Responder from any obligations with respect to its proposal or to the Contract.
- H. A proposal may be modified or withdrawn by the Responder any time prior to the time and date set for the receipt of proposals. The Responder shall notify the County in writing of its intentions.
  - 1. If a change in the proposal is requested, the modification must be so worded by the Responder as to not reveal the original amount of the proposal.
  - 2. Modified and withdrawn proposals may be resubmitted to the County up to the time and date set for the receipt of proposals.

3. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.

I. All proposals received in the Administration Office on time shall be accepted. All late proposals received shall be returned to the Responder unopened.

**VII. PROPOSAL RESPONSE FORMAT:**

The Responder should include in its proposal as a minimum the following:

- A. Table of Contents – each page of proposal must be numbered. There is no page limit, however Responders are encouraged to be thorough but concise.
- B. Introduction - Cover Letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal.
- C. Response to Specifications - Responder shall address each section of the Scope of Services. The Responder shall identify any exceptions, referenced to the paragraph number, in a subsection titled “Exceptions”.
- D. References – Responder shall provide a list of at least three (3) references with which you have completed projects of similar size and scope. Local government references are preferred. Use format below for references:

Name  
Company  
Address  
Contact Name  
Contact Telephone Number  
Contact Email Address  
Contract Award Date  
Contract Value

- E. Project approach, implementation plan and proposed payment methodology – Responder shall provide a narrative that describes the firm’s approach for providing the required services.
- F. Pricing – The contracts awarded pursuant to this RFP shall provide for the terms of payment, as agreed upon during negotiations.
- G. Appendices – Optional. Responder who wish to submit additional materials that will clarify their response to the RFP.

**XI. PROPOSAL EVALUATION/SELECTION PROCESS:**

- A. Responder are to make written proposals, which present the Responder's qualifications and understanding of the work to be performed. Responders are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.
- B. Selection of the Successful Responder will be based upon submission of proposals meeting the selection criteria.
- C. The Selection Committee will rank the responders and make a presentation to the Washington County Board of County Commissioners for approval.
- D. The selection criteria will include:

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>
<ul style="list-style-type: none"> <li>• Responders must demonstrate their firms overall specific experience and capabilities on projects of similar size, scope and complexity.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Responders must demonstrate their firm's ability to finish projects within specified times, within a specified budget, and with minimal change orders.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Responders must identify the proposed project team members and qualifications including but not limited to their credentials, work experience and amount of time anticipated for commitment throughout all phases of work. Responders must address the firm's current workload and ability to undertake a project of this size and scope.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Responders must demonstrate financial stability by providing the most recent audited financial statements.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Responders must provide an overview of the firm with an organizational chart of your proposed team to include any proposed sub-consultants.</li> </ul>	20
<b>TOTAL</b>	100