

# Request for Proposals Decatur and Grady Counties, Georgia

## Communications Systems Narrow Banding and Upgrade

Proposals must be received no later than

2:00 PM, February 29, 2012

### Special Instructions:

1. Place the signed Signature Affidavit as the first page of your proposal
2. Label the lower left corner of your sealed submittal envelope or package as follows:

Proposal for Communications Systems Narrow Banding and Upgrade  
2:00 PM, February 29, 2012

3. Mail or deliver to:

Decatur County Board of Commissioners  
Attn: Beverly King, County Clerk  
203 West Broughton Street  
Bainbridge, Georgia 39817

### For further information regarding this proposal contact:

Carl Rowland, Finance Director, Decatur County, Georgia  
229-248-3030  
carlrowland@bellsouth.net

Issued By

Decatur and Grady Counties, Georgia  
January 9, 2012

**LATE, FAXED, E-MAILED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED**

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Request for Proposals – Communications Systems Narrow Banding and Upgrade  
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## **1 General Information**

### **1.1 Introduction and Background**

The Decatur and Grady County Boards of Commissioners are accepting sealed written proposals from qualified companies to design and install local government public safety, public works and school radio networks meeting the FCC narrow banding requirements and providing enhanced coverage and operability as defined by Decatur and Grady Counties.

Your written and sealed proposal must comply with the General Terms and Conditions and Information for Contractor included with this RFP. These requirements include, but are not limited to, the following:

- The documents submitted must be complete and include a technical and pricing proposal. Each proposal (Technical and Pricing) shall accompany the submitted proposal. The pricing portion of the proposal shall be identified and labeled as the “Pricing Proposal” and sealed as a separate component.
- A 5% Proposal Bond is required under the terms and conditions described in the Information for Contractors below.
- Proof contractor is properly licensed and a corporation authorized to do business in the State of Georgia.

In addition, the successful Contractor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof of Workmen’s Compensation Insurance and, General Liability insurance of at least \$1,000,000 for each occurrence.
- Performance Bond and Payment Bond under such terms and conditions as set out in the Information for Contractors below.
- Acceptance of Certificate in Compliance with Security Homeland Immigration Verifications of Workers (form provided by county).
- Written certification that the Contractor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).

### **1.2 Scope of the Project**

The goods and services required for this project are fully described in the technical section of this Request for Proposals.

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## **2 Procuring and Contracting**

This Request for Proposals is issued by Decatur and Grady Counties, Georgia. The person responsible for managing this RFP and related questions is:

Carl Rowland, Finance Director, Decatur County  
203 West Broughton Street  
Bainbridge, Georgia 39817  
229-248-3030

## **3 Preparing and Submitting a Proposal**

### **3.1 General Instructions**

The evaluation and selection of a vendor/contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits. Failure to respond to each of the requirements of the RFP may be the basis for rejecting a response.

### **3.2 Proprietary Information**

Unless otherwise agreed by the counties in writing, ownership of all data, materials, and documentation prepared for and submitted in response to this request for proposal shall belong exclusively to Decatur and Grady Counties and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq.

Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated. Proprietary information submitted in a proposal or in a response to this RFP will be handled in accordance with the applicable State of Georgia Statute(s).

To the extent permitted by law, it is the intent of Decatur and Grady Counties to withhold the contents of the proposals from public view until such times as the competitive or bargaining reasons no longer require non-disclosure in the opinion of Decatur and Grady Counties.

### **3.3 Incurring Costs**

Decatur and Grady Counties shall not be liable for any cost incurred by proposer in replying to this RFP.

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### **3.4 Submitting the Proposal**

All proposals must be submitted by 2:00PM, February 29, 2012 and delivered to:

Decatur County Board of Commissioners  
Attn: Beverly King, County Clerk  
203 West Broughton Street  
Bainbridge, Georgia 39817

All proposals must be packaged, sealed and show the following information on the outside of the package:

Proposers name and address  
Request for Proposal title  
Proposal due date and time

### **3.5 Separation of Pricing Data**

The pricing data for the proposal shall be included in the submitted package in a separate, sealed envelope clearly marked as follows:

PRICING PROPOSAL  
Decatur and Grady Counties, Georgia  
Communications System Narrow Banding and Upgrade

### **3.6 Required Forms**

The following forms must be completed and submitted with the proposal in accordance with the instructions herein. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Data Sheet
Attachment C	Reference Data Sheet

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## **4 General Terms and Conditions**

The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone proposals or modification. Any response received after the deadline date and time will be returned unopened. No proposal shall be withdrawn for a period of 120 days after opening. Incomplete responses may not be considered if the omissions are determined to be significant. All proposals shall be publicly opened at the time and place set. You are invited to attend the opening. This opening will tabulate the respondents but will not post pricing. Evaluations of technical material supplied shall be made by the Counties and their consultants prior to opening pricing information.

The Decatur and Grady County Boards of Commissioners reserve the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposal, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The Decatur and Grady County Boards of Commissioners reserve the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of the citizens of Decatur and Grady Counties.

The Counties reserve the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualification.

The contract between Decatur and Grady Counties and the successful proposing company will be on a form approved by the counties.

This request for proposal and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state and local laws and regulations.

By submitting their qualifications, all proposing companies certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Decatur and Grady County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged. The proposing companies specifically certify that submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transaction with state or political subdivision.

By submitting their qualification, all proposing companies certify that they are not currently debarred from submitting proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contract by any agency of the State of Georgia or the federal government.

By submitting qualification, a company certifies that it has fully read and understood this request for proposal document, has reviewed the attached documents, and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the

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services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this request for proposal.

## 5 Proposer Questions and Requests for Clarification

If additional information is needed, all questions must be submitted in writing or by email to:

Carl Rowland, Finance Director, Decatur County  
203 West Broughton Street  
Bainbridge, Georgia 39817  
229-248-3030  
carlrowland@bellsouth.net

Please note all questions must be received by February 10, 2012.

### 5.1 Response to Questions

All responses to submitted questions shall be posted at regular intervals to the Decatur County website at <http://www.decalurcountyga.org>. It is the responsibility of all responders to monitor this site for these responses. All questions and all answers shall be openly posted to this site. No questions will be answered via any medium to any individual proposer.

### 5.2 Addenda

As necessary, this RFP may be revised via addendum. All addenda shall be posted to the Decatur County web site at <http://www.decalurcountyga.org>. All proposers shall be responsible for maintaining a full and current version of the RFP and shall be required to acknowledge all addenda in their proposal.

## 6 Proposal Organization and Format

Proposals should be typed/printed and submitted on 8.5 by 11 inch paper. Supporting documentation (maps, charts, etc.) which does not conveniently fit on an 8.5 X 11 format must be folded to an 8.5 x 11 format for submission.

Proposers must submit the following:

- One complete printed original with all signatures attached
- Two printed copies including all attachments
- A CD containing all technical responses and attachments but **NOT** including pricing
  - The CD is to be in Microsoft WORD and/or EXCEL formats
  - The CD is to be included with the technical portion of the proposal

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The original shall be bound securely into a single volume (or volumes if necessary) and clearly identified. The copies shall be on individual sheets (including all attachments) and 3-hole punched for insertion into a standard binder. Each such copy shall be separately fastened or secured to ensure no loss of pages during transfer. All pages (including attachments) shall be numbered.

Proposals shall be organized according to the headings and numbering of the technical specifications of this RFP. Each major section shall be in a separately tabbed portion of the response. All items must be addressed in the proposals. Alternate or substitute submissions in accord with the instructions in the RFP must be clearly segregated and identified as such.

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## 7 Required Site Visits

All respondents shall be required to participate in mandatory meetings and onsite visits as defined in this document and within the technical specifications.

## 8 Contract Schedule

It is anticipated that a vendor will be selected and a contract negotiated within 2 months of the receipt of proposals. The proposals will be reviewed by the Decatur Grady E-911 Board and their Consultant. Recommendations will be submitted to each county's governing authority for approval. It is anticipated that work will begin in mid May of 2012.

### 8.1 Tentative Calendar of Events:

Proposal Posted	January 9, 2012
Mandatory Pre-Proposal Meeting	9:00 AM, January 26, 2012 Decatur County Administrative Office 203 West Broughton St. Bainbridge, GA
Pre-Proposal Site Visits Contact Carl Rowland to schedule site visits	January 18 - 25
Last Day for Questions	February 10, 2012
Proposal Opening	February 29, 2012
Proposal Evaluation and Reference Checks	March 28, 2012
Board Authorizes Negotiations with highest ranking proposers	March 30, 2012
Negotiations with Proposers	April 4, 2012
Board Awards Contract	May 1, 2012

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## **9 General Information for Contractor**

### **9.1 Proposal Bond**

A Proposal Bond in the amount of 5% of the highest Proposal amount including all options shall be included with this Proposal. The Proposal bond shall be submitted at the time the Proposal is submitted. If a proposer fails to accompany the submitted proposal with the required proposal bond or proposal security, the proposal may be rejected as non-responsive. If the selected proposer fails to execute an awarded agreement, the proposal bond amount will be retained by the County to pay for the expenses of re-advertising the project. This bond can take the following forms: cash, certified check, irrevocable letter of credit, or an insurance product from a company authorized to do business in the state of Georgia.

### **9.2 Performance Bond**

This project shall require a performance bond in the amount of 100% of the submitted proposal for project to provide the county reimbursement if the selected proposer fails to complete the project according to the agreement. The performance bond shall be submitted after being awarded the contract. If the selected proposer fails to complete the project according to the agreement, the performance bond may be called and the amount recovered will be retained by the county to complete the project. This bond can take the following forms: cash, certified check, irrevocable letter of credit, or an insurance product from a company authorized to do business in the state of Georgia.

### **9.3 Payment Bond**

This project shall require a payment bond in the amount of 100% of the submitted proposal for project to protect the County and the contractor's subcontractors and suppliers. The payment bond shall be submitted after being awarded the contract. If the awarded contractor fails to pay any of his subcontractors or suppliers who assist in the project, the subcontractors and suppliers seek recovery against the payment bond, not the County. This bond can take the following forms: cash, certified check, irrevocable letter of credit or an insurance product from a company authorized to do business in the state of Georgia.

### **9.4 Interpretations and Conflicts**

Should conflicts occur in the agreement, the contractor shall request interpretation before proceeding with work. All such requests shall first be preceded by a diligent investigation of the agreement documents. Evidence of such investigation shall be contained in all requests for interpretation received.

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## 9.5 Liquidated Damages

If work is not completed in time stipulated, therefore, including any extensions of time for excusable delays as herein provided, the contractor shall pay as fixed agreed liquidated damages (it being impossible to determine the actual damages occasioned by the delay) for each working day of delay, until work is completed the amount of \$500.00 (Five Hundred Dollars), and the contractor and his sureties shall be liable to the owner for the amount thereof.

The right of the contractor shall not be terminated nor the contractor be charged liquidated damages for any delays in completion of the work due to:

Any acts of the Government, including control or restrictions upon or requisitioning of materials, equipment, tools or labor by reason of war, national defense, or any other national emergency. Causes not reasonably foreseeable by the parties of this agreement at the time of execution which are beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God, or the public enemy, acts of another contractor in the performance of some other contract with the owner, fires, floods, epidemics, quarantines, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, or cyclones, or

Any delay of a subcontract occasioned by any of the causes above.

Provided, however, the contractor promptly notifies the owner within ten (10) days in writing of the cause of the delay. Upon receipt of notification, Decatur and Grady Counties shall ascertain the facts and the cause and extent of the delay. If upon the basis of the terms of this agreement the delay is properly excusable, Decatur and Grady Counties shall extend the time of completing the work for a time commensurate with the period of excusable delay.

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# Signature Affidavit

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Attachment A

By signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal: that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not knowingly been disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all terms, conditions, and specifications required by the Counties in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

\_\_\_\_\_  
Name (Print or type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Date

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
(AFFIX SEAL)

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# Vendor Data Sheet

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Attachment B

Proposing Company Name \_\_\_\_\_

Telephone \_\_\_\_\_ Toll Free Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip + Four \_\_\_\_\_

Contact Person for further information

Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Toll Free Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip + Four \_\_\_\_\_

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# Reference Data Sheet

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## Attachment C

Provide company name, address, contact person, telephone number and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document. If the vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar agreement.

Proposers may alternately provide this information in a format of their selection but each reference must not exceed one 8.5 X 11 inch page. Any such submission shall be clearly identified.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products or services used: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products or services used: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products or services used: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products or services used: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products or services used: \_\_\_\_\_