

ISABELLA COUNTY REQUEST FOR PROPOSALS



COMMISSION ON AGING CATV AND HEADEND EQUIPMENT

ISSUED BY ISABELLA COUNTY BOARD OF COMMISSIONERS

ISSUE DATE: February 4, 2008



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Isabella County is accepting proposals from experienced and knowledgeable agencies to furnish and install a fully functional CATV system using new equipment for the Isabella County Commission on Aging.

I. INTRODUCTION

1.1 Purpose

Isabella County, hereafter called "County," initiated this Request for Proposals (RFP) to solicit proposals from individuals and firms interested in providing a CATV system and headend equipment in a newly-constructed county-owned facility. The selected firm shall provide such services in a manner responsive to the needs of the County.

1.2 Background

Isabella County is in the process of constructing a new building to house administrative offices and activity rooms for the Commission on Aging. This new facility, located at 2200 S. Lincoln Road, is scheduled to be occupied on June 1, 2008. Building plans will be provided by Isabella County upon request.

1.3 Objective

The primary objective of the work resulting from this RFP is the design of a CATV system and installation equipment necessary for operation of that system at the Commission on Aging building. Upon completion, training of Commission on Aging and IT staff will be required.

1.4 Minimum Qualifications

Proposals will only be considered from communications contractors who can prove they have the following qualifications.

1. Are licensed to do business in the State of Michigan.
2. At least five years of experience in design and installation of CATV system devices comparable to that specified.
3. The contractor shall employ competent personnel who are trained and knowledgeable in the area of CATV systems.

Firms that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1.5 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Board of Commissioners.

1.6 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about February 27, 2008 and conclude not later than May 1, 2008.

II. GENERAL INFORMATION FOR BIDDERS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this RFP shall be with the Project Administrator, as follows:

Timothy J. Dolehanty, AICP
Isabella County Administrator / Controller
200 N. Main Street
Mount Pleasant, MI 48858

Telephone: (989) 772-0911, ext. 202
Facsimile: (989) 773-7431
E-mail: tdolehanty@isabellacounty.org

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

Issue request for proposals	February 4, 2008
Last date for questions regarding the RFP	February 14, 2008
Response to questions issued	February 15, 2008
Proposals due	February 19, 2008 - 11:00 a.m.
Isabella County staff evaluates proposals	February 19 - 25, 2008
Building Committee approves contract	February 26, 2008
Begin contract work	February 27, 2008

2.3 Submission of Proposals

Proposals submitted in response to the RFP must include original signatures. The proposal, whether mailed or hand delivered, must arrive at the County Administration Office no later than 11:00 a.m., local time, on Tuesday, February 19, 2008.

Proposals are to be sent to the Project Administrator at the address shown in Section 2.1. The envelope should be clearly marked “COMMISSION ON AGING CATV AND HEADEND EQUIPMENT” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Bidders assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Isabella County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Isabella County. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the County. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The County reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide 60 days for acceptance by County from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The County also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the bidder can propose. There will be no best and final offer procedure. The County does reserve the right to contact a bidder for clarification of its proposal.

Bidders should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the bidder's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the County.

2.9 Costs of Proposal

The County will not be liable for any costs incurred by the bidder in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Isabella County Board of Commissioners to contract for services specified herein.

2.11 Rejection of Proposals

The County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The bidder is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Board of Commissioners or its delegate are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. STATEMENT OF WORK AND EQUIPMENT SPECIFICATIONS

3.1 Overview

The vendor selected as a result of this RFP, if any, shall furnish and install a fully functional CATV System using new equipment as specified. All new material shall conform to the applicable requirements of Underwriters' Laboratories (UL), National Electrical Code (NEC), and all applicable local codes. This specification represents information solely concerned with the CATV Systems. Refer to specifications of other trades and contractors for items that might affect the work under this section. All material and equipment needed for proper operation of the system not specified or described herein shall be deemed part of the specifications.

3.2 System Requirements

The vendor selected as a result of this RFP, if any, shall furnish all the equipment, accessories and necessary material for a complete system as indicated on the drawings and described hereinafter. Equipment shall include, as a minimum:

1. CATV Amp for system distribution.
2. RG-11 throughout for main backbone.
3. RG-6 Drops to each TV outlet.
4. Taps for proper distribution.
5. Cables and other accessories for a fully functional system.

3.3 Equipment Specifications

Equipment described and furnished under these specifications shall be the standard product of one manufacturer. All equipment items identified by model number, type, or brand name establish the quality, function, and performance required of the specific equipment. The CATV system contractor shall furnish all the equipment, accessories and necessary material for a complete system as indicated on the drawings and described hereinafter.

1. **CATV Distribution Amplifier**
The CATV distribution amp shall have a frequency response of 54-550 MHz. Channel loading shall be 77 and flatness shall be +/- 1.00 dB. Overall gain shall be 50 dB, slope control range 10 dB and gain control 10 Db.
2. **System Cabling.**
All main trunk cable from the amp and between all taps shall be RG-11. Tap to outlet drop cable shall be RG-6. See attached building diagram.
3. **Digital-Ready Taps.**

Taps shall have 1, 2, 4, and 8 port models with 5-1000 KHz bandwidth. Taps shall have -60 dBmV spurious signals and 2nd order harmonics with a +55 dBmV return input carrier, -120 dB RFI, solder back design, machine threaded flat F ports. CATV contractor to determine correct taps to be used at each location. Each tap will have a minimum of 2 spare ports.

4. CATV Wall Plates.

The CATV wall plates shall be manufactured using steel back plates with ivory plastic front filler plates. Plate will fill a standard single gang box and be covered by a standard duplex cover. Provide duplex cover for each plate. Provide quantity shown.

3.4 Tests and Adjustments

1. The CATV contractor shall perform all tests and adjustments required to obtain the specified performance.
2. The tests and adjustments shall be performed only after all equipment is installed and in its proper location.
3. Using an RF meter, Adjust all levels, eq's, and slopes being sure that there is a steady signal being broadcast to each CATV jack. Each location should be within +/- 3dB.
4. A record shall be made of all final control settings and charts of all final dB level measurements shall be made for presentation to the owner.

3.5 Equipment Inventory and Drawings

A complete list of the major equipment to be used in this system shall be submitted to the owner's representative for approval. In addition, shop drawings of the following shall be submitted:

1. A block drawing that shows the functional relations of all portions of the system.
2. Rack layouts showing equipment locations.
3. Cable pulling diagrams for all cable specified.

Manufacturer's data sheets for each major component of the system shall be submitted.

3.6 Warranties and Manuals

Upon completion of CATV system installation and before final acceptance by the owner or owner's representative, the contractor shall furnish two copies of the following:

1. Operating manuals, installation manuals, descriptive literature, and other information that is pertinent to the operation and performance of the system.
2. Wiring diagrams for equipment and the system that indicate the wire and cable connections, including the connections between the amplifiers and associated CATV equipment.
3. Manufacturer's warranties.

3.7 Post-Installation Service

The CATV contractor shall have available to the purchaser the capability of servicing all installed equipment. Maintenance shall be provided on premises during normal working hours at no cost to the purchaser for a period of 12 months from the date of system acceptance unless the failure or damage is caused by misuse, neglect, accident, or manufacturers defects. Service on the premises during other than normal working hours must also be available and may be charged at current labor rates.

3.8 Training

The CATV contractor shall train the owner's maintenance personnel in the proper operation, maintenance, and service of the system.

IV. PROPOSAL CONTENT

Proposals must be submitted on eight and one-half by eleven (8½ x 11) inch paper and in separated into four major sections. The four major sections shall include:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A of this RFP).
2. Work Proposal.
3. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist bidders in preparing a thorough response.

4.1 Letter of Submittal

The Letter of Submittal, the attached Certifications and Assurances form (Exhibit A to this RFP), and all RFP amendments must be signed and dated by a person authorized to legally bind the bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the bidder and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.

2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, if any).
3. Legal status of the bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number.
5. Location of the facility from which the bidder would operate.
6. Identify any Isabella County employees or former County employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the bidder's organization. If following a review of this information, it is determined by the County that a conflict of interest exists, the bidder may be disqualified from further consideration for the award of a contract.

4.2 Work Proposal

The Work Proposal must contain a comprehensive description of equipment to be provided and services to be performed in order to meet the work specifications described in Section III.

4.3 Experience of the Bidder

Indicate relevant experience that indicates the qualifications of the bidder. Relevant experience will include working with public agencies in performing services substantially similar to those listed in the Statement of Work (Section III) of this RFP.

4.4 References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three similar project references and briefly describe the type of service provided. The bidder must grant permission to the County to contact the references. Do not include current Isabella County staff as references. References will be contacted for the top-scoring proposal(s) only.

4.5 Related Information

1. If the bidder contracted with Isabella County during the past 24 months, provide a project description and/or other information available to identify the contract.
2. If the bidder's staff was an employee of Isabella County during the past 24 months, or is currently an Isabella County employee, identify the individual by name, the department previously or currently employed by, job title or position held and separation date.

3. If the bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the bidder's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the bidder in the past five years, so indicate.

4.6 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the bidder of least cost, but rather to the bidder whose proposal best meets the requirements of this RFP. However, bidders are encouraged to submit proposals which are consistent with ongoing efforts to conserve County resources.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The bidder is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION

Firm Name: _____

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 60 days following receipt, and it may be accepted by the Isabella County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of Isabella County whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Isabella County will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of Isabella County, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

Signature

Date

Title

EXHIBIT B
CHECKLIST FOR RESPONSIVENESS

- _____ Proposal was submitted on or before 11:00 a.m. on February 12, 2008
- _____ Proposal was signed by the authorized individual.
- _____ Proposal was formatted into three major sections: letter of submittal, work proposal and cost proposal.
- _____ Proposer meets minimum qualifications:
 1. Are licensed to do business in the State of Michigan.
 2. At least five years of experience in design and installation of CATV system devices comparable to that specified.
 3. The contractor shall employ competent personnel who are trained and knowledgeable in the area of CATV systems.
- _____ Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.
- _____ Three business references were provided.

NOTE: "Yes" answers must be given to each element above for the proposal to be considered responsive.