

TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **HIGH SCHOOL RADIO REPEATER SYSTEM – NORTH PROVIDENCE
SCHOOL DEPARTMENT**

Date and Time to be **ISSUED: FRIDAY, FEBRUARY 9, 2024 AT 10:00 A.M.**

Date and Time to be **OPENED: FRIDAY, MARCH 2, 2024 AT 10:00 A.M.**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the School Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **two copies** shall be submitted.

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NOTICE TO VENDORS

1. The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The North Providence School Committee reserves the right to reject any and all proposals.
5. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the North Providence School Department reserves the right to award to one responder, or to split the award.
7. Competitive bids may be obtained by all responders attending the formal proposal opening.
8. As the North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be given.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additionally named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
13. Proposals may be submitted on an "equal" in quality basis. The NPSD reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the NPSD.

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VENDOR PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Finance Director or his designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the NPSD by which the successful responder will indemnify and hold harmless the NPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

Introduction:

The North Providence School Department is soliciting for proposals for: **HIGH SCHOOL RADIO REPEATER SYSTEM**

Requests for Clarification:

Inquiries concerning clarification on any portion of this RFP should be made to:

Finance Office
2240 Mineral Spring Ave.
North Providence, RI 02911
Comptroller@npsd.k12.ri.us

Cost Proposal:

The cost proposal should include the following information:

- 1.) The responder shall submit Attachment “B” filled out completely.
- 2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.
- 3.) No proposals will be accepted after **MARCH 2, 2024** at 10am. North Providence School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

Evaluation Criteria:

- 1.) The NPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the North Providence School Committee.
- 2.) Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in North Providence	5
5.	Pricing	35
	Grand Total	100

Final Selection:

The North Providence School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The North Providence School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

1.) A firm's submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NPSD and the firm selected.

Timeline:

Request for Proposals Issued	Friday, February 9, 2024 at 10:00 a.m.
Proposal Due Date and Opening	Friday, March 2, 2024 at 10:00 a.m.
School Committee Meeting for potential contract award	Wednesday, March 27, 2024 at 10:00 a.m.

Attachment “A” – Page one

The North Providence School Department invites the submittal of responses to this Request for Proposals:

HIGH SCHOOL RADIO REPEATER SYSTEM

1.01 DESCRIPTION OF PROJECT

The North Providence School district seeks RFP for a Repeater Radio system to be installed in the High School located at 1828 Mineral Spring Ave. This radio system must allow communications between portable radios throughout the entire 3 floors of the building as well as the school property borders outside the school building. There shall be 2 desktop control stations located in the main office that will allow secretaries and staff to control the repeater and communicate with the portable radios thought-out the school.

The RFP shall include the cost of the required portable radios as well as a separate cost for each additional radio that the school may want to purchase beyond what needs to be included in this RFP.

WALK-THOUGH REQUIRED

Any vendors wanting to submit an RFP and have never done any radio work or studies in the high school must do a walk through prior to the deadline of the RFP submittal. They shall schedule that walk though by contacting the Communications Director at commsdirector@northprovidenceri.gov

If they have not done any studies or walk through in the past, and do not schedule a walk-though, their RFP will be disqualified.

Contractors shall propose systems and/or components to be deployed using standard procedures and technology components, as specified herein. Contractor shall be responsible for a fully functional and operational system.

Contractor shall provide all transportation and delivery services in a timely manner to individual work location in preparation for installation activity.

All components, hardware, and connectors shall be designed by certified manufacturer for the systems purpose and NO items shall be designed or built by the vender in order for the system to work.

1.02 EXISTING SYSTEM INFORMATION

The High School currently has installed an 800 MHZ BDA system with Antennas throughout the School for use by Public Safety that is programmed on the Rhode Island States RISCO Radio System. This BDA will be able to be used as part of the design and installation of the Schools New Radio System if desired by the vendor

The vendor must include any and all costs associated with its upgrade, this would include the simple program of allowed frequencies to pass or to add complaints to allow the coverage of a different frequency band. If the approved vendors is NOT a certified vendor for the manufacturer of the existing BDA then the vendor must assume the cost of a CERTIFIED vendor approved by the town to complete the work on the existing BDA.

1.03 WARRANTY

Installation and equipment shall be free from defect and/or failure for a period of two (2) years. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational component of the system shall be updated fixed and/or replaced at no cost to the owner during the warranty period.

1.04 STORAGE OF MATERIALS

All materials shall be secured when not in use by the Contractor.

It shall be the Contractor's responsibility to secure all equipment including material to be installed as part of the contract. No changes shall be made to the contract due to loss or theft of equipment and/or materials not officially accepted by the Owner.

Formal receipt of the materials shall not be completed by the Owner until completion of project closeout.

1.05 SUBMITTALS

Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with bid.

Shop drawings and diagrams shall be submitted by Bidder for approval.

Shop drawings and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Designer.

No work constituting final installation shall be commenced until after approval of shop drawings by Designer.

Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with bid.

Equipment or material installed for this project that does not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Designer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.

The Owner and/or Designer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.

The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.

1.06 REFERENCE SPECIFICATIONS

A. All work, products, and materials shall conform with the following standards as applicable for the intended use:

1. IEEE
2. EIA/TIA Commercial and Administration Standards
3. NEC
4. FCC – All Applicable Rules and Regulations
5. UL
6. MIOSHA Safety Standards

1.07 CONTRACTOR

Contractor shall be an authorized vendor of all major components.

All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to install system and perform related tests as recommended by the manufacturer and in accordance with the manufacturer's best practices and methods.

Contractor shall comply with town and School Districts policies related to background checks for any personnel who work on the project.

Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the installation and testing of the equipment and systems to be installed.

Contractor shall have offices or primary work locations for related personnel in physical proximity to the school (Not to exceed 40 miles) to allow service response times required for warranty and as described herein.

The Contractor shall have a proven track record. This must be shown by the inclusion of references of at least three (3) projects involving similar systems completed by the Contractor in the prior two (2) years on unaltered forms with the sealed submitted Bid.

PART 2 - MATERIALS

2.01 MANUFACTURERS

Preferred Manufacturers:

1. Motorola
2. Kenwood
3. Hytera
4. Leonardo

All supplied hardware and software must be of the most current version at **time of Installation.**

Manufacturer shall have five (5) years of experience and history manufacturing similar products to those specified.

Proposed components shall have been field tested and proven in actual use.

Prior and/or old versions of products, unless specifically approved and documented by Designer and/or Owner shall not be acceptable.

In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Designer on which version is to be used.

Furnish only new, first class quality materials and equipment.

Administration access to all components shall be protected by unique and secure log on (User ID and Password).

System administrator shall be capable of complete equipment back-up and full restoration from a previously saved configuration.

In the event of a power failure, complete system shall automatically reinitialize and “become active” to the last configuration in use with no human intervention.

2.02 REPEATER AND ANTENNAS

Single channel Repeater shall be provided and installed.

1. Repeater shall be capable of both Analog and digital Communications.
2. Repeater SHALL be FCC P25 Complaint
3. Repeater shall be interposable with town existing Public Safety Mobile and handheld radios that currently use all-band APX8500 and APX8000.
4. Repeater shall operate on the UHF or 700/800 Radio band.

Including appropriate Gain Antennae, with associated new cabling, connectors, cable management, mounting equipment and all hardware.

1. There shall be no penetration of cabling through the roof membrane. If access of cabling is not permitted through an existing conduit or pitch pocket, then the cable shall be properly secured across a roof area and entered through the side of the structure.
2. Electrical surge protection and proper grounding equipment shall be supplied to protect equipment from atmospheric and electrical supply voltage spikes.

2.03 REPEATER/PORTABLE RADIO COVERAGE

Repeaters shall be provided complete coverage of the High school building on all 3 floors, as well as its property footprint. (coverage does NOT have to extend past its property Line).

Repeater shall allow portable radios to communicate between each other throughout the building and the school's property.

2.04 FREQUENCY AND FCC LICENSING

It shall be the responsibility of the Vendor to design a system that will provide the required coverage using either the UHF radio band or a 700/800 Frequency band.

It will be the vendor's responsibility to provide all FCC licensing, Frequency Coordination, and any fees or costs required to have a valid FCC license issued to the town of North Providence under its current FRN to operate said repeater as well as an additional simplex UHF radio frequency licensed as a mobile to be used as an Operational simplex channel using portables.

The town currently has licensed UHF frequencies under call Sign KCD488 that may be relicensed for proper use as a repeater system. Currently 460.6125 and 465.6125 licensed as Mobiles and power of 2 watts.

2.05 PORTABLE RADIOS

Vendor shall supply 20 portable Radios (P-25 Compliant) that will operate on the designed radio system.

1. Radios shall have battery life if 2000maH or greater
2. Desk Chargers shall be included with each radio.
3. A Second Battery shall be included with the Radio.
4. Radios shall have belt clips included.
5. programming of the Radios shall be included

Vendors shall include 10 Laval mics

Vendor shall include 10 Remote ear pieces to hear the radio.

2.06 DESKTOP CONTROL STATIONS

The vendor shall supply 2 (two) Desktop Control Stations that shall connect to the repeater system that will allow the operators the ability to communicate with portable radios. This Desktop control station shall have a speaker with volume control as well as a handset similar to a telephone that they can talk and listen from.

2.08 PROGRAMMING SOFTWARE AND SOFTWARE LICENSE AGREEMENTS

All Radio programming Cables, Software and Software license keys shall be included by the vendor for all radio equipment installed and provided.

1. This includes any Portable Radio, Mobile Radio or Repeater.
2. Software shall be provided in disc or usb format.
3. Any and all cables required to program provided equipment shall also be provided.

2.09 PREPARATION

Contractor shall conduct a detailed walk through of all facilities to verify mounting and physical installation requirements.

PART 3 – INSTALLATION AND ACCEPTANCE

3.01 INSTALLATION

Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with the schools or other contractor's activities.

All equipment provided by contractor shall be fully configured and installed for the Owner's applications based on an installation plan provided by Contractor and meeting approval of Owner and Designer prior to the commencement of work.

Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space

All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.

The Contractor shall furnish, set in place, and physically install all equipment necessary for a fully compliant and operational system as specified herein.

Work includes supply and installation of new connection/patch cables to all devices for a fully functional and compliant system. This included any raceway or conduit required for the project.

1. The use of any existing Cat3 demarks will be allowed if space is available.
2. This shall include any and all cables and connections for the Desktop Control stations that shall be located in the Main Office.

3.02 TESTING

In an effort to insure a smooth “turn-up” of the new system Contractor shall submit to a thorough testing process as defined herein prior to cutover.

Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements, meets the owner’s specific application requirements and is ready for functionality and integrity testing.

3.03 DOCUMENTATION

Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:

1. Equipment description
2. Equipment make
3. Model number
4. Software release
5. Manufacturer’s warranty
6. Maintenance contract terms
7. Verification of maintenance contract engagement
8. Telephone numbers for service and support
9. Detailed technical support and service procedure instructions
10. All product (hardware and software) manuals and manufacturer supplied documentation, including but not limited to, owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, contractor shall request direction from Owner or Designer.
11. Complete inventory of installed hardware and system software. Hardware inventory shall include but not limited to, model numbers, serial numbers, physical installation location and software/firmware options.

3.04 TRAINING

Contractor shall provide training for the towns Communications Department staff. Designated system Training shall be a minimum of two (2), four (4) hour session(s) in length, at the convenience of the town personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

1. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
2. System back-up and restore functions and procedures for all system parameters and configurations.
3. Component replacement procedure.
4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status.
5. Instruction in use of radio management software including creating templates and code-plugs required for programming of mobile and portable radios. This will be hands on with actual programming of radios.
6. Instruction in use of radio management software including creating templates and code-plugs required for programming the repeater. This will be hands on with actual programming of radios.
7. Use of monitoring software or Web-Gui

Any and all questions pertaining to this project and RFP shall be submitted in writing to: commsdirector@northprovidenceri.gov

The answer or explanation will be given in writing.

Attachment “B” – Page one

**NORTH PROVIDENCE SCHOOL DEPARTMENT
COST PROPOSAL FORM**

Agrees to respond on: **HIGH SCHOOL RADIO REPEATER SYSTEM– NORTH PROVIDENCE
SCHOOL DEPARTMENT**

Date and time to be opened: **FRIDAY, MARCH 2, 2024 AT 10:00 A.M.**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

The North Providence School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and proposes and agrees, if this proposal is accepted, to contract with the NPSD to provide: **HIGH SCHOOL RADIO REPEATER
SYSTEM**

Attachment “B” – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

<u>Cost Description:</u>	<u>PRICE</u>
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HIGH SCHOOL RADIO REPEATER SYSTEM	\$ _____
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