REQUEST FOR PROPOSAL
RFP Bid# 19-06 – Proposal for Purchase, Installation and Relocation of Communication Equipment

Acceptance Date: 2:00 pm Wednesday March 27, 2019

Sealed bid proposals, plainly marked, “RFP Bid #19-06 Purchase, Installation and Relocation of Communication Equipment” on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until Wednesday March 27, 2019 at 2:00 pm when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town’s web site: www.hooksett.org, or by contacting the Hooksett Police Department, 15 Legends Dr, Hooksett NH 03106, the contact person is Communications Supervisor Richard Belanger at rbelanger@hooksettpolice.org or at 603-624-1560 ext 327.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Inquiries
Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Hooksett Police Department, 15 Legends Dr, Hooksett NH 03106, the contact person is Communications Supervisor Richard Belanger at rbelanger@hooksettpolice.org or at 603-624-1560 ext 327.

Competition
It is the Town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, Donald Winterton Jr. at dwinterton@hooksett.org in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than ten (10) days prior to the proposal acceptance date.
Introduction
The Town of Hooksett, NH seeks proposals from qualified Radio Communication Installers to Purchase, Install, Relocate, Upgrade, and Run all applicable wires and cables with appropriate connections.

Purchase and install the below six items:

1) Sinclair SD212 high gain base station antenna
2) ½ inch antenna hardline
3) 3 foot antenna tower mount
4) Hardline connectors
5) Cable grounding kit with lightening protection
6) Cable snapins, hoisting grip/shackle, radio jumpers, grounding cable, hardware and tower clamps

All of the above items to be installed onto the existing radio tower located at the Safety Center, on the Tower as instructed by Ossipee Mountain Electronics as to not to interfere with our existing radio antennas and equipment on the tower.

Purchase and install the below 2 items to be located in the radio shelter located at the Safety Center according to Ossipee Mountain Electronics instructions as to not to interfere with the current equipment located in the Radio Shelter,

1) (8) 12V batteries for power backup
2) Heavy duty battery shelves

Also install all the new Motorola Equipment as listed in attachment #1, relocate some of the existing equipment located at the Safety Center, and update and install all of the new software and hardware included in attachment #1.

Some of the equipment in Attachment #1 will need to be purchased, installed and or relocated at the following locations,

1) Radio Shelter located at the Safety Center
2) IT Room and New Dispatch area located at the Safety Center
3) On the Radio Tower located at the Safety Center
4) In the South Bow Radio Tower Building located on South Bow Rd in Bow

Additional items need to be purchased, installed or relocated as follows,

1) 12 in cable runway from the IT Room to the Dispatch Center
2) Cables and connections from the IT Room to the Dispatch Area at Work Station 1, Work Station 2, Work Station 3 and Dispatch Bathroom
3) Provide and install HP Switch for Dispatch Center
4) Relocate the back radio and antenna connection to the Dispatch Center
5) Provide and install 25 pair cabling for gate control and Auxiliary Input and Outputs
6) Provide and install all grounding for Work Station 1, Work Station 2, Work Station 3 and Bathroom located in the Dispatch Center
7) Relocate and install 2 Motorola MCC7500 operator positions to Work Station 1 and Work Station 2 located in the Dispatch Center
8) Relocate and install 1 Motorola MC2500 in the Bathroom located in the Dispatch Center

Scope of Work
Upon being awarded this bid, the work must start within 2 weeks of the bid being awarded. Completion of this project must be done within 30 days of the delivery of all the Motorola Equipment being supplied for installation.

Vendor Qualifications
Vendor must be a Motorola Authorized Radio Shop and Installer with authorization to purchase, install, relocate and upgrade the radio system, to include hardware, software and Motorola warranty repair.

Criteria for Reviewing Proposals
In reviewing proposals, the Town will carefully weigh: 1) vendor’s qualifications 2) municipal experience, 2) pricing 3) delivery of services

Submission Requirements

Items Addressed
The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the qualifications of the company and municipal experience.
4. Has the company been in bankruptcy, reorganization or receivership in the last five years? If so please explain current status.
5. Has the company been disqualified or terminated by any public agency or Town? If so please explain under what circumstances this disqualification or termination occurred.
6. Proposal must include 3 copies of the bid proposal to include a copy for Finance.
Firm Pricing
Proposed fees must be firm for Town acceptance for 365 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

Submission
Be sure the proposal container is completely and properly identified. The face of the container shall indicate Proposal for Purchase, Installation and Relocation of Communication Equipment and the acceptance March 27, 2019 at 2:00 pm.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Donald Winterton, Town Administrator, 35 Main Street, Hooksett, NH 03106 or hand delivered to the Hooksett Municipal Center, 35 Main Street, Hooksett, NH, Attention: Donald Winterton, Town Administrator.

Please check the Town Web site @ www.hooksett.org, prior to submission for any responses to inquiries or addendum to the RFP.

Insurance
The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

<table>
<thead>
<tr>
<th>Type</th>
<th>Limit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$1,000,000</td>
<td>Per Occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
<td>Aggregate</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$100,000</td>
<td>Bodily Injury per Person</td>
</tr>
<tr>
<td></td>
<td>$300,000</td>
<td>Per Occurrence</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$500,000</td>
<td>Per Occurrence</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Aggregate</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$1,000,000</td>
<td>Per Occurrence (Coverage B – Employer’s Liability)</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Per Employee (Coverage A – Statutory)</td>
</tr>
</tbody>
</table>

Inquiries
Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Hooksett Police Department, 15 Legends Dr, Hooksett NH 03106, the contact person is Communications Supervisor Richard Belanger at rbelanger@hooksettpolice.org or at 603-624-1560 ext 327.

Reservation of Rights
The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.

LATE BIDS WILL NOT BE ACCEPTED