



**REQUEST FOR PROPOSALS  
DUE BY JANUARY 28, 2019**

The Gratiot County Central Dispatch Authority (“GCCDA”) invites qualified professional contractors to submit proposals for HVAC environmental controls and construction services. The GCCDA intends to enter into an agreement with the chosen firm for the development of radio shelter improvements for up to six (6) Public Safety radio equipment locations though out Gratiot County. The GCCDA requires the improvements to include weather proofing, insulated sheltering, with adequate electric heating and cooling equipment tied into existing back-up generator power systems and site structures with remote monitoring capability. To be considered for this engagement, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be received at address listed below by 4:00 pm on Friday, January 28th, 2019.

Gratiot County Central Dispatch Authority  
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**I. INTRODUCTION**

The purpose of this Request for Proposals (RFP) is to provide interested and qualified contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Gratiot County Central Dispatch Authority Board, hereafter referred to as GCCDA, as part of its procurement of needed professional/technical services. The radio equipment shelters should serve to ensure protection of computer equipment from excessive heat/cold, weather elements, and unauthorized access. The structural elements of the shelters must be such that it can be easily accessed and monitored by existing Radio Service staff and GCCDA staff.

A. Bid Submission and Project Representative.

To be considered, two (2) copies of the closed sealed proposal labeled “Original Proposal Document” must be received by **4:00 pm, January 28<sup>th</sup>, 2019**. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to the Director listed above.

Proposals must be signed by an official authorized to bind the firm to its provisions and the proposal must remain valid for at least one hundred twenty (120) days. All proposals must include a “not to exceed” fee including all out-of-pocket expenses for this proposal. There is no expressed or implied obligation for Gratiot County Central Dispatch Authority to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

B. Right of Refusal

Gratiot County Central Dispatch Authority reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the GCCDA, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Project Description.

The primary goal of the GCCDA is to provide 911/Public Safety Mission Critical Communications. To accomplish this, radio equipment has been distributed to strategic locations within the County to ensure adequate coverage. However, several of the sites lack adequate heating and cooling. It is also critical any proposal incorporates a wireless thermostat monitoring/alarm capability to alert GCCDA of temperature or other extremes.

## II. INFORMATION, SPECIFICATIONS

A. Scope of Work

Proposals for the GCCDA radio shelters should address the following objectives, which are not necessarily all-inclusive:

- 1) Addition and/or improvement of physical structure surrounding radio equipment to protect it from unauthorized access.
- 2) Addition and/or improvement of HVAC equipment to maintain year round equipment operating temperatures to not exceed 72 F or below 55 F.
- 3) Addition of wireless thermostat which can be remotely monitored and will alert GCCDA to environmental parameters exceeding normal as stated above.

B. Specifications of contracting company

In order to permit a complete evaluation of technical ability, proposals must address each of the following:

1. Qualifications of the contractor company.
2. Responsible work record, including a list of prior governmental work references.

3. Understanding of the requirements of the radio shelter improvements.
4. Scope of services included in the contract.
5. Proposed timetable of events.
6. Soundness of technical approach.

C. Requirements

The successful bidder will be required to prepare and provide the following:

1. The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the GCCDA will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.
2. Time Requirements
  - a. Preliminary discovery, strategy and research should be completed no later than February 15th, 2019
  - b. Physical construction and improvements should be complete by 4pm Friday April 5th, 2019

D. Fees

The proposal must include a “not to exceed” price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the design, construction, and implementation, as well as the number of hours and hourly rate for partners, managers, and other staff assigned.

E. Contract Award

Selection and awarding of the contract will be based upon evaluation by the GCCDA criteria listed above. The GCCDA reserves the right to conduct oral interviews. The contract will be awarded to the business who, based on evaluation of all responses, applying all criteria, is determined to be the best qualified to perform radio shelter improvements.