



# Umatilla Morrow Radio & Data District Mobile Radio Installations Request for Proposals (RFP) #2020-01

Issue Date: February 05, 2020

Closing Time and Date: See Section 3

Single Point of Contact (SPC): Shawn Halsey, Administrator

4700 NW Pioneer Place, Pendleton, OR, 97801

541-966-3774

[shawn.halsey@umrdd.org](mailto:shawn.halsey@umrdd.org)

UMATILLA MORROW RADIO & DATA DISTRICT

NOTICE OF REQUEST FOR PROPOSALS

**NOTICE IS HEREBY GIVEN** that proposals for Mobile Radio Installations will be received by the Umatilla Morrow Radio & Data District (herein referred to as “the District” or “UMRDD”). **Proposals will be accepted ONLY at the address on the title page of this document and only until the time and date listed in the Schedule of Section 3 of this document.**

The District is issuing this RFP pursuant to its authority under OAR 125-246-0100 through 0900 the Oregon Public Contracting Code (ORS chapters 279A,279B,and 279C) and ORS 403.525 (3,4,5 and 13). The District will be the contracting agency.

The District is using the Competitive Sealed Proposals method, pursuant to ORS 279B.060 and OAR 125-247-0260. The District may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Discussions and Revised Proposals; c) Revised Rounds of Negotiations; d) Negotiations; e) Best and Final Offers; and f) Multistep Sealed Proposals.

The District is not responsible for misdelivered proposals, and the Vendor is strictly liable for its chosen method of delivery. It is the Vendor’s sole responsibility to make sure that proposals arrive at the proper location. Any proposal which does not actually arrive at the address identified on the title page to this document and by the RFP due date and time, as expressed in Section 3, will be rejected as non-responsive, even if properly addressed or delivered to another location of the District.

# 1. TABLE OF CONTENTS

1.	TABLE OF CONTENTS.....	3
2.	INTRODUCTION.....	4
2.1.	UMRDD Overview .....	4
2.2.	Project Goals .....	4
2.3.	Evaluation Criteria.....	4
2.4.	General Instructions.....	5
2.5.	Nondiscrimination.....	5
2.6.	Payment Terms .....	5
3.	SCHEDULE .....	6
4.	Scope of Work.....	7
4.1.	General Quantities of Installations .....	7
4.2.	Pre-Install Vehicle Checks .....	8
4.3.	Existing Radio Removal .....	9
4.4.	Installation Requirements – General Requirements .....	9
4.5.	Post-Install Vehicle Checks.....	14
4.6.	Documentation Required / Cutover Assistance.....	15
4.7.	Place and Conditions of Work.....	16
4.8.	Preparation/Distribution of Radios by UMRDD .....	16
4.9.	Materials to be Supplied by Vendor .....	16
4.10.	Scheduling and Cutover Coordination .....	16
5.	PROPOSAL REQUIREMENTS .....	17
5.1.	General Requirements .....	17
5.2.	Opening of Proposals .....	17
5.3.	Public Records/Confidential or Proprietary Information .....	18
5.4.	Authorized Representative .....	18
5.5.	Proposal Rejection .....	18
5.6.	Solicitation Protests .....	18
5.7.	Proposal Contents and Format .....	19
5.8.	Other Proposal Requirements .....	21

## 2. INTRODUCTION

### 2.1. UMRDD Overview

The Umatilla Morrow Radio & Data District (herein referred to as “the District” or “UMRDD”) is located in northeastern Oregon and comprises the counties of Umatilla and Morrow, excluding the land located within the City of Milton-Freewater limits. UMRDD provides public safety communications support to 42 local, state, tribal, and federal agencies and departments that operate within the District’s boundaries as well as local school districts and Union Pacific Railroad law enforcement.

### 2.2. Project Goals

Through this RFP, the District is soliciting proposals for the services and equipment necessary to install mobile radios into various vehicles that are owned and operated by public safety and public service organizations operating in Umatilla and Morrow Counties, Oregon.

This will be a competitive negotiation process. Qualified individuals, firms, contractors or entities (hereinafter “Vendor” or “Vendors”), that meet the requirements set forth in this Request for Proposals (hereinafter “RFP”) and can provide the services requested are encouraged to participate.

The District is in the process of deploying a new land mobile radio system. The Vendor of that system is also contracted to provide portable (handheld) and mobile (vehicle-mounted) radios for use by user organizations.

In general, the mobile radios will be Tait TM9400 radios in the following configuration:

- Black Radio Chassis with Remote Mount Control Head
- Tait U-Cradle with thumbscrews (to hold radio) and self-drilling screws and washers
- 35Watt RF Power
- Remote Head Installation Kit (20 ft. cable)
- Mini-UHF Antenna Connector
- Basic Palm Mic
- Radio Power Cable with Fuse and In-Line Fuse Holder

Variations on this configuration for specific types of vehicles are described below.

### 2.3. Evaluation Criteria

Proposals will be evaluated and an award will be made to the responsive, responsible Vendor who complies with the requirements and scores the highest total on the evaluation criteria as weighted below:

1. Experience with Similar Projects / References: 20 Points
2. Compliance to Requirements: 25 points
3. Installation Schedule: 20 points
4. Cost: 25 Points
5. Ability to Respond Promptly to Calls for Service: 10 Points

Vendors who submit the highest-ranked proposals may be invited to an interview. The number of Vendors invited to an interview may vary depending upon the number of proposals submitted. The District reserves the right to make a selection after review of the proposals without oral interviews; therefore, proposals should be submitted initially on the most favorable terms that the Vendor might propose.

## 2.4. General Instructions

This RFP includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in rejection of your proposal.

Direct all inquiries regarding this RFP in writing to the Single Point of Contact (SPC) identified on the cover page of this RFP.

Do not contact other individuals on the District or in the Departments served by the UMRDD in regard to this RFP. Doing so may disqualify the Vendor from further participation. Information provided by anyone other than the SPC may be invalid and proposals which are submitted in accordance with such information may be declared non-responsive.

No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing. Responses to such requests will be made by written addendum to this RFP, sent to all prospective proposers.

Failure of any proposer to receive any such addendum or interpretation shall not relieve the proposer from its obligation under its proposal as submitted.

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. Any amendment to this RFP is valid only if it is in writing and issued by the SPC. No oral interpretations or answers shall bind the District unless confirmed by the District in writing.

All addenda for this RFP will be distributed via the District's website at [www.umrdd.org](http://www.umrdd.org). **It is the Vendor's sole responsibility to monitor this website for possible addenda to this RFP.** Failure of a Vendor to retrieve addenda from this site shall not relieve him/her of the requirements contained therein. Additionally, failure of Vendor to return a signed addendum, when required, may be cause for rejection of his/her proposal.

## 2.5. Nondiscrimination

The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

## 2.6. Payment Terms

Vendor shall invoice the District at the end of each month for all installations completed in that month. Vendor's invoice shall identify the types and quantities of installations completed and shall derive a total amount using that information and the per-installation prices as designated by the Vendor in the

Proposal Pricing Form, included below, or amounts as agreed to by both parties in a written addendum. The District will pay proper invoices within 30 days of submission.

### 3. SCHEDULE

The following is the schedule for this RFP. Any change in the scheduled dates for events prior to and including the “Proposals Due” event will be advertised in the form of an addendum to this RFP. The schedule for the events of the evaluation, award, and contracting processes are approximate and may be adjusted without notice.

Event	Date	Time
RFP Release to UMRDD.org	February 05, 2020	n/a
Questions / Clarifications Due	February 20, 2020	5:00pm Pacific Time
Answers to Question / Clarifications posted to UMRDD.org	February 27, 2020	5:00pm Pacific Time
Proposals Due	March 12, 2020	3:30pm Pacific Time
UMRDD Evaluation Periods (approximate)	March 13 - March 26, 2020	n/a
Interviews (optional, approximate)	Week of April 6, 2020	n/a
Intent To Award (approximate)	April 13, 2020	n/a
Contract Negotiations Complete, Start of Work (approximate)	Week of April 27, 2020	n/a

## 4. Scope of Work

The Scope of Work for the contract will be as follows:

### 4.1. General Quantities of Installations

A mobile radio with a single remote-mount control head will be installed into approximately 338 total vehicles of the following types of vehicles:

1. Public Safety Sedans
2. Public Safety Sport/Utility Vehicles
3. Fire Apparatus - Engines and Trucks (see note below)
4. Fire Command Vehicles
5. Ambulances
6. Other, Miscellaneous Sport/Utility Vehicles, Sedans, and Trucks

Also, a mobile radio with two separate remote-mount control heads will be installed on approximately 32 fire apparatus.

Additionally, a total of approximately five (5) boats will be installed with a mobile radio. At this time, it is unknown if these will be remote or dash mount installations.

While it is not expected to vary significantly from the information presented above, the actual quantities and configurations will be determined by the selected Vendor, the UMRDD, and the owner agencies during the installations. The following table is an approximation (based on information available at the time of the development of this RFP) of the agencies, quantities, and installation types of mobile radio installations:

Agency	Mobile Dash Mount	Mobile Trunk Mount	Mobile Dual Head
Athena Fire Dept (EUFR)		3	
Boardman Fire Dept		17	
CTUIR Fire Dept		11	1
CTUIR Police Dept		17	
East Umatilla Fire Dist. (EUFR)		8	
East Umatilla Health Dist. (EUFR)		1	2
Echo Fire Dept		12	1
Helix Fire Dept (EUFR)		11	
Heppner Fire Dept		11	2
Hermiston Police Dept		23	
Ione Fire Dept		7	4
Irrigon Fire Dept		11	
Lexington Fire Dept		4	
Morrow Co SO	1	36	1
Pendleton Fire Dept	2	12	5
Pendleton Police Dept		19	
Pilot Rock Fire Dept		8	2

<b>Agency</b>	<b>Mobile Dash Mount</b>	<b>Mobile Trunk Mount</b>	<b>Mobile Dual Head</b>
Pilot Rock Police Dept		4	
Pioneer Mem Hosp/Morrow HD		3	6
Stanfield Police Dept		7	
Umatilla Co EM		1	
Umatilla Co SO	2	53	
Umatilla County FD #1		28	6
Umatilla Fire Dept		12	2
Umatilla Police Dept		11	
UMRDD	3		
<b>Totals</b>	<b>8</b>	<b>330</b>	<b>32</b>

## 4.2. Pre-Install Vehicle Checks

Prior to the start of any installations, the Vendor and the UMRDD will develop and approve a documented procedure to be used by the Vendor to verify the functionality of existing equipment in the vehicle. The procedure will include activation by the installation technician of the following vehicle equipment/systems:

1. Lights
2. Door Locks
3. Windows
4. Stereo/Screen
5. TPMS Light
6. Heater
7. Dome Light
8. Check Engine Light
9. Siren
10. Lights
11. Mobile Computer
12. Other Two-Way Radios
13. Radar

The procedure will provide guidance on how to activate the equipment/system and how to identify that it is functioning properly.

Before installing a mobile radio in a vehicle, the installing technician will perform the documented functionality verification procedure. One paper copy of the functionality verification procedure will be used and maintained per vehicle. If the tested equipment/system passes the procedure, the technician will record on the paper copy that it passed the functionality verification procedure associated with that vehicle. If the tested equipment/system does not pass the procedure, the technician will record on the paper copy the nature of the problem associated with that vehicle and will notify either a representative of UMRDD or the vehicle's owner for instructions on how to proceed.

### 4.3. Existing Radio Removal

As part of the installation of the new 700MHz mobile radio, the Vendor shall remove the existing UHF mobile radio, including its control head, from the vehicle and deliver it to a representative of the UMRDD or of the organization that owns the vehicle the radio transceiver and control head. Best efforts shall be made to remove the other cabling associated with the existing radio (radio control cable, power cabling, antenna cabling, etc.). The radio control cable, if removed, shall be delivered with the radio. All other cabling and other removed materials shall be disposed of by the Vendor.

### 4.4. Installation Requirements – General Requirements

#### 4.4.1. Manufacturer’s Guidelines

Unless otherwise specified in this RFP or at the time of installation by a representative of the UMRDD or the organization that owns the vehicle, all installation work shall be in accordance with the TM9400 P25 Installation Guide (document number MMB-00002-05 · Issue 5 · December 2015, available from the Tait Support webpage at: [https://support.taitradio.com/\\_data/assets/pdf\\_file/0003/136677/MMB-00002-05.pdf](https://support.taitradio.com/_data/assets/pdf_file/0003/136677/MMB-00002-05.pdf)).

#### 4.4.2. UMRDD General Guidelines

All equipment shall be securely mounted. All installation locations will be approved by a representative of either UMRDD or of the vehicle’s owner agency. No installed equipment or cabling will obstruct the vehicle’s instruments, controls, or driver’s view. Positioning of control heads and microphones will be within reach of the driver but will not distract from the road. Equipment and cabling must not obstruct deployment of the vehicle’s airbag. Equipment will be installed in a manner that minimizes exposure to direct sunlight and must be protected from water and heat.

#### 4.4.3. Transceiver Installation

The transceiver portion of the mobile radio must be securely mounted with provided bracket, must be accessible for maintenance, and must be protected from other free-moving objects and moving vehicle parts.

#### 4.4.4. Control Head Installation

All control head(s), whether in a single-head or dual-head configuration, must be securely mounted in either the provided bracket or in a radio console.

#### 4.4.5. Radio Antenna Installation

Vendors shall refer to the requirements of the antenna supplier and install in accordance with those requirements.

In general, the new 700MHz radio antenna is to be located in the same place as the antenna for the UHF radio that is to be removed from the vehicle. If there is no existing antenna or if the location of the existing antenna cannot be used for the installation of the new antenna, then the Vendor shall use the following guidance:

1. For installations requiring roof top placement of the antenna: For optimum performance, mount the antenna in the center area of the roof design.
2. For installations requiring trunk lid placement of the antenna: Mount the antenna as close as possible to center area of the trunk lid.
3. Before installing an antenna on the trunk lid:
  - a. Be sure that the distance from the antenna location on the trunk lid will be at least 33in from the front surface of the rear seat-back to assure compliance with RF Energy Safety standards.
  - b. Ensure that the trunk lid is grounded by connecting grounding straps between the trunk lid and the vehicle chassis, as required.
4. When multiple antennas are occupying the same area, attempt to locate radio antennas on the vehicle at least 3 feet from each other in-band, and 18 inches out-of-band.
5. Attempt to maintain a minimum distance between the antenna and the radio/accessories of 3ft.
6. The minimum distance between the antenna and the fuel filler cap must be 12 inches.
7. Vehicles without metal roofs will receive antennas designed for no ground plane installations.

#### 4.4.6. Cabling Requirements – General

Cabling for the new 700MHz radio is to occur per the following requirements:

1. The radio power cables, positive cable and negative, should be run together along their length as practicable to reduce induced noise. The conductors can be twisted together for increased immunity to induced noise.
2. All exposed cabling in the vehicle's engine compartment and/or otherwise exposed to potential damage shall be run in a protective sheath (i.e., split loom tubing) and attached every 6 to 8 inches with tie-wraps.
3. Power cables will be connected directly to the vehicle's battery/battery switch or to an installed power distribution center. Connecting to the power distribution center is preferred. If appropriate, installers should use the same power source that the previous radio was connected to.
4. Multiple power cables will not be soldered together.
5. Power cables will not be cut or spliced in any manner that would result in two radios using one connection to power. Every power cable will be fused appropriately.
6. Ignition sense cables should be connected directly into ignition harness or fuse block with an in-line fuse holder with the proper size fuse for the equipment.
7. Large fire apparatus with tilting cabs will have a ground point is typically provided by the vehicle manufacturer within the cab to provide battery to cab grounding. Generally, this is located within the main fuse box. This point will used for installations in these situations.

#### 4.4.7. Cabling Requirements – Retention

Cable retention for the new 700MHz radio is to occur per the following requirements:

1. Cabling should be secured as required to keep them in place and provide adequate strain relief.
2. Where cables are in a protected environment then simple 'P clip' type cable clamp fixings can be used to hold the cables in place.
3. Cable ties can be used to secure cables together between the cable fixings. This allows for maximum access to the cable loom.
4. Cable ties should be cut off flush to avoid sharp edges.
5. Ensure that the cable is not strained or distorted, by excessive tightening of cable ties.
6. Cables should never be secured to movable parts under the dash, in the trunk, or in the engine compartment (for example: brake pedal, steering column, and so on).
7. Do not attach any wire or cable to the vehicle fuel system and pipes or use a common hole through a bulkhead.
8. Taping up long lengths of cable looms with insulating tape is not acceptable as it may severely hamper the ability to service or replace cables within the loom.

#### 4.4.8. Cabling Requirements – Routing

Cable routing for the new 700MHz radio is to occur per the following requirements:

1. Cables are to be properly secured.
2. Cable routing must avoid sharp bends.
3. Wherever possible, do not run coax in parallel with vehicle wiring. This is especially true with antenna coax cables.
4. Route coax as far away as possible from any electronic module.
5. Ensure that any trim panels do not trap, crush, or distort the cable when vehicle trim is replaced.
6. All cables should pass under carpets and through trim or moldings in such a way as to ensure that any panels do not trap, crush, or distort the cable when refitted. Use sleeving or cable protection and cable ties where required.
7. Cables installed under carpets should be routed away from areas that can be stepped on when possible.
8. Care should be taken to avoid strain on any cabling likely to cause broken connections.
9. Ensure that excess length of any cable tie used is cut flush with its locking mechanism to avoid leaving sharp and potentially dangerous projections.
10. All cables installed under the hood need to be kept away from heat and mechanical hazards such as exhaust manifolds and moving parts (for example: steering shaft, throttle linkage, fans, and so on). The use of split loom or similar products is required for cables installed under the hood or that is exposed to the elements. The split loom needs to be rated for the appropriate temperature for where they are used. This is not only for aesthetics, but it also ensures against wire chafing, and protects against heat, weather, and oil damage.
11. Wiring supports should be at intervals no greater than 18in. Wiring routed under carpets, trim, or moldings is considered supported.

12. Cable should leave enough slack for equipment to be easily tested and maintained while still connected.
13. Do not cut pre-terminated cables. For cables that are not pre-terminated; do not coil an excessive cable and, instead, cut to proper length.
14. Whenever a cable passes through a bulkhead, a grommet must be installed to protect the cable from damage. It is always better to use an existing hole rather than drilling another; provided it is in the right position, is large enough, and is fitted with a grommet. The quality of the original seal should not be impaired.

#### 4.4.9. Cabling Requirements – Power Cabling and Power Connections

Power cabling for the new 700MHz radio is to occur per the following requirements:

1. Connect the positive cable to one of the power sources listed below:
  - a. Connect directly to the battery, using appropriate hardware.
  - b. To an adequate power distribution center.
  - c. To the vehicle power disconnect switch, if applicable.
  - d. To the vehicle filtered battery distribution center (available on some emergency vehicles for supplying power to the 3rd party add on products).
2. The power cable must be fused as close to the source as possible (18in max). A weatherproof fuse holder is required.
3. Splicing of power cable feeds is discouraged but not prohibited; this technique will be used only under scrutiny of UMRDD technicians.
4. If the cable length is insufficient, additional length can be made by wrapping bare wire ends and soldering them together.
  - a. The splice shall be covered with adhesive lined heat shrink extending beyond the splice area by a minimum of two (2) inches each per side.
  - b. The power extension cable will be of a wire gauge the same size or greater than the factory standard power cable.
5. Butt splices can be used inside the vehicle passenger compartment provided that they are only used in an area that is not susceptible to potential debris or water damage. Installing butt connectors under floor mats is prohibited.
6. Vampire type tap connections—either onto a fuse or into the existing power wiring—are not acceptable.
7. Maximum voltage drop allowable during a transmit cycle will not exceed 10% of resting battery voltage. (Voltage to be measured at the radio connector.)

#### 4.4.10. Cabling Requirements – Antenna Cabling

Antenna cabling for the new 700MHz radio is to occur per the following requirements:

1. The coax used must be commercial grade and designed for the applications.
2. 95% shielded cable is required.

3. The coax from the radio to the antenna must be free of splices and/or extensions. The appropriate length cable must be used for the application.
4. Antenna cable length should be sufficient to reach the radio location with a minimum of three (3) additional feet of cable slack. Slack should not be longer than five (5) feet.
5. Route the antenna cable as far away as possible from any vehicle electronic control units and associated wiring.
6. Excess coax cable will be secured with tie-wraps and stowed in such a way that it is not a snagging or tripping hazard.
7. Antenna connectors shall be a solder/crimped on type. The antenna coaxial connector must fit the radio connector. Adaptors are not to be used except in the case of clearance problems; in this case, a right-angle adaptor is acceptable.
8. Connectors shall be installed in accordance with manufacturer's instructions using the proper tooling recommended by the connector manufacturer.

#### 4.4.11. Cabling Requirements – Grounding

The following requirements apply when attaching a lug to a bonding surface, such as when attaching an equipment ground negative cable to the vehicle chassis:

1. The radios negative (ground) should be connected to a ground point as close as practicable to the point where the battery-to-body connection is made on the vehicle.
2. The negative cable should never be connected directly to the battery's negative terminal.
3. Connection should be made to a factory installed negative ground or a clean solid metallic part of the vehicle chassis.
4. Terminated ground connections will be covered by a thin film of NO\_OX Compound.
5. Paint, enamel, lacquer, and other non-conductive coatings must be removed from surface areas where connections are made to ensure good electrical continuity.
6. Bonding surfaces must be cleaned to remove dirt, corrosion, and oxidized material on the connection surface area.
7. The use of a piloted bonding brush or similar device is recommended for cleaning the bonding surface.
8. After bonding to a factory painted surface, the area shall be thoroughly cleaned and coated with an approved corrosion inhibiting paint (or equivalent)
9. No washer of any kind should be used in between a lug and the bonding surface.
10. Use of a star washer does not alleviate the requirement to remove non-conductive coatings from attachment surfaces. Star washers should only be used as a lock washer.
11. Ground lead splicing is prohibited.
12. The use of self-tapping type screws to make ground connections with the chassis is acceptable

#### 4.4.12. Connection to Existing External Speaker

Most vehicles will have a Motorola external speaker connected to the existing UHF radio. The Vendor shall connect that existing external speaker to the new 700MHz radio that is being installed in the

vehicle. The existing speaker cable shall be used and the UMRDD will provide any necessary connector to interface the Motorola speaker cable to the new 700MHz radio.

#### 4.4.13. Optional: GPS Antenna Installation

Some vehicle installations may also include the installation of a GPS antenna and connection of that antenna to the mobile radio. At this time, it is not known how many installations will include the installation of a GPS antennas as owner agencies are currently deciding if they will equip some, all, or none of their vehicles with GPS capabilities.

For vehicles that are to include the installation of a GPS antenna, the UMRDD will supply the GPS antenna and all cables requires to connect it to the mobile radios. The location of the GPS antenna is to follow the same general requirements of Section 4.4.5 of this RFP and the installation of all associated cabling is to follow the same requirements of Sections 4.4.6, 4.4.7, 4.4.8, and 4.4.10 of this RFP.

#### 4.4.14. Optional: Ignition Sense Cable Installation

Some vehicles may also include the installation of an ignition-sense cable. At this time, it is not known how many installations will include the installation of an ignition sense cable but those that require it will typically be sedan or passenger vehicles (i.e., vehicles such as fire apparatus that do not include existing battery switches). A representative of the UMRDD or the owner organization will identify which vehicles require this cable.

When required, the ignition sense cable must be connected to the transceiver of the radio (not the control head). The cable must include a two-row DB15 connector that connects to the radio transceiver. Details on the ignition—sense cable can be found in the radio manufacturer’s manual referenced in Section 4.4.1, above. This cable must be supplied by the Vendor and it may be procured from the radio manufacturer or fabricated by the Vendor. All cabling requirements of Section 4.4.9 must apply to the ignition-sense cable.

### **4.5. Post-Install Vehicle Checks**

Immediately following the installation of a mobile radio in a vehicle, the installing technician will reperform the documented functionality verification procedure described above in section 4.2 of this RFP. If the tested equipment/system passes the procedure, the technician will record that it passed on the paper copy of the functionality verification procedure associated with that vehicle. If the tested equipment/system does not pass the procedure, the technician will either: i) rectify the issue and again reperform the documented functionality verification procedure or ii) record the nature of the problem on the paper copy of the functionality verification procedure associated with that vehicle and will notify either a representative of UMRDD or the vehicle’s owner for instructions on how to proceed.

If a GPS antenna and/or an ignition sense cable are installed on a vehicle, the functionality of the installed equipment will be included in the Post-Install Vehicle Check.

## 4.6. Documentation Required / Cutover Assistance

### 4.6.1. Documentation Required Per Installation

The following documentation will be required for each mobile radio installation completed:

1. The original Pre-Installation Vehicle Check procedure
2. The original Post-Installation Vehicle Check procedure
3. An installation Summary that includes
  - a. Date of Install
  - b. Name of Technician
  - c. Location Where Work Performed
  - d. Agency
  - e. Vehicle Number
  - f. License Plate Number
  - g. Brand, Model, and Serial Number of Radio Installed
  - h. Transceiver Location (if remote)
  - i. Control Head Location
  - j. Microphone Location
  - k. Speaker Location (if installed)
  - l. Antenna Model
  - m. Antenna Frequency
  - n. Antenna Location
  - o. Return Loss
  - p. Transmit Power Out
  - q. Provided Parts Used
  - r. Vendor Parts Used
  - s. Time Started
  - t. Time Finished
  - u. Technician Notes
  - v. Technician Signature
  - w. UMRDD Representative Signature

The UMRDD will develop with the Vendor the forms for the Checks and the Installation Summary. The Vendor shall be required to provide the original paper copy of each form for each vehicle upon the completion of the installation for that vehicle. Completed forms shall be submitted to the District, however, the Vendor may make/scan and retain copies for their records.

### 4.6.2. Documentation Required For Project Tracking

At the end of each week in which installations occurred, the Vendor shall provide a completed worksheet that records the installations completed that week. The UMRDD will develop with the Vendor the format for this sheet but it is expected to include a listing of all vehicle installations completed for

that week, the date of each installation, the location of each installation, and any notes regarding required deviations from the requirements/guidance listed in this RFP.

The Vendor shall also provide prior to the start of any week in which installations are to occur an email to the UMRDD that summarizes their installation plan for that week. This is to include, at a minimum, a listing of the location(s) in which they will work each day of that week and the expected number of installations to be completed each day of that week.

#### 4.7. Place and Conditions of Work

Installation work shall occur inside of fire department stations across the UMRDD area. Vehicles that do not naturally reside at fire department stations will be brought to those locations by their owners.

The Vendor may assume that they will have an indoor location in which to work as well as access to AC power. Vendors may assume they will have access to a total of three (3) bays in which to check, prepare, or work on vehicles. Vendors may also assume that two locations [i.e., two fire department stations, each with three (3) bays] may be available at all times so that two crews may be active at all times.

The Vendor may assume that they will be provided room to store a small quantity of tools but that storage areas may or may not be secured (depending on the station). In either case the Vendor shall bear the risk of loss or theft for those tools.

#### 4.8. Preparation/Distribution of Radios by UMRDD

The UMRDD will prepare the mobile radios for installation in vehicles by programming and tuning them. Vendors shall not be required to program or tune the mobile radios.

The UMRDD shall deliver the radios either to the owner of the vehicle (who will bring the radio with the vehicle to the installation location) or to the installation location for that vehicle. The radios will be identified for installation into a specific vehicle and the Vendor shall be responsible for installing each radio into only the vehicle identified by the UMRDD. The UMRDD shall not be responsible for any Vendor costs should the Vendor install the radio into the incorrect vehicle and thereby be required to reinstall it into the correct vehicle.

#### 4.9. Materials to be Supplied by Vendor

The UMRDD will supply the radios (configurations and contents listed in Section 2.2 of this RFP, prepared and distributed as described in Section 4.7 of this RFP) along with 700MHz antenna (and cable), external speaker (to be already installed in vehicles), external speaker cable adapter, and, if applicable, GPS antenna and associated cabling.

The Vendor shall be required to provide all other tools and all single-use materials (cable ties, etc.) required to complete the installations. If optionally required, the Vendor shall be required to provide the ignition-sense cable for installation in a vehicle.

#### 4.10. Scheduling and Cutover Coordination

The UMRDD and the radio system supplier will lead efforts to transition radio users from the existing system to the new 700MHz Project 25 radio system (“system cutover”). Cutover efforts are expected to

occur agency-by-agency such that all mobile radio installations for an agency (or set of associated agencies) must be completed before installations for other agencies may start. These mobile installations will occur at the same time as other cutover activities such as distribution of portable radios, switch-out of the radio dispatch console equipment, training, etc. The Vendor will be required to conduct mobile radio installations according to a schedule that supports agency-by-agency cutover and will be required to coordinate their activities according to a cutover schedule that is developed by the UMRDD and the radio system supplier. Coordination efforts may involve regular (up to weekly) participation by the Vendor in meetings or phone calls regarding cutover as it relates to mobile radio installation schedule.

## 5. PROPOSAL REQUIREMENTS

### 5.1. General Requirements

Proposals should follow the format and reference the sections listed in the Proposal Content and Format included in Section 5.7, below. Proposals must address all RFP requirements.

On or before the “Proposals Due” date and time listed in Section 3.0, each interested Vendor shall submit one original paper copy of the Proposal bearing the signature of the Vendor’s authorized representative, three (3) printed paper copies, and one electronic media (such as thumb drive or CD) containing a full electronic version of Proposal, to the SPC at the address listed on the cover page of this RFP. Proposals shall not contain extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal.

If a Vendor’s proposal includes proprietary material they wish to redact from public viewing, they shall submit the redacted version of the proposal in electronic form on a separate thumb drive or CD that is clearly labeled “Redacted.” See Section 5.3, below, for additional information.

Both written and electronic versions of the Proposal shall be hand-delivered or mailed in a single sealed envelope, package, or box, with the Vendor’s name and the RFP number clearly visible on the outside of the package.

Proposals will be accepted during the District’s regular business hours, Monday – Friday from 8:00 am to 5:00 pm Pacific Time, except during District holidays and other times when the District is closed.

It is sole responsibility of the proposer to submit their Proposal before the closing hour and date. Late proposals will not be considered and will be returned unopened to the sender.

All proposals must be valid for a period of 120 days after opening.

### 5.2. Opening of Proposals

Proposals will be publicly opened in the District office, reviewed, and recorded immediately following the submission deadline. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued in accordance with OAR 125-247-0630. However, District will record and make available the identity of all Vendors after Opening.

### 5.3. Public Records/Confidential or Proprietary Information

All Proposals are a public record and are subject to public inspection or disclosure after District issues the Notice of the Intent to Award.

For any public records request received in Oregon, if a Vendor believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505), Vendor shall complete and submit the Affidavit of Trade Secret (Attachment B) or other affidavit of facts relevant to the claimed exemption with its Proposal along with a fully redacted version of its Proposal.

Vendor is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.410 through 192.505) and identifying the Proposal, in whole, as exempt from disclosure is not acceptable under the Oregon Public Records Act, as set forth in Attachment A. District advises each Vendor to consult with its own legal counsel regarding disclosure issues.

IF VENDOR BELIEVES THAT ANY INFORMATION INCLUDED IN ITS PROPOSAL IS EXEMPT FROM DISCLOSURE PURSUANT TO OREGON PUBLIC RECORDS LAW AND VENDOR FAILS TO IDENTIFY THE INFORMATION IN THE PROPOSAL THAT VENDOR CLAIMS IS EXEMPT FROM DISCLOSURE UNDER STATE LAW, VENDOR HAS WAIVED ANY FUTURE CLAIM OF NON-DISCLOSURE OF THAT INFORMATION.

### 5.4. Authorized Representative

A representative authorized to bind Vendor shall sign the Proposal. Failure of the authorized representative to sign the Proposal may subject the Proposal to rejection by District.

### 5.5. Proposal Rejection

District may reject a Proposal for any of the following reasons:

- Vendor fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Vendor's authorized representative sign the Proposal in ink.
- Vendor fails to meet the responsibility requirements of ORS 279B.110.
- Vendor makes any contact regarding this RFP with District representatives such as District employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Vendor attempts to inappropriately influence a member of the Evaluation Committee.
- Proposal is conditioned on District's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Addenda.

### 5.6. Solicitation Protests

#### 5.6.1. Protests to RFP

Any Proposer may submit a written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the included Terms. This is Vendor's only

opportunity to protest the provisions and terms of the RFP, except that Vendor may protest Addenda which will be made a part of this RFP as set forth in the Addendum.

### 5.6.2. Protests to Addenda

Any Proposer may submit a written protest of anything contained in the respective Addendum. Protests to Addenda, if issued, shall be submitted by the date/time specified in the respective Addendum, or within three (3) days of the issuance of the Addendum if no date is specified, or they will not be considered. Protests of matters not added or modified by the respective Addendum will not be considered.

### 5.6.3. Protests Shall

- Be delivered to the SPC via email or hard copy
- Reference the RFP number
- Identify prospective Vendor's name and contact information
- Be sent by an authorized representative
- State the reason for the protest, including:
  - The grounds that demonstrate how the procurement process is contrary to law, unnecessarily restrictive, legally flawed, or improperly specifies a brand name; and
  - Evidence or documentation that supports the grounds on which the protest is based
- State the proposed changes to the RFP provisions or other relief sought

Protests to the RFP shall be received by the due date and time identified in the Schedule.

Protests to Addenda shall be received by the due date identified in the respective Addendum.

### 5.6.4. Protest Response

District will respond in a timely manner to all protests submitted by the due date and time listed in the Schedule. Protests that are not received in time or do not include the required information may not be considered.

## 5.7. Proposal Contents and Format

1. Overview of Firm: Include a description of the Vendor's history and level of experience in providing mobile radio installation services like those being proposed. Explain the Vendor's corporate structure and their commitment to the public safety communications market.
2. Prior Experience and List of References: Include descriptions of similar projects completed by the Vendor and a list of at least three (3) customers for whom the Vendor has completed mobile radio installations in the past two (2) years. Include the total number of vehicles installed and identify past customers by their organizational name and a point of contact (including name, title, address, phone number, and email address).

3. Understanding of and Compliance to Scope of Work: Include a statement that the Vendor has read the Scope of Work in Section 4 (including all subsections) of this RFP and that the Vendor understands all requirements and will comply with them. Exceptions or clarifications to any requirement of Section 4 must be stated in this section of the response by referencing the specific requirement of Section 4 and describing how the work to be performed will differ from that requirement. Include in this section any additional assumptions regarding how, when, or where the Vendor will conduct their work that are not addressed in Section 4. If no exception or clarification is made, the District will assume all work will be completed exactly per the requirements of Section 4.
4. A Statement of Expected Schedule: Include a statement of the number of vehicles the Vendor expects to be able to complete (per the requirements and conditions/provisions of Section 4 of this RFP) per day. Note that the District believes, based on prior experience, that the following installation schedule can be achieved as follows:
  - A total of 10 to 12 fire department vehicles can be completed in two days (this quantity of vehicles is representative of one large or two small fire departments within the District).
  - A total of 8 to 10 passenger vehicles can be completed in a day.Vendors shall state their abilities to achieve these installation quantities for this project.
5. Completed Proposal Pricing Form. Complete and include the following table. Costs must be inclusive of all labor, travel, expenses, tools, coordination, and other services and materials required to complete installations per the requirements of Section 4 of this RFP. Provide a cost for the completion of a single quantity of each type of installation listed below (per-unit pricing). The quantities of installations are estimates and are given for bidding purposes only. The term "Passenger Vehicle" is used to designate public safety sedans, SUVs, or trucks and to differentiate from installations in fire apparatuses or ambulances. Vendor should expect adjustments to the quantities of each type of installation to be made by UMRDD but that there shall be no significant change to the total quantity of installations required.

<b>Proposal Pricing Form</b>		
<b>Installation Type</b>	<b>Approximate Quantity of Installations</b>	<b>Vendor Cost Per Installation (per requirements of Scope of Work)</b>
Mobile Dash Mount Installation – Passenger Vehicle	8	\$
Mobile Trunk Mount Installation - Fire Apparatus or Ambulance	159	\$
Mobile Trunk Mount Installation – Passenger Vehicle	171	\$
Mobile Dual Head Installation – Passenger Vehicle	3	\$
Mobile Dual Head Installation – Fire Apparatus or Ambulance	29	\$
Optional: Cost to Add Installation of GPS Antenna	1	\$
Optional: Cost to Include Installation of Ignition Sense Cable	1	\$
Optional: Cost to Install Remote Mount Radio in Boat	1	\$
Optional: Cost to Install Dash Mount Radio in Boat	1	\$

## 5.8. Other Proposal Requirements

If requirements in any part of this RFP are stated in more than one section and appear to differ, the more stringent requirement shall apply. If requirements appear to conflict it is the Vendor’s responsibility to bring these items to the attention of the District prior to the closing of the question period. Otherwise, the District shall retain the right to enforce the requirements in the manner deemed most beneficial to the District.