



## **Request for Proposals Notice to Prospective Bidders**

February 8, 2023

You are invited to review and respond to this Request for Proposal (RFP), entitled RFP MSVL-MPD-2023-001, Motorola R56 Retrofit SOW. In submitting your bid, you must comply with these instructions.

Note that all agreements entered into with the City of Marysville will include by reference General Terms and Conditions that may be viewed and downloaded at Internet site:

<https://www.marysville.ca.us/bids-rfps>

If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of City Clerk, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Nicole Moe, City Clerk  
526 C Street, Marysville, CA 95901  
530-749-3901  
nmoe@marysville.ca.us

Please note that no *verbal* information given will be binding upon the City unless such information is issued in writing as an official addendum.

Christian S. Sachs, Chief of Police  
Police Department

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\*\*These documents are not required with the bid package but are required upon award of the contract.

**A) Purpose and Description of Product**

The City of Marysville has the need to have five (5) locations within the Marysville Police Department to have all necessary wiring for the Communications brought up to R56 standards. This project will coincide with the Motorola Radio System upgrades; time frames of this job will need to be coordinated with our contractors on the original Radio Systems project. The City of Marysville encourages all interested parties to schedule a job walk of the locations and parameters of each location with Sutter Buttes Communications. Please contact Jim Anderson at: [janderson@sutterbuttescomm.com](mailto:janderson@sutterbuttescomm.com) for possible dates and times.

Your participation in the Marysville competitive bidding process is encouraged and appreciated.

**B) Bidder Minimum Qualifications**

All Contractors bidding for this job will need to possess a valid Class C-10 California Contractors License along with a Business License within the City of Marysville, upon award of the project.

**C) Bid Requirements and Information**

RFP Process Dates:

<u>Event</u>	<u>Date</u>
RFP available to prospective bidders	Thursday, February 9, 2023
Job Walk	To be scheduled with Sutter Buttes Communication, Inc. – schedule with Jim Anderson directly at: <a href="mailto:janderson@sutterbuttescomm.com">janderson@sutterbuttescomm.com</a>
Final Date for Bid Submission	Thursday, March 9, 2023 at 2:30pm
Bid Opening	Thursday, March 9, 2023 at 2:30pm
Anticipated Notice of Intent to Award	Thursday, March 23, 2023, via email

**D) Bid Specification**

The New Proposed Motorola Radio System requires that Marysville PD equipment locations be brought up to Motorola R56 Standards. Motorola R56 has specific requirements for ground conductor size (depending on length), connection types allowed, and buss bar specifics. Pertinent Motorola R56 excerpts can be requested from the contact below. There are 5 areas of the building that need to be upgraded. These areas are as follows:

1. Dispatch Room
2. Radio Room #1
3. Radio Room #2
4. Basement Telco closet
5. Radio Tower (on roof)

Contact: Nicole Moe, City Clerk – [nmoe@marysville.ca.us](mailto:nmoe@marysville.ca.us)

## **Specific Requirements**

### **Location Specifications:**

- 1) Location 1-5 will need a 4"x12"x1/4" copper ground buss bar suitable for 2-hole high compression lugs. The placement of these will be agreed upon between the customer and contractor.
- 2) Main ground conductor shall be sized according to the Motorola R56 specification and supported at a minimum of every 3ft. Buss bars cannot be "daisy chained" and will require a continuous conductor to ground. A "branch" is permitted to make connection to a buss bar. See specifics below.
- 3) Exterior connections require 12-ton irreversible compression or cad weld connections. Any interior "branch" of the main ground conductor between the locations will need to be a 12-ton c-tap.
- 4) Location 5 will require a new ground conductor (after the existing is removed), sized according to R56, that does NOT lead into the building and does NOT connect to ground using locations 1-4 as a path.
- 5) Main electrical distribution is located adjacent to location 4.

### **Possible Additional Work:**

- 1) In addition to the Motorola R56 compliant grounding additions, some additional electrical outlets will need to be installed.
- 2) Location 1 will require 6 additional dedicated duplex 20A receptacles. 2 circuits per workstation.
- 3) Locations 2/3 will require 4 additional dedicated 30A twist lock 120v receptacles.

### **Duties of Contractor:**

- 1) The contractor is required to provide all materials associated with this specification. All ground additions will need a measured resistance of 8 ohms or less. Additional ground rods may be required to meet this requirement.
- 2) The Contractor shall be responsible for maintaining a clean, clear and obstruction free work zone as the location will be occupied by City Staff.
- 3) The Contractor shall also be responsible for the clearing and destruction and/or removal of any replaced, damaged, or no longer needed equipment.

## **E) Submission of Bid**

Bid Submissions shall comply with applicable provisions of the Government Code of the State of California and with the following:

- a) All bids must be submitted under **sealed** cover and sent to City of Marysville by dates and times shown in Section C, Bid Requirements, and Information, Item 1) RFP Process Dates, (page 3). The sealed cover must be plainly marked with the RFP number and title, must show your company name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

RFP MSVL-MPD-2023-001

Motorola R56 RETROFIT SOW  
City of Marysville  
526 C Street, Marysville, CA 95901  
DO NOT OPEN

Bids not submitted under sealed cover may be rejected. A minimum of 3 copies of the bid, plus original bid, must be submitted.

- b) All bids shall include the documents identified in Section E, Required Attachment Checklist (see page #8). Bids not including the proper "required attachments" shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.
- c) All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm.
- d) Cost Proposal (page #11), shall be in a separate envelope, adhered to the bid package with all remaining requirements to meet the responsible, responsive bidder expectation.
- e) Mail or deliver bids to the following address:

U.S. Postal Service Deliveries and Hand Deliveries  
(UPS, Express Mail, Federal Express)

City of Marysville  
ATTN: Nicole Moe, City Clerk  
526 C Street  
Marysville, CA 95901  
DO NOT OPEN

- f) Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.
- g) A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The City may reject any or all bids and may waive an immaterial deviation in a bid. The City's waiver of an immaterial deviation shall in no way modify the FRP document or excuse the bidder from full compliance with all requirements if awarded the agreement.
- h) Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to the City of Marysville.
- i) An individual who is authorized to bind the bidder contractually shall sign the Bidder Certification Sheet, page #9. The signature should indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.
- j) A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.

- k) A bidder may withdraw its bid by submitting a written withdrawal request to the City Clerk, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.
- l) The awarding agency may modify the RFP prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.
- m) The awarding agency reserves the right to reject all bids. The agency is not required to award an agreement.
- n) Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the RFP requirements.
- o) Where applicable, bidder should carefully examine work sites and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- p) The City does not accept alternate contract language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected. The City's Terms and Conditions are not negotiable.
- q) No oral understanding or agreement shall be binding on either party.

## **F) Evaluation and Selection**

- a) At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b) Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, will be rejected.
- c) The final selection will be made to the lowest monetary responsible proposer achieving a passing score, after final review of the technical and administrative requirements.

### **Phase I**

This phase consists of publicly opening and evaluating the sealed cost bids of responsive bidders.

The sealed envelopes containing the bid price and cost information for the bids that meet the format requirements and standards shall then be publicly opened and read. The agreement will be awarded to the initially apparent, lowest responsible bidder meeting the requirements outlined in this RFP.

### **Phase II**

This phase consists of evaluation of responsible bidder. All attachments and documentation required will be on a pass-fail evaluation. Contents must meet the expectations set before in this RFP.

## **G) Award and Protest**

- a) Whenever an agreement is awarded under a procedure, which provides for competitive bidding, but the agreement is not to be awarded to the low bidder, the low bidder shall be notified electronic mail, postal delivery, or delivery five (5) working days prior to the award of the agreement.
- b) Upon written request by any bidder, notice of the proposed award shall be posted in a public place in the office of the awarding agency at least five (5) working days prior to awarding the agreement.
- c) If any bidder, prior to the award of agreement, files a written protest with the City of Marysville, 526 C Street, Marysville, CA 95901, City Clerk, on the grounds that the (protesting) bidder is the lowest responsive responsible bidder, the agreement shall not be awarded until either the protest has been withdrawn or the City Clerk has decided the matter.
- d) The City Clerk shall issue a written decision within ten (10) business days after receipt of the protest. Before issuing a written decision, the City Clerk will discuss all protests and appeals with City of Marysville Counsel.
- e) In the event bidder is not satisfied with the results of the protest, the City Clerk will schedule an appeal for hearing by the City Council at a regularly scheduled meeting within twenty (20) business days from the date of the receipt appeal. The decision of the City Council is final.

## **H) Disposition of Bids**

- a) Upon bid opening, all documents submitted in response to this RFP will become the property of the City of Marysville and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Bid packages other than originals, may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

## **I) Agreement Execution and Performance**

- a) Delivery shall be no later than 60 days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to deliver systems at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the City for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

## **J) Required Attachments**

Refer to the following page for the required attachments to qualify as a responsive bidder.

**ATTACHMENT 1**

**REQUIRED ATTACHMENT CHECK LIST**

A complete bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the City. For your bid to be responsive, all required attachments must be returned. This checklist should be returned with your bid package also.

<b><u>Attachment</u></b>	<b><u>Attachment Name/Description</u></b>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Bid/Bidder Certification Sheet
_____ Attachment 3	Cost Sheet (separate envelop)
_____ Attachment 4	Drug-Free Work Place Certification (Gov. Code 8355)
_____ Attachment 5	Workers' Compensation Certification (Lab. Code Section 1861)
_____ Attachment 6	Insurance Requirements
_____ Attachment 7	Non-Collusion Declaration (PCC 7106)
_____	Bidder Reference Letters (3)
_____	License/Insurance/Bonding

Please initial all addenda received below:

Addendum 1 \_\_\_\_\_

Addendum 2 \_\_\_\_\_

Addendum 3 \_\_\_\_\_

Addendum 4 \_\_\_\_\_



## ATTACHMENT 2

### BIDDER STATEMENT

This Bidder Statement must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The bid must be transmitted in a sealed envelope in accordance with RFP instructions.

- A. Our all-inclusive bid is submitted as detailed in Attachment 3, Cost Sheet.
- B. All required attachments are included with this certification sheet.
- C. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals if goals are included in accordance with the California Department of General Services DVBE participation requirement guidelines.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

*An Unsigned Bid/Bidder Certification Sheet May Be Cause For Rejection*

1. Company Name	2. Telephone Number (    )	2a. Fax Number (    )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. <b>Signature</b>	13. Date	
Date application was submitted to the City of Marysville:		

## Completion Instructions for Bidder Statement

Complete the numbered items on the Bidder Statement by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.

**ATTACHMENT 3**

COST SHEET

<b>Item #</b>	<b>Description</b>	<b>Price</b>
1.	<b>Labor</b>	_____
2.	<b>Equipment</b>	_____
3.	<b>Additional Costs (please describe):</b>	_____
	_____	
	_____	
<b>Total Project Cost:</b>		<b>\$ _____</b>

The estimated number of systems indicated above will be used solely for computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. However, the actual costs quoted above by the bidder shall be binding for the term of the Agreement.

Billing cycle:

Monthly       Quarterly       Semi-Annually       Annually

**Note:** All services performed are paid in arrears according to billing cycle indicated above.

**ATTACHMENT 4**  
**DRUG FREE WORKPLACE CERTIFICATION**

Pursuant to Government Code 8355, any persons or entities awarded a contract for services from any state agency and sub-divisions herein, shall certify a drug free workplace by doing the following:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specify the actions that will be taken against employees for violations of the prohibition.

Establish a drug-free awareness program to inform employees about the following:

1. Dangers of drug abuse in the workplace
2. Person or entity's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employee assistance programs.
4. Awareness of penalties that may be imposed upon employees for drug abuse violations.

Requiring that each employee engaged in the performance of the contract be given a copy of the aforementioned statement required, as a condition of employment, and employee agrees to abide by the terms stated.

Therefore, persons of entities shall comply with the Government Code, and make good faith efforts to continue to maintain a drug-free workplace through the duration of the contract. Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the regulations of Government Code 8355, as stated above?

( ) YES

( ) NO

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this certification is executed on \_\_\_\_\_, 2023 at \_\_\_\_\_(City), \_\_\_\_\_ (State).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT 5**  
**WORKERS' COMPENSATION CERTIFICATION**

Pursuant to California Labor Code 1861, each contractor to whom a public works contract is awarded, shall sign and file with the awarding body the following certification, in addition to remittance of insurance certification.

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

With submission of the bid, I certify awareness of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



I attest, that if I do not have the aforementioned Insurance limits currently, I will get these coverages if awarded the project, at no additional costs to the City of Marysville, and provide a Certificate of Insurance by the start date of this project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT 7**  
**NON-COLLUSION DECLARATION**

Pursuant to PCC 7106, this declaration shall be executed by the contractor and submitted with complete bid. This must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The proposal must be transmitted in a sealed envelope in accordance with solicitation instructions.

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agree with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly, or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_, 2023 at \_\_\_\_\_(City), \_\_\_\_\_ (State).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_



### **Note to Awarding Agency preparing this RFP**

After all negotiations, City of Marysville will write the final, binding Contract and provide two copies for all parties to sign. One copy will be provided to the Contractor. The Sample Standard Agreement is provided on the City's website through the link below:

[www.cityofmarysville.ca.us](http://www.cityofmarysville.ca.us)

This agreement contains standard City terms and conditions. As stated, final terms and conditions will be negotiated and in contract after awarding the lowest responsible bidder.