

**REQUEST FOR PROPOSAL
FOR
RADIOS AND RELATED EQUIPMENT
FOR
VILLAGE OF BROADVIEW
VILLAGE OF SCHILLER PARK
VILLAGE OF ELMWOOD PARK
VILLAGE OF RIVER GROVE
VILLAGE OF ROSEMONT
LEYDEN FIRE PROTECTION DISTRICT
VILLAGE OF WESTCHESTER
NORWOOD PARK FIRE PROTECTION DISTRICT
VILLAGE OF MAYWOOD**

Sealed proposals must be received no later than:

March 15th, 2024 @ 1700 Hours

Deliver proposal to:

Matthew Martin, Deputy Fire Chief

mmartin@broadview-il.gov

Broadview Fire Department

2400 South 25th Avenue, Broadview, IL 60155

**BID OPENING WILL BE ON MARCH 21, 2024 at 1000 hours at the Broadview Village Hall
located at 2350 S 25th Avenue, Broadview, IL 60155.**

I. INTRODUCTION

Notice is hereby given that, on behalf of the fire departments of the Village of Broadview, the Village of Schiller Park, the Village of Elmwood Park, the Village of River Grove, the Village of Rosemont, the Leyden Fire Protection District, the Village of Westchester, the Norwood Park Fire Protection District, and the Village of Maywood (collectively, the "Departments"), jointly and cooperatively, invite proposals for the purchase of Radios and related Equipment, after successfully being awarded for a FEMA AFG grant.

Please deliver **sealed** proposals to the Village of Broadview Fire Department (the "Broadview Fire Department") as detailed above indicated on the cover page on or before day, month, date, time. It is the sole responsibility of the proposing firm to ensure that proposals are received prior to the closing time as late proposals will not be accepted. All proposals will be dated and time stamped upon receipt.

All proposals must contain three complete copies of the proposal and the required documents.

II. CONTACTS

All communication from prospective proposers regarding the RFP must be submitted in writing by email to Matthew Martin mmartin@broadview-il.gov, Deputy Fire Chief, Broadview Fire Department. Communication by telephone or in person will not be accepted. Attempts by or on behalf of a prospective or existing vendor to contact or to influence any member of the selection committee with the Departments regarding the acceptance of a proposal may lead to elimination of that vendor from further consideration.

III. SELECTION PROCESS

The Departments will review all proposals received as part of a structured evaluation process. The sole purpose of the proposal evaluation process is to determine which solution best meets the Departments' needs. The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best solution and implementation approach for the Departments current and future needs.

A review committee for the Departments will evaluate all responses to the RFP that meet the submittal requirements and deadline. Submittals that do not meet the requirements or deadline will not be considered.

IV. AWARD OF CONTRACT

The Departments reserve the right to reject any and all proposals, to contract work with whomever and in whatever manner the Departments decide, to abandon the work entirely and to waive any informality or non-substantive irregularity as the interest of the Departments may require and to be the sole judge of selection process. The Departments also reserves the right to negotiate separately in any manner to serve the best interest of the Departments. The Departments retain the right at its sole discretion to select a successful vendor.

V. SELECTION CRITERIA

Proposals will be evaluated and ranked based on the following criteria described below:

1. Overall Equipment Functionality

- Technical components of the equipment as required by the Departments (see below)
- Capability and functionality of each proposed operational feature

2. Delivery Plan

- Proposer's commitment to prompt delivery and training
- Feasibility and timeliness of delivery schedule
- Level of assistance to be provided to the Departments by the proposer during transition of former units to the newly acquired units

3. Training

- On-site training provided immediately after purchase
- Proposer's willingness to offer future training, as needed
- Quality of initial and ongoing training

4. Ongoing Maintenance and Support

- Proposer's capabilities and experience in providing maintenance service
- Average response time, locality and number of trained technicians, support tools, and any other information to provide and understanding of proposer's maintenance program
- Experience and technical expertise of proposer's staff
- Quality of ongoing maintenance and support

5. References

- Proposer's demonstrated ability to successfully provide comparable equipment described in this RFP, in other municipal, county or fire district environments. To be considered proposer shall have served as either the sole service provider or the prime proposer in successful supplying of equipment to other municipalities, counties, or fire districts.
- Comparable Supply of Radios and related equipment

6. Cost

- Projected cost of ownership of equipment
- Projected training and maintenance costs

7. Warranty

- Meets and/or exceeds the minimum warranty requirements as specified under the Equipment Specifications section.

VI. SUBMITTAL REQUIREMENTS

So that competing proposals can be compared equally, proposers must assemble their proposals in strict adherence to the layout requirements. Proposers are cautioned that failure to follow all proposal layout requirements may result in disqualification without review. However, proposals may include additional/supplemental materials as attachments or in narrative format so long as they are provided in the back of the proposal as “supplemental information”. Responses must include the original question from the RFP.

Proposers must use the structure of this document to answer all questions directly. When responding to questions, proposers must place their responses in the area provided, or directly under the section/paragraph that contains the informational statement, question or requirement to which they are responding to.

Each proposer is required to submit the proposal as a single compiled PDF by **March 15th 2024 @ 1700 Hours**.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. The proposal should be organized into the following major sections and in the following order:

Each proposal shall consist of the following sections:

1. Proposer checklist (Attachment A)

This checklist has been provided to assist proposers in complying with RFP requirements. Each item on the checklist must be included with the proposal and shall be cross-referenced to the proposal page where the item is located.

2. Proposer Background Information (Attachment B)

All pages in this section must be completed and submitted on the form provided or its copy. Failure to fully and accurately complete the form may result in proposal rejection.

3. Signature Page (Attachment C)

An individual authorized to make financial commitments on behalf of the proposer shall sign the proposal.

4. Pricing Page (Attachment D)

Proposer shall itemize the cost to the Departments for all system components or modules and shall include all required services, installation, manuals, documentation, training related expenses and materials to be provided in connection with the proposed system. A narrative may be attached to clarify any cost data submitted.

Proposer’s costs for proposal preparation, and insurance, and shipping and handling shall not be included on the Cost sheets. These are the proposer’s responsibility.

5. General Description of the Proposed Radios/Equipment (Attachment E)

Proposer shall provide a narrative description of the overall operational characteristics of the proposed radios and related equipment. Proposers are encouraged to elaborate in this

section on any generic features of the proposed equipment which apply to all or most of the general specifications for the system.

6. Delivery Plan (Attachment F)

Proposer shall provide a narrative that describes a recommended delivery plan that the proposer perceives to be the most timely and appropriate for the Departments, given the scope of the proposal and other factors that the proposer deems relevant.

8. Training Plan (Attachment F)

Proposer shall provide a narrative that describes a recommended training plan for the Departments. This plan shall include training provided immediately after equipment delivery as well as ongoing support. The narrative shall include:

- a. List of all on-site training to be provided by the proposer for the Departments following delivery, the recommended number of attendees, number of hours to complete each training session, and the cost. If any, of each training session.
- b. List of recommended ongoing training available after the product has been delivered, and the cost, if any, of each training session. Should the cost of any proposer-provided training be in the form of an hourly rate, the rate shall remain firm for a period of one (1) year from the contract execution date. and shall not be increased more than 3% per year in subsequent years without written agreement of the Parties.

9. Documentation (Attachment G)

Proposer shall attach a list of documentation (i.e. manuals, specification sheet, etc.) that will be provided for the equipment.

10. Maintenance During Warranty Period (Attachment H)

Proposer shall attach a narrative describing a proposed maintenance plan during the 5 year warranty period, which is effective at the final equipment delivery, including terms and conditions, coverage hours, and any associated costs for such maintenance during warranty.

11. Ongoing Maintenance and Support, Trade-In (Attachment H)

Proposer shall attach a narrative that describes proposer's capacity and availability to meet the Departments ongoing need for technical problem resolution and support for the radios and equipment.

- a. Any maintenance agreements provided by the proposer, including all services provided.
- b. Proposer's toll free support line, including hours of available time and days available.
- c. Location from which service to the Departments will originate.
- d. Average response time
- e. Number of trained technicians.
- f. List trade in values for current department radios, if applicable.

12. Attachments (Additional to be provided by proposer)

Proposer shall include the following attachments with the proposal:

- a. Specification sheets- Proposer shall attach specification sheets for all equipment being proposed. Failure to provide specification sheets may result in proposal rejection.
- b. Exceptions- An explanation of exceptions. If any, proposer takes to the specifications, terms and conditions set forth in the RFP
- c. Proposers Contract- A copy of proposer's contract, if applicable, or other documents which the Departments will be required to execute prior to proposers delivery of the equipment described in this RFP. Please note that the Departments reserve the right to negotiate the terms and conditions of any agreement or contract or otherwise between the parties.

- d. Additional information- proposer may attach any additional information that will assist the Departments in evaluating the proposal.

In addition to the above requirements, each proposer shall include a lead sheet or a cover sheet that states the name of their company and the amount or amounts the proposer intends to charge for each component of the proposal.

VII. RESERVATION OF RIGHTS

The Departments reserve the right to select the proposal which in its sole judgement best meets the needs of the Departments. The lowest proposal cost will not be the sole criterion for recommending the contract award. The recommended selection of the evaluation committee is final and subject only to review and final approval by the Fire Chiefs or their designee.

The Departments reserve the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the Departments to be in the Departments best interest. The Departments reserve the right to retain all accepted proposals, including proprietary documentation. Regardless of which proposal is selected. No proposals will be returned to the vendors.

The Departments reserve the right to request any supplemental information it deems necessary to evaluate proposers experience or qualifications. This may include supplemental financial information, additional interview(s), and/or additional presentation by the proposer.

The Departments reserve the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, the Departments reserve the right to delete or add functionality (i.e. modules and components) until the final contract signing.

The Departments reserve the right to cancel, in part or in its entirety, this RFP, including, but not limited to: selection schedule, submittal date, and submittal requirements. If the Departments cancel or revise this RFP, all proposals will be notified in writing by the Departments.

The Departments reserves the right, in its sole discretion, to reject any and all proposals and to waive informalities and minor irregularities in any proposal received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the Departments. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

The Departments shall not be liable for any pre-contractual expenses incurred by prospective vendors or selected contractors, including but not limited to cost incurred in the preparation or submission of proposals. The Departments shall be held harmless, and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, a person or organization responding to this RFP.

If the successful proposer defaults, the Departments may award this RFP to the next best proposal and may recover the loss occasioned by the successful proposer against a surety bond, if any, or by suit against the successful proposer.

The Departments reserve the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If the Departments cancel or revises the RFP, all interested firms will be notified.

All proposals submitted in response to this RFP become the property of the Departments and public records and, as such, may be subject to public review under the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

VIII. SPECIFICATIONS

Below are the equipment requirements for the radios, programming, and delivery. All proposals are eligible for consideration if fully P25 compliant. Proposals that do not meet the requirements will be deemed ineligible.

Portable Radios:

Series	Manufacturer	Description
APX8000XE	Motorola Solutions	P25 compliant - VHF/UHF/700/800 capabilities, including programming and delivery
APXNEXT XE	Motorola Solutions	P25 compliant – All Band Smart Radio, including programming and delivery

Mobile Radios:

Series	Manufacturer	Description
APX 8500	Motorola Solutions	Mobile Radio – Dash Mount E5 – P25 Compliant, including programming and delivery
APX8500	Motorola Solutions	Mobile Radio – Remote Mount E5 – P25 Compliant, including programming and delivery
APX8500	Motorola Solutions	Mobile Radio – Dual Head E5 – P25 Compliant, including programming and delivery

Radio Software Subscription Service:

Series	Manufacturer	Description
APXNEXT XE	Motorola Solutions	2 year software subscription for APX NEXT

IX. COMPLIANCE WITH LAWS

If awarded, the proposer shall agree to comply with all applicable laws and regulations governing municipalities, fire protection districts, and the usage of federal grant money, where applicable. This shall include, but not be limited to, compliance with the following laws:

1. Proposer shall comply with and make available any and all records related to this matter in compliance with the Illinois Local Records Act, 50 ILCS 205, et seq., as amended, and the Freedom of Information Act, 5 ILCS 140, et seq., as amended.
2. Proposer shall comply with the Prevailing Wage Act, 820 ILCS 130/0.01, et seq., as amended, to the extent required by law.
3. Proposer will be required to disclose any lobbying efforts made by them or on their behalf as required by Standard Form-LL, "Disclosure Form to Report Lobbying" and they shall disclose if any lobbying activities if any funds other than Federal appropriated funds have been paid or will be paid by the proposer to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement and the proposer shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
4. Proposer shall certify that, pursuant to 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000, they that none of the proposer's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
5. Proposer agrees to comply with the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq., to the extent applicable.
6. Proposer agrees to comply with the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq., to the extent applicable.

[Remainder of page left intentionally blank]

This checklist has been provided to assist the proposer in complying with RFP requirements. All items listed must be included with the proposal. To assist in the proposal evaluation, proposer shall cross-reference the required items with the applicable page in the proposal.

Item	Format	Page No.
<input type="checkbox"/> Proposer Checklist	Attachment A	_____
<input type="checkbox"/> Proposer Background Information	Attachment B	_____
<input type="checkbox"/> Signature Page	Attachment C	_____
<input type="checkbox"/> Pricing Page	Attachment D	_____
<input type="checkbox"/> General Description of Equipment	Attachment E	_____
<input type="checkbox"/> Delivery Plan	Attachment F	_____
<input type="checkbox"/> Training Plan	Attachment F	_____
<input type="checkbox"/> Documentation	Attachment G	_____
<input type="checkbox"/> Maintenance During Warranty Period	Attachment H	_____
<input type="checkbox"/> Ongoing Maintenance and Support	Attachment H	_____
<input type="checkbox"/> Specification Sheet	Attachment	_____
<input type="checkbox"/> List of Exceptions (if applicable)	Attachment	_____
<input type="checkbox"/> Proposer's Contract (if applicable)	Attachment	_____
<input type="checkbox"/> Additional Information (if applicable)	Attachment	_____

A. Company Information

Company Name: _____

Local Address: _____

Telephone Number: _____

Fax Number: _____

Headquarters: _____

Address: _____

Telephone No: _____

Fax Number: _____

Contact Person: _____

Title: _____

Location: _____

Telephone No: _____

Fax Number: _____

Email Address: _____

B. Company Background

1. How many years has the company actively participated in supplying equipment similar to the Radios and other equipment specified in this RFP? _____ Years

2. Location of office from which service will be provided to the Departments:

3. How many years has the office which will service the Departments been open?

_____ Years

4. How many employees does the company have:

Nationwide: _____ Employees

Office Servicing the Depts: _____ Employees

Service/Technical Personnel: _____ Employees

Total number of current clients: _____ Clients

C. References

Complete the following information for a minimum of three (3) municipal, counties, or fire district organizations for which the proposer has supplied comparable equipment. Proposer's role in the supplying must have been either a prime contractor or the sole service provider. References may or may not be reviewed or contacted at the discretion of the Departments. The Departments reserve the right to contact references other than, and /or in addition to, those provided by proposers.

Reference 1

Entity Name: _____
Address: _____
Contact: _____
Title: _____
Telephone Number: _____
Size of Fire Department: _____
General Description of Equipment Supplied: _____
Proposer's Role in Supplying: _____
Installation Date: _____

Reference 2

Entity Name: _____
Address: _____
Contact: _____
Title: _____
Telephone Number: _____
Size of Fire Department: _____
General Description of Equipment Supplied: _____
Proposer's Role in Supplying: _____
Installation Date: _____

Reference 3

Entity Name: _____
Address: _____
Contact: _____
Title: _____
Telephone Number: _____
Size of Fire Department: _____
General Description of Equipment Supplied: _____
Proposer's Role in Supplying: _____
Installation Date: _____

Proposal Submitted by:

Company _____

Address _____

Signature of Authorized Representative

Print or Type Above Name and Title

Date

Telephone

Addendum Receipt

The receipt of the following addenda to the specifications, if issued, is hereby acknowledged:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

1. Radios and Other Equipment

Proposers shall list pricing for each unit of equipment listed below, and the grand total of all items combined.

Item	Quantity	Cost/Unit \$	Total Cost \$
Portable Radios – APX8000 XE	190		
Portable Radios – APXNEXT XE	50		
Mobile Radios - APX8500 Dash mount E5	56		
Mobile Radios - APX8500 Remote Mount E5	16		
Mobile Radios - APX8500 Dual Head E5	16		
Additional Software	1		
Total			

2. Other costs not listed above (i.e. Mobile Installation, chargers etc.)

- a. Cost to Program and Test, ensuring operation \$ _____
- b. Delivery \$ _____

DELIVERY PLAN

TRAINING PLAN

List of documents to be provided with each equipment item:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

MAINTENANCE DURING WARRANTY PERIOD

ONGOING MAINTENANCE AND SUPPORT, TRADE-IN

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