

REQUEST FOR QUOTES

RADIO INSTALL



March 29, 2018



2222 Cuming Street, Omaha, Nebraska 68102-4392
(402) -341-0800 ☎ Fax (402)-342-0949 ☎ TDD: 4(402)-341-0807

Operated by Transit Authority of the City of Omaha

March 29, 2018

**RE: Radio Install
Project No NE-57-X010 - Specification No. 05-17**

Dear Sir or Madam:

The Transit Authority of the City of Omaha d/b/a Metro hereby notifies the general public of its intent to request quotes for installing radios in our mass transit and support vehicle fleets. This quote is for the installation of 142 radios into Metro fleet vehicles. (See Pricing Schedule)

The Request for Quotes (RFQ) document is available on Metro's website at <http://www.ometro.com/corporate/contracting-opportunities>. Attachments are listed on the same page.

Firms wishing to receive a hard copy of the RFQ document by postal mail should contact the Grant Administrator at 402-341-7560 Ext: 2601 or jrumery@ometro.com.

The project may be funded in part with Federal Transit Administration (FTA) funds to which various rules and regulations shall apply. Federal Clauses will apply to this project. Clauses may be found at: <http://www.ometro.com/index.php/corporate/contracting-opportunities/>

Quotes are due on or before 4:00 pm., Central Time, Friday, April 11, 2018

If your firm will not be participating in this procurement, please advise Metro as such.

You may contact me at jrumery@ometro.com or 402 341-7560 Ext: 2601, should you have questions or require additional information.

Sincerely,

Jeffrey Rumery
Grant Administrator

GENERAL INFORMATION

1. Upon delivery to Metro of a duly executed written notice, quotes may be withdrawn at any time prior to the designated deadline for receiving the quotes.
2. Unless the quote is formally withdrawn, it shall be deemed open for acceptance until a Purchase Order or Contract has been executed, or until Metro manifests that it does not intend to accept the quotes.
3. Metro reserved the right in its discretion to: amend the Request for Quotes at any time prior to the due date by Addendum; reject all quotes; to waive minor irregularities contained in any quotes; rely upon information obtained through its own investigation of the vendor or its quote or that of any department, agency or any other appropriate governmental entity; and withdraw the Request for Quotes at any time, including after the due date, without awarding a contract; and to award a contract to other than the lowest bidder if it furthers an objective consistent with 49 U.S.C. Chapter 53. Metro will only award a contract to a vendor that is determined to be responsible and possesses the ability, willingness, and integrity to perform successfully under the terms of the contract.
4. The Contract Documents shall mean and include: the RFQ; the quote, including any permitted or negotiated modifications/amendments thereto; the executed Pricing Schedule; any executed Certification required by the Contract award; evidence of insurance; any separate written agreements between Metro and the bidder related to the Project or the Work, including, if required, a duly executed and completed contract; any other material or document designated by Metro as a Contract Document.
5. By submitting quote, vendor guarantees to Metro all services performed in the course of this contract will comply with all local, state and federal statutes and regulations.
6. Vendor employees entering and working in Metro facilities are required to confirm with Metro safety and health standards. All Metro buildings are tobacco free, including vaporizers.
7. Vendor shall preform all work as to not damage Metro property or grounds. Vendor shall repair all damage caused by the vendor to the satisfaction of Metro at no cost to Metro. Vendor shall obtain and maintain Worker's Compensation Insurance for all employees covered under this RFQ.
8. All vendor employees operating motor vehicles in the execution of the prescribed work in this RFQ will obtain and maintain a valid, state issued motor vehicle licenses. Vendor employees will carry licenses upon their person during the execution of the work prescribed in this RFQ.
9. The information in this RFQ in no way creates an agency/agent relationship. All Employees of the vendor will be considered contract labor to Metro and no formal employment relationship between Metro and vendor employees exists.

Notification of Federal Participation: This project is financed in part by the Federal Transit Authority (FTA). Accordingly, federal contract standard conditions and requirements apply to this project. In the event any of these federal contract requirements are revised during the below solicitation schedule, such revision shall be incorporated therein.

The issuance of this RFQ, and Metro's acceptance of any and all responses, shall not constitute any implied or express agreement. Metro makes no guarantee that any contract will be awarded as a result of this RFQ.

HOW TO SUBMIT YOUR QUOTE

Quoted price should include delivery, including all shipping and handling fees and charges, and installation and training. Quoted price should not include federal, state or local taxes. Metro is tax exempt and will furnish a tax exempt certificate upon request.

Take the steps below to submit your quote:

1. Locate
 - a. PRICING SCHEDULE
 - b. BIDDERS LIST DATA FORM
2. Double check:
 - Dates
 - Signatures
 - Additional ancillary equipment information
 - Quantities and/or monetary values
 - Executed Federal Clauses
 - Request for Clarification/Addendum
3. Metro prefers your quote be submitted electronically to procurement@ometro.com. If you are not able to submit it via email you can:
 - Mail it to:
 - Mail or hand deliver to:
Grant Administrator
 - Metro: SPEC: 05-17 RADIO INSTALL
 - 2222 Cuming St.
 - Omaha NE 68102
4. Due Date (regardless of submission method): **on or before 4:00 pm., Central Time, Friday April 11, 2018.**
5. Confirm Metro's receipt by contacting the Grant Administrator at jrumery@ometro.com or (402) 341-7560 ext. 2601.

PROCUREMENT SCHEDULE

The following is a **tentative** schedule for the Request for Quotes process:

Distribute Request for Proposals	Wednesday March 29, 2018
Proposals Due 4:00 pm CST	Wednesday April 11, 2018
Notification of Selected Supplier/Offeror Team	Wednesday April 11, 2018
Contract Starts	TBD

ADDITIONAL INFORMATION

Metro reserves the right in its discretion to:

- amend the RFQ at any time prior to the due date by Addendum;
- Reject all responses;
- waive minor irregularities contained in any response;
- rely upon any information obtained through its own investigation of the firm or its response or that of any department, agency or any other appropriate governmental entity; and/or
- withdraw the RFQ at any time, including after the due date, without the award of a contract.

Firm may withdraw their response upon written request referencing the appropriate Project and Specification numbers. Requests for withdrawal should be addressed to the Grant Administrator prior to the closing date of the RFQ.

Modifications to submittals will be accepted and considered only if received prior to the closing date. All modifications shall clearly identify how and to what extent the response is being modified. Where appropriate, the required number of copies of substitute forms, documentation and other materials shall be included with the modification.

Only bidder staff who are on duty and working will be allowed at Metro. The bidder will be required to comply with all OSHA and Metro safety guidelines including, but not limited to; eye protection, hearing protection and wearing high visibility clothing. Metro is a tobacco free (including vaporizers) in all buildings.

ELIGIBILITY FOR AWARD

In order to be eligible for award, firms must be responsive and responsible as determined by Metro. Metro reserves the right to request additional information as needed from firms in order to assist with this determination.

INSURANCE

Metro strongly recommends that firms confer with their respective insurance carriers and/or brokers to determine in advance of submitting a response to this RFQ regarding the availability of insurance coverage.

Liability, Contractual Liability, Product Liability, and Completed Operations Liability:

\$2,000,000 General Aggregate Limit
\$1,000,000 Products/Completed Work Limit
\$1,000,000 Personal/Advertising Injury Limit
\$1,000,000 Each Occurrence Limit
\$100,000 Fire Damage Limit (any one fire)
\$5,000 Medical Payments Limit (any one person)

Business Automobile Liability Insurance:

Combined Single Limit \$1,000,000 Each Occurrence

Excess Liability, Umbrella Insurance Form:

(BI and PD combined) - \$1,000,000
Each Occurrence Limit - \$1,000,000
General Aggregate Limit - \$1,000,000
Products/Completed Work Limit - \$1,000,000

Workers Compensation and Employer's Liability:

State Statutory Limits

The Contractor may provide the limits of liability required above by a combination of the above-described policy forms. Consult your insurance agent for details.

The Contractor shall be responsible for providing Certificate of insurance to Metro.

Insurance will be placed with Nebraska admitted insurers having an AM Best & Co rating of A-VII or better.

Contractor will need to provide Certificate of Insurance and IRS W-9 Form to Metro.

SCOPE OF WORK

Metro requests quotes for the removal of old equipment and installation of new equipment in 120 vehicles.

Metro will supply radios, antennas, brackets, and handsets. Under the general supervision of the Metro Project Manager, the successful bidder will; supply all needed and necessary materials, labor and supervision to complete the project.

GENERAL NOTES

Metro and the bidder shall agree on a timetable for completion including, but not limited to, the quantity of vehicles that may be worked on at any given time. All work shall occur at the Metro facility located at 2222 Cuming Street, Omaha, NE. 68102; during normal business hours & days, unless mutually agreed upon otherwise.

Bidder shall remove old equipment as applicable from all vehicles. Care and handling of existing equipment, other than existing radio antenna cables; must be maintained as Metro is retaining all removed items.

Quoted price shall not include federal, state and local taxes. Metro is tax exempt and shall furnish a tax exempt certificate upon request.

- Installation instructions for;
 - Tait-Harris radio, antenna and antenna base,
 - Radio, Model # Mobile, XG-25M, 700/800 MHZ, 35W, Part Number: DM-M78B,
 - Handset – Audio Sears, Audio Sears Handset with Cradle Assembly and Cords, Part Number: 061917BVP
 - Antenna, Element, 700/800 MHZ 2dB Low Profile, Part Number: AN-225001-004,
 - Antenna, Base, Standard Roof Mount, Part Number: AN-125001-001,
 - Clean and prepare area for equipment to be installed,
 - Make all necessary connections for operational use. Bidder will supply antenna cable and connective ends. Use existing antenna cable conduit as applicable,
 - Cable will be run inside body panel of vehicle and will remain covered and concealed until needed to protrude to connect to radio,
 - Ensure all connections are water and weather proof, with no leaks around any exterior body penetrations.
 - Wire new power to the radio from the closest existing power source (If applicable, wire will be provided by bidder,
 - Attach all cable to components,
 - Mount handset (location TBD by Metro, generally same as existing location except, 5 Paratransit cars, which will have remote head, trunk mounted radios installed. Case supplied by Metro but installed by bidder),
 - Attach bracketing and securement device to hold the radio and handset in place,
 - Install covert alarm button in the driver area and wire to radio,
 - Verify radio powers up.
 - Radios will be flashed and ready to install

Note:

- 1) Metro will facilitate the programming (also known as flashing) of radios, in conjunction with Douglas County 911. Metro will coordinate the schedule of flashing, so the contractor has available radios to install.

PRICING SCHEDULE

Project: RADIO INSTALL

Date _____

Project No. NE-57-X010

Specification No. 05-17

The undersigned hereby agrees to perform the Scope of Work in accordance with the Request for Quotes. The undersigned understands that this Offer shall be examined by Metro, that it shall not be withdrawn for sixty (60) days and that no award shall be made until all required documentation is obtained.

Metro is *exempt from payment of all federal, state and local taxes* and these shall not be included in any pricing. Metro will furnish the successful Offeror with necessary tax exempt certificates upon request.

Quantity	Description	Unit Price	Total Price
142	<ul style="list-style-type: none">• Install Tate-Harris Antenna• Install Tate-Harris Radio• Install Audio Sears Handset and Cradle	\$ _____	\$ _____

Name of Individual, Partner or Corporation

DUNS# OR TINS#

Print Name of Authorized Representative

email address

Signature of Authorized Representative

Title of Authorized Representative

Street Address/Mailing Address

Area Code & Telephone Number

Fax Number

BIDDERS LIST DATA FORM

Metro is required pursuant to 49 CFR Part 26(c) to create and maintain a comprehensive Bidders List. This Bidders List Data Form will be used to collect bidder information used to determine the relative availability of Disadvantaged Business Enterprise (DBE) and non-DBEs, and will assist with establishing Metro's annual DBE goal. Metro's Bidders List is a compilation of bidders, proposers, quoters, subcontractors, and suppliers of materials and services who have submitted bids during the advertising period of a solicitation for services and/or goods. **Please print legibly and provide the following information:**

PART A: BUSINESS DATA

1. Business Name: _____
2. Business Address: _____

3. Contact Person: _____ Title: _____
4. Phone: () _____ Fax: () _____
5. Email Address: _____
6. Is this business a certified DBE under Nebraska's Department of Roads Unified Certification Program? ___Yes ___No
7. Age of Business: _____ Years _____ Months
8. Business Annual Gross Receipts:
 < \$500,000 \$500,000 to \$1,000,000 \$1,000,000 to \$2,000,000
 \$2,000,000 to \$5,000,000 >\$5,000,000

PART B: PROJECT AND WORK DESCRIPTION

9. Project Name: _____
10. Provide a brief description of the scope of work, service, and/or materials to be performed or furnished:

11. Provide the NAICS code(s) that best defines your business: _____
12. Will the business subcontract any of work, service, and/or materials? ___Yes* ___No
(*If Yes, then the subcontractor(s) must also complete an individual Bidders List Data Form.)

PART C: SIGNATURE

The undersigned hereby declares that the information set forth on this form is current, complete and accurate.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____