

CITY OF TUTTLE REQUEST FOR PROPOSALS FOR OUTDOOR WARNING SIRENS

SECTION I – GENERAL CONDITIONS

A. PURPOSE

The City of Tuttle is issuing this Request for Proposals (RFP) to vendors for the purpose of purchasing four (4) complete outdoor warning sirens to (1) improve public safety during episodes of severe weather; and (2) meet requirements of awards received by the City and also by Grady County District #1 through the 2018 Rural Economic Action Plan (REAP) program put forth by the Association of South Central Oklahoma Governments. The City of Tuttle will be acting as purchasing agent on behalf of Grady County District #1 for this RFP.

B. INFORMATION TO VENDORS

1. The written requirements contained in this RFP shall not be changed or superseded except by written addendum from the City of Tuttle. Failure to comply with the written requirements for this RFP may result in disqualification of your submittal.
2. RFP TIMETABLE: The anticipated schedule for the RFP is as follows:

RFP Available	Tuesday, December 19, 2017
Deadline for questions to the City of Tuttle	Monday, January 22, 2018 by 5:00 PM
Deadline for Addenda posted on cityoftuttle.com	Tuesday, January 23, 2018 by 5:00 PM
Proposal Deadline	Monday, January 29, 2018, 10:00 AM, Central Standard Time

3. PROPOSAL SUBMISSION: One (1) original and three (3) copies of the complete signed submittal must be received by **Monday, January 29, 2018, by 10:00 AM, Central Standard Time**. Proposals must be submitted in a single sealed envelope stating on the outside, the vendor's name, address, and labeled "**RFP – REAP 2018 OUTDOOR WARNING SIRENS**" to:

Physical Address	Mailing Address
City of Tuttle 221 West Main Street Tuttle, OK 73089	City of Tuttle PO Box 10 Tuttle, OK 73089

Hand-deliveries, including those made by commercial delivery services, may be made ONLY between the hours of 8:00 AM and 5:00 PM CDT, Monday through Friday, excluding holidays observed by the City of Tuttle.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: Many express mail and delivery services do not guarantee overnight delivery by 10 AM to the City of Tuttle.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

4. CONTACT PERSON: Vendors are encouraged to contact **Sean Douglas, Emergency Management Director**, preferably by e-mail to **sdouglas@cityoftuttle.com** or alternately by mail to **Tuttle Emergency Management, PO Box 10, Tuttle, OK 73089**, to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via e-mail, facsimile, or mail. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other City or County employee to discuss the RFP process or RFP opportunities except (1) through the Contact Person named herein; or (2) as provided by existing work agreement(s). This policy shall be strictly enforced and the City reserves the right to reject the submittal of any vendor violating this provision.

5. EXCEPTIONS: All exceptions must be listed on a separate sheet entitled SPECIFICATION EXCEPTIONS. Each exception must be clearly documented and explained and attached to the proposals.
6. ADDITIONAL INFORMATION/ADDENDA: The City of Tuttle will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the City's website under the RFP information. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their proposals.
7. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS: Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Tuttle assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper location.
8. ACCEPTANCE OR REJECTION OF PROPOSALS: The City of Tuttle reserves the right to reject any and all proposals, to waive technicalities, irregularities, or informalities in any proposal or in the RFP procedure, when to do so would be to the advantage of the City and/or County. The City of

Tuttle reserves the right to cancel this RFP at any time. The City of Tuttle reserves the right to award contracts on the highest and best interest of the City and County.

9. MINIMUM RFP ACCEPTANCE PERIOD: Proposals shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of proposals.
10. NON-COLLUSION AFFIDAVIT: By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Tuttle or County of Grady has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

11. COST INCURRED BY VENDORS: All expenses involved with the preparation and submission of the proposal to the City of Tuttle, or any work performed in connection therewith is the responsibility of the vendor(s).
12. RFP OPENING: Proposals will be opened and read aloud publicly. A copy of the bid tabulation to the RFP may be obtained from City Clerk Wendy Marble after the RFP due date and time stated herein.
13. TAXES: Selected vendor will be provided with the City of Tuttle's Sales and Use Tax Certificate of Exemption number upon request.
14. VENDOR INFORMATION: All Vendors shall also complete and include with their proposal:
 - A. W-9
 - B. Affidavit for Payments in Excess of \$1,000
 - C. Acceptance of Conditions Form
 - D. Anti-collusion Affidavit Form
 - E. Certificate of Non-Discrimination Form

These forms are part of this RFP packet.

15. OUT-OF-STATE VENDORS: Vendors whose place of business is other than the State of Oklahoma may be required to provide copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information upon request will result in the disqualification of the vendor from submitting a proposal.

SECTION II – TECHNICAL SPECIFICATIONS

A. GENERAL

The City of Tuttle owns & operates a system of eight (8) American Signal Corporation (ASC) outdoor warning sirens that has been recently converted to two-way communications operation via a centralized control & testing feedback system. An additional two (2) ASC outdoor warning sirens are owned by the County and operated by the City as part of the system. The City intends to transition primary activation & control of the entire system to a Motorola MOTOTRBO digital channel within the next 2 years.

B. PURPOSE

This project is a joint project between the City of Tuttle & Grady County District #1. Using funds obtained through an \$85,126 award from the Association of South Central Oklahoma Governments Rural Economic Action Plan, we intend to purchase four (4) complete outdoor warning sirens to be operated as part of the existing City of Tuttle system. Two (2) of the sirens will be purchased by the City of Tuttle, and the other two (2) sirens will be purchased by Grady County District #1 with the City of Tuttle acting as their purchasing agent.

The sirens shall be installed to operate as activated as part of the current City of Tuttle outdoor warning system. The intent is to expand the system of outdoor warning sirens currently in-place to include residents immediately outside the City limits in rural Grady County and to improve outdoor warning to residents of both the City of Tuttle and Grady County during episodes of severe weather.

C. SCOPE

1. To provide pricing for all new equipment listed in Attachment A – Equipment Pricing List.
2. Proposals in excess of \$85,126 (\$42,563 per participant) **will NOT be considered.**
3. To provide all delivery, installation & configuration of all purchased equipment.
4. To test all equipment to ensure that it is working properly.
5. To provide City with copy of warranties associated with new equipment.
6. All installation, testing & sign-off must be complete by **5:00 PM Local Time, sixty (60) calendar days from the date of award (award is expected to be made Monday, February 12, 2018).**
7. To deliver two separate invoices for the equipment & installation: one to the City of Tuttle for 2 of the sirens, and one to Grady County for the other 2 sirens.

D. PROCEDURES & MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail is preferred) prior to the Deadline for Questions. Any questions received and their responses shall be communicated via Addenda if the scope specifications are to be affected and posted on the City's website (cityoftuttle.com) under the RFP information, all firms responding to this RFP should check the website before responding for any updates.
2. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Oklahoma, the United States of America and the open records policies of the City of Tuttle. All such materials shall remain the property of the City of Tuttle and will not be returned to the respondent.

3. All respondents to this RFP shall hold harmless the City of Tuttle and the County of Grady and any of their officers and employees from all suits and claims alleged to be a result of this RFP. In the event that this RFP is withdrawn for any reason, the City of Tuttle and/or the County of Grady shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
4. The RFP is subject to the laws of the State of Oklahoma and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
5. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the proposal. However, the City of Tuttle reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
6. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
7. In case of failure to deliver goods in accordance with the contract terms and conditions, the City of Tuttle, after due oral or written notice, may procure substitute goods or services from other sources and hold the vendor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Tuttle may have.
8. By submitting a proposal, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Oklahoma, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Oklahoma.
9. It is understood and agreed between the parties herein that the City of Tuttle shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
10. All employees of the selected vendor that will perform work on this project must be legally allowed to work in the State of Oklahoma and the United States of America.
11. The City reserves the right to retain any replaced equipment in whole or any part thereof.
12. The City reserves the right to subdivide any proposal into phases.

E. TECHNICAL REQUIREMENTS

1. All proposals for each line item shall present complete turn-key solutions; all equipment, materials, labor, equipment time, freight/delivery, offloading, miscellaneous hardware, cabling, software, installation, programming, tuning, optimization, testing, training, and other related costs must be included. All recurring and/or periodic licensing costs and/or maintenance costs must be clearly indicated. The selected vendor will dispose of all waste materials and leave job sites ready for immediate use upon completion of work.
2. All components shall be new and of current manufacturing design. Used, surplus, and discontinued equipment are unacceptable.

3. All work will be performed in such a manner that will not interrupt normal operations of the City.
4. All documentation and unused accessories that are packaged with the devices proposed will be provided to the City.
5. All devices proposed will include standard factory warranties or better. Proposals containing so-called "warranty-strip" devices will not be accepted.
6. Exact programming specifications and delivery locations will be provided to the selected vendor upon selection.
7. The City of Tuttle will be responsible for bringing all current licenses, registrations, and/or authorizations affected by this project current and will be responsible for obtaining any new licenses, registrations, and/or authorizations as required.
8. All proposals will include manufacturer brochures and literature including technical specifications for the equipment proposed.
9. The selected vendor will be required to perform full testing of all equipment, and correct any problems prior to sign-off.

F. SIGNAL

1. Must meet or exceed 129 dB average at 100 feet, 130 dB peak at 100 feet.
2. Must provide minimum 70 dB range of 7,500 feet over hilly terrain, 9,500 feet over average terrain, and 11,000 feet over flat terrain.
3. Minimum of 3 signals: (steady, waver & a hi/lo, fast waver or slow waver) and also cancel & growl functions. The signals must last a minimum of 3 minutes per activation.

G. EQUIPMENT

1. Electromechanical rotating siren to include full AC/DC operation, battery back-up, battery re-charger, battery heaters, batteries, all mounting hardware, all enclosures, and all communications equipment. Electronic sirens will not be considered.
2. Equipment will be mounted on a utility pole, the siren head will be positioned at the top approximately 45-50 feet above ground level (AGL).
3. All openings must be screened to block insects, dirt & debris.
4. All external enclosures must be constructed of steel or aluminum.
5. All wiring must be secured & enclosed and protected from the elements.
6. All wiring entrance-ways to enclosures will not preclude wall-mounting and will enter the enclosure from bottom.

7. All exposed metal surfaces, except stainless steel & aluminum, must be painted or otherwise properly finished.
8. Mounting bracket for siren head will be adjustable to allow mounting to differently sized poles.
9. Rotating sirens must be direct-drive with no rotation belts or chains that will stretch, break, or slip.
10. All equipment must be low-maintenance & energy efficient.
11. All equipment will be durable & will operate normally in rain, wind, and/or snow/ice, in winds up to at least 150 mph, and temperature range -20F to 140F when batteries are at 65F or higher.
12. All equipment individually and taken together as appropriate must comply with FEMA Outdoor Warning Systems Guide CPG 1-17 and also all applicable regulations (e.g., FEMA, OSHA).
13. Each siren will include proper grounding & lightning protection to help protect the siren from damage from lightning strikes and voltage transients from the commercial power system.

H. ELECTRICAL

1. 120 VAC (<40 Amps) and/or 240 VAC primary power with 48-Volt DC battery backup.
2. Battery-operated siren must be 120 VAC, 60 Hz, single-phase, 15-Amp service.
3. DC system will operate from four 12-Volt deep-cycle batteries housed in a separate weatherproof enclosure mounted on the pole so that the bottom is at least 10 feet above ground-level.
4. When operation starts, the batteries will be disconnected from the chargers and the siren will operate strictly on battery power.
5. Battery system must provide continuous full power for at least 15 minutes with full sound output.
6. Batteries will be individually charged from the control panel.
7. Charger must be able to recharge a set of fully discharged batteries within 12 hours.
8. The siren control will also provide battery back-up for the radio, decoder, and timer control units.
9. The proposal will also contain a standard 2-gang duplex 120 VAC electrical outlet (4 total receptacles) with a 15-Amp circuit breaker rated for outdoor operation inside the NEMA 4X enclosure.
10. A power-panel with breakers installed must be mounted under the meter base on the pole.
11. All electrical build-out from where the service is delivered to the pole will be part of the proposal.

I. CONTROL

1. Operation must be by manual push-button, a timer, and by radio decoder relay output.
2. Primary activation of the sirens will be via an American Signal Corporation (ASC) two-way communication & control system located in our Emergency Operations Center. This control system silently tests all sirens once per-day with feedback, allows us to perform manual silent tests individually following repairs, provides centralized audible testing & activation from our EOC, notifies us when backup battery packs need to be changed, sends alerts if the equipment is tampered with, and keeps a record of these events for our files
3. All proposed equipment must be turn-key 100% compatible with this control system. A letter from ASC certifying that the proposed equipment meets this criterion must be attached to the proposal. Your proposal indicates understanding of this requirement and acceptance of liability for any & all future costs of bringing siren equipment installed as part of this project into 100% compliance with the ASC two-way communications & control system.
4. One-way field-programmable decoder will be capable of operation using TTS radio paging. Secondary activation of the sirens will be via two-tone sequential (TTS) paging on a VHF analog repeater channel, and tertiary activation will be via TTS paging on the simplex output frequency of that VHF analog repeater channel.
5. The City operates and maintains a fleet of Motorola MOTOTRBO radios and handles all programming & configuration in-house. The City intends to transition the activation channel to a MOTOTRBO digital channel to decrease interference and increase security. To ensure no interruption of the City's ability to program, maintain & configure its radio system, and to keep all associated expenses involved with this transition as low as possible, the radio used to receive and decode activation and all other signals and commands must be 100% compatible with the equipment on the City's public-safety radio system. Therefore, the radio must be a Motorola model XPR4550 or XPR5550 mobile radio.
6. All controls will be mounted in a lockable NEMA 4X rated weatherproof enclosure mounted above or opposite the battery box. If enclosure is mounted opposite, the bottom of the enclosure must be at least 10 feet AGL.
7. Proposal will also include lockable weatherproof junction box mounted on the pole approximately 54 inches above grade connected to the siren control box with conduit. A set of 5 test buttons (one each for each for each of the 3 signals, and also growl & cancel) will be mounted inside this junction box and connected to the siren control box via a remote activation kit to allow manual operation from ground-level. This box will also include a switch that will allow disconnection of the batteries from the unit to allow complete deactivation of the unit from the ground in case of malfunction.
8. The control system must also provide local diagnostic information and activation for testing & maintenance purposes, consisting at least of communications, AC power, and rotation (as appropriate).
9. Timer shall be field-programmable that provide at least 4 signals with adjustable timers that automatically time out after the required time duration. Timer must also be capable of providing system diagnostics for the siren controls locally.

10. All software or interfaces necessary to program or configure the siren or other components of the system will be included in the proposal.

J. CITY WILL SUPPLY

1. A utility pole for each siren.
2. Electrical service (120 VAC or 240 VAC single-phase TBD) to each pole.
3. Inspection by City inspector.
4. Technical information for activation & control.

K. SHIPMENT & DELIVERY

1. Shipment (via motor freight) shall be delivered to:

**TUTTLE PUBLIC WORKS
410 WEST BOND STREET
TUTTLE, OKLAHOMA 73089**

2. Unloading, moving, and uncrating of the equipment shall be the responsibility of the vendor. Security of the equipment until sign-off will be the responsibility of the vendor.

L. INSTALLATION, START-UP & TRAINING

1. Connection
2. Training

M. AUTHORIZED SERVICE CENTER

1. The vendor shall provide with this bid the name and address of the nearest factory authorized service center. The service center must be factory authorized to perform warranty work, preventative maintenance, and on-going service. Sales offices without factory trained service personnel shall not be considered acceptable. The City reserves the right to ask for an authorized document verifying that service personnel have been factory trained.

**CITY OF TUTTLE REQUEST FOR PROPOSALS FOR OUTDOOR WARNING SIRENS
ATTACHMENT A – EQUIPMENT PRICING LIST**

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
A1. OUTDOOR WARNING SIREN: As specified herein.	4	\$	\$
GRAND TOTAL:			\$

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE NUMBER: _____ FAX: _____

E-MAIL ADDRESS: _____

VENDOR PRINCIPAL OFFICER SIGNATURE: _____

VENDOR PRINCIPAL OFFICER PRINTED NAME: _____

DATE SIGNED: _____

ATTACHMENT B – CERTIFICATION OF UNDERSTANDING OF PENALTY CLAUSE

The vendor, by signing below, indicates and certifies their understanding and agrees that in the case they are the selected vendor and fail to install, test & completely sign-off on the project by 5 PM local time sixty (60) calendar days from the date of award (expected Monday, February 12, 2018), that a penalty of 1% of the total contact cost will be assessed for each calendar day the project remains uncompleted. Any fraction of a calendar day included in the delay will constitute a whole calendar day for the purposes of assessing the total penalty.

VENDOR PRINCIPAL OFFICER SIGNATURE: _____

VENDOR PRINCIPAL OFFICER PRINTED NAME: _____

DATE SIGNED: _____