



REQUEST FOR PROPOSALS

Upgrade of Siemens MXL Fire Alarm System to Siemens XLS System at Waupaca County Courthouse and Law Enforcement Center

**Proposals Must Be Received No Later
Than 2PM, June 7th, 2018
Late Proposals Will Be Rejected.**

If hand-delivered, please submit to the County Clerk at the address below.

For Further Information, Please Contact:

Ronald Hansen, Maintenance Director
811 Harding Street
Waupaca, WI. 54981
715-258-6491

[Email: ron.hansen@co.waupaca.wi.us](mailto:ron.hansen@co.waupaca.wi.us)

Waupaca County Public Property Committee

May 11th, 2018

INTRODUCTION

Waupaca County, acting through its Public Property Committee, invites qualified and experienced companies to submit a proposal for the upgrade of the current Siemens MXL fire alarm system to a Siemens XLS system located at the Waupaca County Courthouse and Law Enforcement Center. The facilities are located adjacent to one another at 811 Harding Street and 1402 Royalton Street, Waupaca WI 54981.

SPECIFIC REQUIREMENTS AND PROVISIONS

1. Proposals are to be submitted within a single sealed envelope. The lower left corner of the envelope should have the following notation: **"Waupaca County Fire Alarm Upgrade"**
2. Proposals shall be received no later than **2:00 p.m. CST on June 7th, 2018** by:

Ron Hansen, Director
Waupaca County Maintenance
811 Harding Street
Waupaca, WI 54981
(715) 258-6491
ron.hansen@co.waupaca.wi.us

If hand-delivered, please deliver to the County Clerk's office at the same address.

3. Proposals received after the above day and time will **NOT** be accepted and will be returned to the sender unopened. Actual receipt by stated time is required; deposit in the mail is insufficient.
4. Submit any questions in written form only to Ronald Hansen using the contact information provided above. Responses will be in issued in the form of an addendum and found on the County website only at: http://www.co.waupaca.wi.us/businesses/bids_and_proposals.php. Deadline for question submission is June 4th, 2018.
5. Any restrictions on the use of data contained within your proposal must be clearly stated in the proposal itself. Any restrictions on the use of the information in the proposal based upon confidentiality of information, proprietary interests, trade secrets, copyrighted information, or similar basis shall be clearly stated in the proposal. Due to public records law considerations, nondisclosure cannot be guaranteed after completion of the negotiation phase of this procurement.
6. Waupaca County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in its best interest. This solicitation for proposals may also be canceled in whole or in part if determined to be in the best interest of Waupaca County.
7. All aspects of this Request for Proposal will be in accordance with the Waupaca County Code of Ordinances Chapter 16 Procurement Code, Section 15. A copy of the Waupaca County Code of Ordinances Chapter 16 is available online at the Waupaca County website: www.co.waupaca.wi.us or in the Waupaca County Clerk's office, 811 Harding Street, Waupaca Wisconsin 54981. The General Code of Ordinances contains various policies applicable to this procurement, including prohibitions against gratuities.

PROPOSAL CONTENTS

In general, the proposal should describe your Scope of Services and product to be used to provide sufficient detail to enable the Selection Team to thoroughly evaluate and compare it with other proposals. It should include the following information at a minimum and any other information your firm believes is relevant to this project.

1. Company name, address, phone and fax numbers, contact person and e-mail address of project contact person.
2. List of any information, archival material, or other data which you will need Waupaca County to furnish in order for you to complete this project.
3. Anticipated completion schedule of the project.
4. Financial Estimate (Cost of Services): Waupaca County Public Property Committee requests a financial breakdown for cost of services associated with the completion of the scope of work including direct labor costs and all materials needed to complete the project and costs associated with removal and/or disposal of materials. Please note this project will be contracted on a lump sum basis.
5. Statement of all applicable insurance coverage, including but not limited to general liability and workers compensation, as required by Waupaca County's Standard Terms and Conditions, attached as "Attachment A," Section 14.

All proposals become the property of Waupaca County. See "Attachment A," Section 20 for Proprietary Information considerations. Waupaca County is not responsible for costs incurred by firms in submitting proposals in response to this RPF.

PROJECT BACKGROUND

Waupaca County is seeking proposals for upgrading the existing Siemens MXL fire alarm system to a Siemens XLS fire alarm system. System. The installation would include the following:

- MXL to XLS panel conversion including any components and retrofits needed.
- Any annunciator conversions needed for upgrade.
- The replacement of 232 legacy XLD devices located in the Courthouse Facility.
- Any programming or data transfer needed.
- System testing at completion of project.
- Training for maintenance employees on the operation of the new system.

When preparing an estimate for the cost of services include all costs associated with this project as it will be contracted on a lump sum basis.

All Waupaca County Contracts include Standard Terms and Conditions (4 pages) attached as Attachment A to this document.

PROPOSAL SELECTION PROCESS AND ACTIVITY SCHEDULE

The selection process and related milestone activities are as follows:

A. PRE-PROPOSAL MEETING AND SITE TOUR

A pre-proposal meeting will be held on **Tuesday, May 29th, 2018** at 10:00 a.m. at the Waupaca County Courthouse located at 811 Harding Street and Jail located at 1402 Royalton Street in Waupaca, Wisconsin, for purposes of reviewing the project requirements, fielding any questions about the RFP, and a basic walk-through of the facility and access to the various areas that the fire alarm equipment is located. Meeting will begin in the Courthouse in Lower Level room 0003. **This meeting is not mandatory; however, no individual access to the building will be provided.**

B. PROPOSAL DUE DATE

Responses to the RFP must be received by Waupaca County by **2:00 p.m. on Thursday, June 7th, 2018**. Please mail to Maintenance Department, Waupaca County Courthouse 811 Harding Street, Waupaca WI 54981 or please hand-deliver to County Clerk at same listed address.

A. PROPOSAL REVIEW

All proposals received will be reviewed by members of the Public Property Committee along with the Maintenance Director on June 8th, 2018 at 9:00 am. After the reviews, the Committee will award the project to the company that best fits the selection criteria. The Purchasing Agent for this project will be the Waupaca County Maintenance Director.

B. PROPOSAL SELECTION CRITERIA

The following criteria will be considered in evaluation of the proposals received:

- Quality and content of company's written proposal;
- Company's history and experience with similar projects; and
- Company's proposed lump-sum fee to complete this project.

Waupaca County Public Property Committee reserves the right to reject any and all proposals in the best interests of Waupaca County. In the event that no proposers meet one or more of the mandatory requirements, Waupaca County Public Property Committee reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

Waupaca County Public Property Committee reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer in order to establish the final scope of services.

END OF DOCUMENT