

North Franklin Township, Washington County
Replacement of Township Siren Activation System

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

The Board of Supervisors of North Franklin Township, Washington County, Pennsylvania, is accepting proposals for a one-time contract for the replacement of the current siren activation system. Proposal submission instructions, requirements, evaluation criteria, and sample contract is attached.

Sealed proposals must be received by Jacqueline Kotchman, Township Secretary at 620 Franklin Farms Road, Washington, PA 15301 no later than **Tuesday, September 14, 2021, at 4:00 p.m.**

If mailed, the proposal should be addressed to: **Jacqueline Kotchman**
North Franklin Township
620 Franklin Farms Rd
Washington, PA 15301

A pre-bid meeting to discuss the project scope of work will be held Tuesday, September 7, 2021, at 10:00 a.m. at North Franklin Township Municipal Building, 620 Franklin Farms Road, Washington, PA 15301.

Additional information may be obtained by contacting Jacqueline Kotchman, Township Secretary, at 724-228-3330, x5.

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SECTION 1. BACKGROUND

The Board of Supervisors is concerned because the Township has no public warning system available in the event of an emergency. The Township Fire Company has a siren system located at each of the three Fire Stations. These siren systems were previously used to alert the Volunteer Firemen of a fire call, but the systems have not been in use for many years. The Board would like to have these systems updated or replaced to allow activation from the Washington County Department of Public Safety 9-1-1 Center or remote activation by Fire Company or Township Personnel. Activations would need to be operational per the FEMA Standard for Tornado Warnings and Severe Weather. The Supervisors would like the system to have different warning tones/sounds for fire calls and other emergencies so that the public can recognize the difference between fire calls and impending dangerous conditions requiring them to take action to protect their own safety. This Request for Proposal (RFP) has been prepared to obtain information on available systems that would meet these needs and obtain bids for the installation of these systems.

SECTION 2. GENERAL TERMS

- North Franklin Township reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Township.
- The contract is subject to the approval of the Board of Supervisors and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for North Franklin Township review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by North Franklin Township, it may negotiate with the proposer or seek additional proposals on a formal or informal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to clarify, modify, or add to any scope of work item that it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be clearly identified and explained. The proposed scope of work must accomplish the goals and work as stated below.

SECTION 3. SCOPE OF WORK

Work on this project will include replacing the current siren activation systems for the North Franklin Township Volunteer Fire Company. This will include replacing siren controllers and associated equipment at all three fire stations. The proposed system must be compatible with and allow activation from the Washington County 9-1-1 Dispatch Center, as well as allowing activation by Fire Company or Township Personnel in the event of an emergency. These activations would follow the FEMA Standard for Tornado Warnings and Severe Weather.

Proposals must include all necessary labor and materials to facilitate operation of the siren activation systems. Proposals should include any necessary refurbishment of existing system equipment that will be utilized. Proposals may include replacement of any/all existing equipment in lieu of refurbishment. Proposals should include coordinating set-up with the 9-1-1 Dispatch Center as well as operational training for Fire Company and Township Personnel. The end product of the proposal shall be a fully operational siren warning system.

Work will include, but is not limited to, the following tasks required to produce a fully functioning system:

- Removal of any existing siren, wiring, and/or activation equipment that will not be utilized as a part of the new system.
- Appropriate refurbishing of any existing equipment that will be utilized as a part of the new system.
- Installation of new equipment which may include sirens, siren controller, motor starter, wiring, activation interface, base radio, antenna, etc.
- Programming of the new system
- Start-up, commissioning, and testing of the new system
- Training of Fire Company and Township Personnel.
- Compliance with current Building/Construction Codes.

SECTION 4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Siren Activation System". If forwarded by mail or courier, the sealed envelope must be addressed to **Jacqueline Kotchman, North Franklin Township, 620 Franklin Farms Road, Washington, PA 15301**. Proposals must be at the Township Office by **4:00 p.m. on September 14th, 2021**. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for sixty (60) days after proposals(s) are opened. Proposers may not withdraw, cancel, or modify their proposal for a period of sixty (60) days after proposal(s) are opened.
- E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
- F. The inability to meet any specified requirement(s) must be stated in writing and attached to the proposal form or written on the proposal form.

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating understanding of the work to be performed.
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- A reference list of other clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Description of System to be Installed

The proposal must include a detailed description of the equipment that will be installed and explain the capabilities of the system, specifically those required by this RFP. Any additional capabilities that are believed to be advantageous to the Township should also be explained. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for installation of the equipment, training of employees, coordination with the 9-1-1 Dispatch Center, and a target date for completion of the project.

E. Cost

- The costs of equipment and labor must be itemized. The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.
- The Vendor shall submit invoices when work is completed. The invoice shall include a detailed breakdown of all charges. All invoices shall be forwarded to the following address: North Franklin Township, 620 Franklin Farms Road, Washington, PA 15301.

SECTION 6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each Proposer is presumed to have read and be thoroughly familiar with all proposal documents for this project. Failure or omission of the Proposer to receive or examine any information shall in no way relieve any Proposer from obligations with respect to their proposal.

SECTION 7. MODIFICATIONS AND ADDENDA

- Any substantive changes or interpretations will be issued by the Township in writing as an addendum and posted on the website at <http://northfranklin.org/north-franklin-township-projects/>.

- The Township may, before or after proposal opening and in its sole discretion, clarify, modify, amend, or terminate this RFP/RFQ, if the Township determines it is in the Township's best interest. Any such action shall be affected by a posting on the Township's website, northfranklin.org/north-franklin-township-projects/.
- Each respondent is responsible for checking the Township's website to determine if the Township has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.

SECTION 8. SELECTION OF PROPOSAL

North Franklin Township reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Township. The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

SECTION 9. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to North Franklin Township.

SECTION 10. BID OPENING AND CONTRACT AWARD

- A. Bid Opening: Bids will be opened and read publicly on September 14 at 5:15 p.m. during a special meeting at the North Franklin Township Municipal Building located at 620 Franklin Farms Road, Washington, PA 15301. Bids will then be reviewed by staff and a bid winner will be selected.
- B. Notice of Award: North Franklin Township reserves the right to reject any and all bids in whole or in part and to waive any informality or technical defects if, in its sole judgment, the best interests of the Township will be served. After determination of the most suitable Proposer, a written Notice of Award will be provided to the successful Proposer, as well as being posted in the Township Building and on the Township's website.

SECTION 11. STANDARD FORM OF CONTRACTUAL AGREEMENT

North Franklin Township intends to enter into a contract with the successful Proposer(s). The contract will include and incorporate the provisions of this Request for Proposals, including the General Terms and Scope of Work, and the proposal submitted by the successful Proposer(s). In the event of any conflict between the Request for Proposals and the successful proposal, the Request for Proposals shall prevail.

SECTION 12. TAX EXEMPTIONS

North Franklin Township is exempt from Federal Excise taxes and Pennsylvania Sales and Use taxes. Firms shall avail themselves of these exemptions.

SECTION 13. INSURANCE

The firm(s) awarded this proposal must provide a current Certificate of Insurance to the Township Secretary PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. A per project aggregate is required on General Liability for all construction projects. Include Contractual Liability.
- B. Professional Liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided.
- C. Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence, when required by North Franklin Township.
- D. Worker's Compensation, as required by Commonwealth of Pennsylvania statute.
- E. Umbrella or Excess Liability policy with a minimum \$1,000,000 per occurrence and \$1,000,000 aggregate.
- F. "North Franklin Township" is to appear as an additional insured on all Certificates of Insurance.
- G. All insurance is to be provided by carriers authorized to issue such insurance in the Commonwealth of Pennsylvania. Exceptions are subject to the sole discretion of North Franklin Township.
- H. Insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Township Secretary, North Franklin Township, 620 Franklin Farms Rd., Washington, PA 15301.

SECTION 14. PERMITS

Each Contractor is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees as may be required.

SECTION 15. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

ATTEST:

NORTH FRANKLIN TOWNSHIP
BOARD OF SUPERVISORS:

JACKIE KOTCHMAN
TOWNSHIP SECRETARY/TREASURER

ROBERT A. SABOT
CHAIRMAN