

**CITY OF SAINT PETER, MINNESOTA
REQUEST FOR FORMAL WRITTEN PROPOSALS**

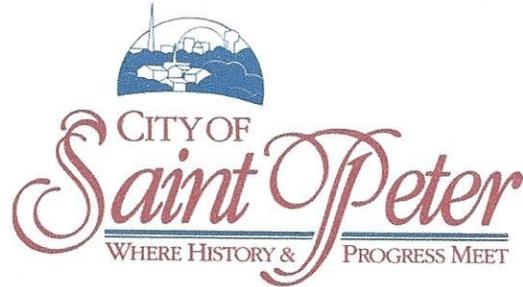
UHV/VHF RADIO SYSTEM

The City of Saint Peter is seeking formal written proposals for purchase of a UHV/VHF Radio System to be used by a joint transit system serving the communities of Saint Peter and Le Sueur with service into Mankato.

Proposals will be received until 10:00 a.m. on Friday, November 4, 2016.

For a complete copy of this request for proposals, or for submission of your completed proposal, please contact City of Saint Peter, Attn: Transit Coordinator Wayne Albers, 227 South Front Street, Saint Peter, Minnesota 56082 or by e-mail to waynea@saintpetermn.gov. Vendors with questions regarding this request for proposals should contact Mr. Albers at 507-934-0668.

REQUEST FOR FORMAL WRITTEN PROPOSALS



Date of Request Notification: October 10, 2016

RFQ for Purposes of: UHF/VHF Radio System

The City of Saint Peter Transit is requesting quotes for the purposes of determining the preferred vendor that provides the best value for meeting our project needs. All vendors who adequately complete the attached Request for Quotes form will be considered for this project.

The City of Saint Peter is developing consolidated transit services between Saint Peter Transit and Le Sueur Transit to be effective January 1, 2017. As part of this consolidation, the combined service will include service between Le Sueur and Mankato through Saint Peter. Le Sueur currently has VHF radios and Saint Peter is currently using UHF radios. In order to provide mobile to mobile communications covering the entire service area, we will be replacing both current radio systems.

In order for a vendor to be qualified for this project, the following requirements must be addressed and considered in the submittal of the Request for Proposal form:

- Reliable communications, both mobile to mobile and base (from offices in Le Sueur and Saint Peter) to mobile, covering the entire service area is a necessity. The varied terrain will need to be considered.
- Reliable handheld transceiver coverage of the service area, if possible, would also be helpful.
- All transceivers, mounts, antennas, coaxial cables, microphones and power supplies are required to be included in the proposal.
- The City of Saint Peter currently holds an FCC license, which will be made available upon request. Any modifications of the current FCC License or required new FCC licensing also needs to be included in the proposal.
- Installation of all radios, including mobile radios, in Le Sueur and Saint Peter must be included in the proposal
- Escorted access to water towers and other City property must be arranged by appointment, as needed. Upon completion of installation, the City will test the coverage using transit buses.

The project timeline is expected to start on or about November 15, 2016 and all aspects of work completed by December 30, 2016. Current radios will need to be used through December 31, 2016. All payments for this project will be made once all of the work is completed to the satisfaction of the City of Saint Peter.

All questions related to specific project requirements must be submitted in writing to Transit Coordinator Wayne Albers. If desired, the submission may be done via email to waynea@saintpetermn.gov. All questions regarding this request for formal written proposals are to be directed to Transit Coordinator Wayne Albers.

Submittal of Request for Proposal forms and any additional documentation is to be sent to:

City of Saint Peter
Attn: Transit Coordinator Wayne Albers
227 South Front Street
Saint Peter, MN 56082
waynea@saintpetermn.gov
(507)934-0668

The deadline for receipt of the formal written proposal by the City of Saint Peter is 10:00 AM on November 4, 2016.

Thank you for your interest in this Request For Proposal.

1. Introduction

Le Sueur Transit currently uses a VHF radio system with repeater that is the back-up radio system that is used by the Le Sueur Fire Department. Saint Peter Transit uses a UHF radio system which includes a repeater with a phone "patch." As the two transit systems consolidate and add corridor service to Mankato, the ability to communicate between buses and with the office while driving will be important to operations. The objective will be to purchase a single system that has the ability to provide bus to bus communication from Mankato to Le Sueur while allowing for office to bus communication from the offices in Le Sueur and Saint Peter. The radio system needs to be installed and ready for use by no later than December 30, 2016.

This Scope of Work will be issued under Saint Peter Transit, Project #2016-4 using MN/DOT Operating Grant Program #1001731.

1.1 Background

The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided. As Saint Peter and Le Sueur Transit progress toward consolidation, it is apparent that the need for reliable communication will still be necessary. It is expected that a particular bus could be used in either city based on the needs that day. An incompatible radio system would hamper communication which will likely negatively impact service.

1.2 Scope of Work

This project will seek to purchase radios with the capability of providing reliable mobile to mobile communication over the varied terrain in the Minnesota River Valley from Le Sueur into Saint Peter and also covering Mankato. The project may involve multiple repeaters which would need to be networked in order to cover the valleys and into the City of Mankato. Nine to 12 mobile radios will be purchased. Nine mobiles will be vehicle mounted and 2 mobiles may be used as base radios from the Le Sueur and Saint Peter offices. The project includes installation and needed accessories (ie: speakers, antennas, base radio microphones, power supplies). Depending upon coverage, an additional 3 to 12 handheld transceivers may be purchased. Installation of all radios is to be included in the quote. Depending upon the frequency band chosen, the City of Saint Peter maintains an FCC license for our current UHF repeater system and that license may allow for this system to operate under that license without modification or reapplying for a license. Any antennas will need to be mounted on water towers or other high locations overlooking the valley. If the successful vendor is unable to install the system within the limits imposed by the current FCC license, the FCC license changes will be the responsibility of the successful vendor. Radios must be installed in the last week of December with completion by no later than December 30, 2016.

1.3 Requirements

- Request for Quote issued October 10, 2016 with quote deadline end of November 4, 2016
- All equipment to be commercial grade ie: radios, antennas, coax, and networking equipment
- Early November review quotes
- quote acceptance on November 14, 2016
- Installation completion no later than December 30, 2016
- FCC licensing applications or modifications are the responsibility of the vendor

2. Compliance

Vendor pricing will weigh heavily in the decision to accept a specific quote. Reputation of the company building the specific radios and their perceived reliability will also be taken into consideration. Upon installation of the first pair of radios, the coverage will be checked with those buses to determine if the coverage promised is present. This purchase will be within the guidelines for a small purchase.

3. Project Deliverables

A copy of the FCC license will be provided to prospective vendors upon request. Prospective vendors will be given escorted access to tower sites and buses upon request.

4. Project Timeline

See section 1.3 for deadlines

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES	
1. REQUEST NO.		2. DATE ISSUED October 10, 2016		3. REQUISITION/PURCHASE REQUEST NO. 2016-4		
4a. ISSUED BY: Saint Peter Transit				6. DELIVER BY (Date): December 30, 2016		
4b. FOR INFORMATION CALL:				7. DELIVERY		
NAME Wayne Albers Transit Coordinator		TELEPHONE NUMBER		<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See #10) Delivered and installed Saint Peter and Le Sueur		
		AREA CODE 507	NUMBER 934-0668			
5. TO:				8. DESTINATION		
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE		
				b. STREET ADDRESS		
c. STREET ADDRESS				c. CITY		
d. CITY		e. STATE	f. ZIP	d. STATE		e. ZIP
9. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 4a ON OR BEFORE CLOSE OF BUSINESS ON (Date) : November 4, 2016		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please indicate on this form and return it to the address in Block 4a. This request does not constitute a commitment to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representation and/or certifications attached to this Request for Quotation must be completed by the quoter.				
10. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
11. DISCOUNT FOR PROMPT PAYMENT 		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER %	
NOTE: Additional provision sand representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
12. NAME AND ADDRESS OF QUOTER			13. SIGNATURE OR PERSON AUTHORIZED TO SIGN QUOTATION		14. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			15. SIGNER			
c. COUNTY			a. NAME (Type or Print)		b. TELEPHONE	
d. CITY			e. STATE		AREA CODE	
f. ZIP			c. TITE (Type or Print)		NUMBER	