

REQUEST FOR PROPOSAL

Regional 911, Dispatch, Radio Study and Recommendations

For Stark County Council of Governments (S.C.O.G.)

STARK COUNTY, OHIO

TABLE OF CONTENTS

- Request for Proposal 3 Pages
- Specifications (4 pages)
- Existing Stark County Information (2 pages)
- Exhibit A (Pricing Pages - 1)
- Exhibit B (Payment Schedule)
- Instruction to Proposers (3 Pages)
- Non-Collusion Affidavit

REQUEST FOR PROPOSAL

STARK COUNTY COUNCIL OF GOVERNMENTS (S.C.O.G)

Attention: Don Archer Administrator
P.O. Box 21451
CANTON, OHIO 44701-1451
PHONE: (330) 244-0277

DATE: July 25, 2007

RETURN THIS PROPOSAL NO LATER THAN 2:00 P.M., WEDNESDAY, AUGUST 29, 2007

DESCRIPTION

WE RESPECTFULLY REQUEST PROPOSALS TO STUDY 911, DISPATCH AND RADIO SYSTEMS OF STARK COUNTY PER THE ENCLOSED TERMS AND SPECIFICATIONS.

There will be a pre-bid meeting at 2:00 p.m.local time on Wednesday, August 15th, 2007, held at Canton City Hall, Council Chambers Conference Room, 218 Cleveland Ave. S. Canton Ohio 44702.

BE SURE TO SIGN THE PROPOSAL IN INK. ALL PROPOSALS MUST BE RECEIVED ON OR BEFORE 2:00 P.M., WEDNESDAY, August 29, 2007, OR THEY WILL NOT BE ACCEPTED.

THIS AREA MUST BE COMPLETED. (PLEASE PRINT OR TYPE)

F.O.B. (PRICES TO INCLUDE
ALL DELIVERED DELIVERY CHARGES)

NAME OF COMPANY

YOUR DELIVERY PROMISE:

ADDRESS

PRICES QUOTED WILL BE FIRM FOR:

PROPOSER TO SUBMIT IN DUPLICATE.

PRINT NAME

PROPOSALS MUST BE SIGNED IN INK.

SIGNATURE

Request For Proposal

The Stark County Council of Governments (S.C.O.G.) is requesting bids for proposals for an assessment study for the current 911 and radio systems in Stark County, assessment of all Stark County dispatching operation and recommendations for future use and improvements of both.

The objectives of this Request for Proposal (RFP) are to identify companies and/or firms that can offer the highest quality services at the lowest cost to the taxpayers.

A. Instructions

1. Proposal Responses to this request will be submitted to S.C.O.G. Administrator Don Archer P.O. Box 21451 Canton, Ohio 44701-1451 in a envelope, clearly identified as **Proposal for Regional 911, Dispatch, Radio Study Recommendations.**
2. **Response:** Each proposer shall submit only one proposal. This proposal must be on the standard forms provided as **Exhibit A and B.** Supporting material shall be submitted; however, the decision in selecting the most responsive proposer will be based on the standard proposal forms provided.
3. **Questions and Additional Information:** Request for clarification or additional information should be made to:

**Randy Gonzalez Stark County (CJIS) Coordinator
218 Cleveland Ave. S.
Canton, Ohio 44720
Phone # 330-580-2062
Fax # 330-489-3075**

4. **Schedule:** The following schedule will be adhered to (on or about the following dates):

July 25th 2007 Distribution of Request for Proposals

Wednesday, August 29h 2007, opening of proposals date. Proposals must be in the possession of Don Archer by 2:00 p.m. this date. No exceptions!

September 18th 2007 notification to all proposers of selected Company or Firm.

October 1, 2007 Begin 911/dispatch project.

February 1st, 2008 Completion and implementation of CJIS project.

5. Selection Criteria: The contract will be awarded to the proposer based on the following criteria.

- a. Complete response to all required response items on standard forms.
- b. Ability to complete project by proposed date of agreement.
- c. Number of staff company/firm will assign to project.
- d. Previous similar projects designed and implemented.

When a tentative selected proposer has been chosen, a conference may be requested to formulate plans in greater detail, to clarify items, and to otherwise complete negotiations prior to formal award. At any time during the conference(s) The S.C.O.G sub committee may choose to modify the choice of the selected proposer, if, the S.C.O.G sub committee in their discretion, determines that such a change is in the best interest of S.C.O.G and the 911, dispatch, radio and recommendation project.

SPECIFICATIONS

Phase One (1)

Overview of existing dispatching and 911 operation in Stark County.

1. Identify existing:
 - a. Dispatch / 911 centers, Police and Fire/EMS for all political subdivisions in Stark County.
 - b. Equipment in dispatch / 911 centers for all political subdivisions in Stark County. Base stations, control stations, fixed stations.
 - c. Amount and brands of all radios both mobile and portable for all political subdivisions in Stark County.
 - d. Buildings
 - e. Towers owned and leased.
 - f. Frequencies, T-1 lines and Telephone lines.
2. Identify existing labor force for all dispatch /911 operations in Stark County, delineated by shift, police, fire /EMS, uniformed or civilian and bargain or non bargained for
 - a. Number of call takers.
 - b. Dispatchers.
 - c. IT personnel used.
 - d. Supervisors.
 - e. Maintenance /cleaning staff
3. Identify calls for each existing dispatch entity:
 - a. Number of 911 calls received direct, (separate by Police, Fire, and EMS).
 - b. Number of calls sent from 911 centers, (separate by Police, Fire, and EMS).
 - c. Number of calls taken direct to dispatch center not sent from 911 center, (separate by Police, Fire, and EMS).
 - d. Total Police calls.
 - e. Total Fire.
 - f. Total EMS calls.

4. Actual 2006 cost of each political subdivisions in Stark County for Police and Fire/EMS dispatch services including:
 - a. Annual labor cost, (with overtime cost shown separately) from W-2 and fringe benefits for all those identified in (Sec. 2).
 - b. Licensing agreements, contracts, T-1 lines and Telephone lines.
 - c. Maintenance/ vendor agreements.
 - d. Cost for utilities.
 - e. Cleaning and Maintenance cost for building.
 - f. Insurance cost for building, equipment, liability or self insured expense for 2006.
 - g. Cost of building.
5. Total current cost for all police and fire/EMS, 911 and dispatch in Stark County.

Phase Two (2) Designing the New System.

Recommendation: Analyze future use of 911, dispatch and radio services for Stark County and make recommendations for the following questions based on safety, service to the public, reliability, efficiency, and cost.

1. Identify potential users of a County wide Radio system including but not limited to police, fire, parks, highway departments, RTA and Public Health.
2. Buildings and Equipment:
 - a. Should 911 and dispatch services be combined into one center?
 - b. How many dispatch centers are needed?
 - c. Where should the dispatch centers and backup dispatch centers be located?
 - d. What existing equipment can be used for centers such as base stations, control stations, fixed stations, and computers?
 - e. How many existing handheld, mobile radios and base stations can continue to be used?
 - f. How many new handheld, mobile radios and base stations will need purchased based on your other recommendations.
 - g. What other new equipment would be needed, including towers?
 - h. Do we have enough 800 MHz channels available and can we get more if needed?
 - i. Give overview on the potential pros and cons of 700 MHz.

j.

- k. Give an overview and summary of existing VHF and UHF Channels. (pooling and trunking)

3. Labor Needs:

- a. Should the 911 center be separate from the dispatchers as is now?
- b. Should 911 calls be answered directly by dispatchers?
- c. If all was moved to one center should call takers be used for 911 calls?
- d. If the centers were regionalized into one or two locations how many dispatcher would be needed per shift? Separate by police, fire, and EMS.
- e. If the centers were regionalized into one or two locations how many supervisors would be needed per shift. Separate by police, fire, and EMS.
- f. What IT personnel would be needed? Separate by police, fire, and EMS.

4. Overview and your firm's recommendations for a new system.

5. Projected start up cost

- a. Buildings
- b. Equipment
- c. Towers
- d. Additional licenses, T-1 lines and Telephone lines.
- e. Additional frequencies
- f. CAD system or can existing be used?
- g. Total projected start up cost. Separate Law Enforcement and Fire

6. Projected on going cost

- a. Labor and fringe benefits
- b. Licenses
- c. Maintenance contracts.
- d. Building cost
- e. Utilities cost
- f. Building maintenance cost.
- g. Support contacts.
- h. Projected annual on going cost of operation.

Phase Three (3) Cost Comparisons, Savings, and Safety Benefits.

From Phase 2 sec. 4 using your firms recommended system, compare the ultimate plan presented by your firm and detail the annual savings and benefits.

1. Safety benefits
 2. Annual cost savings
-

NOTE:

All phases listed as Specifications; (The Entire Project), shall be completed with in 180 days from the signing of the contract, by both the assigned S.C.O.G. representative and the awarded Contractor. The Contractor will be penalized \$100.00 per day, for every day beyond the 180 day period provided; unless, agreed on time extensions are reached by both the assigned S.C.O.G. representative and the Contractor. All agreed on time extension shall be in writing, prepared by the Contractor and signed by both the assigned S.C.O.G. representative and the Contractor.

Political Sub Divisions of Stark County

Beach City	Hartville	Osnaburg Township
Bethlehem Township	Hills and Dales	Paris Township
Brewster	Jackson Township	Perry Township
Canton Township	Lake Township	Pike Township
City North Canton	Lawrence Township	Plain Township
City of Alliance	Lexington Township	Robertsville
City of Canal Fulton	Limaville	Sandy Township
City of Canton	Magnolia	Sugar Creek Township
City of Louisville	Marlboro Township	Tuscarawas Township
City of Massillon	Minerva	Uniontown
East Canton	Myers Lake	Washington Township
East Sparta	Navarre	Waynesburg
Greentown	Nimishillen Township	Wilmont

Existing Dispatch Centers

RED Center- Regional Emergency Dispatch Center

Stark County Sheriff

SCD - Stark Complete Dispatch (Nimishillen)

V-Comm - Valley Communications. Located in Waynesburg.

Carroll Com - Carroll County Dispatch

State Highway Patrol

Canton Communication Center

Existing Dispatching by Agency

Fire Departments		Police Departments	
Fire Departments	Dispatch Agency	Police Departments	Dispatch Agency
Alliance	City of Alliance	Alliance	City of Alliance
Beach City	RED Center	Beach City	RED Center
Bethlehem	RED Center	Brewster	RED Center
Brewster	RED Center	Canal Fulton	RED Center
Canal Fulton	RED Center	Canton City	City of Canton
Canton City	City of Canton	East Canton	City of Louisville
Canton Twp.	SCD	Hartville	Stark County Sheriff
East Sparta	SCD	Jackson Twp.	RED Center
Greentown	SCD	Lawrence Twp.	RED Center
Hartville	SCD	Louisville	City of Louisville
Jackson Twp.	RED Center	Magnolia	SCD
Lawrence Twp.	RED Center	Marlboro Twp.	RED Center
Lexington Twp.	RED Center	Massillon	RED Center
Louisville	City of Louisville	Minerva	Village of Minerva
Magnolia	V-Comm	Navarre	RED Center
Marlboro Twp.	SCD	North Canton	City of North Canton
Massillon	RED Center	Plain Twp. / S.C. Sheriff	S.C. Sheriff
Minerva	Village of Minerva	Perry Twp.	Internal
Navarre -	RED Center	Uniontown	Stark County Sheriff
Nimishillen Twp.	SCD	Waynesburg	RED Center
North Canton	City of North Canton	Wilmot	RED Center
North Lawrence	SCD	Hills & Dales	RED Center
Osnaburg Twp.	SCD		
Plain Twp.	Plain Twp.		
Perry Twp.	SCD		
Quad Ambulance	V-Comm		
Robertsville	V-Comm		
Sandy Twp.	V-Comm		
Uniontown	SCD		
Washington Twp.	Louisville		
Waynesburg	V-Comm		
Wilmot	RED Center		
Dalton	RED Center		

EXHIBIT A
Pricing Page

Proposers Company Name, _____

Phase One (1): Overview of existing dispatching and 911 operation in Stark County.

\$ _____

Phase Two (2): Designing the New System.

\$ _____

Phase Three (3): Cost Comparisons, Savings, and Safety Benefits.

\$ _____

Note: all travel, meals and lodging expenses for Company/ Bidder shall be at the expense of the Company/ Bidder and shall be included in the Total price.

Total Price all Three phases with travel, meals and lodging expenses included.

\$ _____

EXHIBIT B

Payment Schedule

VENDOR MUST SUPPLY A PAYMENT SCHEDULE LIST, IF NEEDED:

LIST BELOW AND EXPLAIN REASON FOR THE SCHEDULE:

IF NO PAYMENT SCHEDULE IS LISTED, PAYMENT WILL BE MADE AT THE END
OF PROJECT.

INSTRUCTIONS TO PROPOSERS

PLEASE READ THESE INSTRUCTIONS CAREFULLY. FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.

1.0 PREPARATION OF PROPOSALS

- 1.1 Proposals must be submitted on the prescribed form, and not detached from the remainder of the contract documents. These documents must be returned intact and without additions or deletions, or else the bid will be termed irregular. Each bidder must furnish in his proposal a summary of the information relative to the facilities, abilities and financial resources available for the fulfillment of the contractual obligations. This summary may be provided on separate paper, but should be attached to the contract document package.
- 1.2 All Proposals (original plus one copy) **MUST** be submitted in sealed envelopes bearing on the outside:

Name of the Proposer
Address of the Proposer
Affix the Attached Label (Yellow)

2.0 SIGNATURE OF PROPOSERS

- 2.1 The Firm, Corporate, or Individual name of the proposer must be signed in ink in the space provided for signatures on the proposal blanks. In the case of a corporation, the title of the officer signing must be stated and such office must be duly authorized to sign the proposal and bind the corporation. Evidence of such authority must be provided by the corporation upon request.
- 2.2 In the case of a Joint Venture and/or Partnership, the controlling partners must sign, following the firm name; the partner's signature shall be accompanied by the words "members of the firm", "partner", or some other indication of the individual's capacity and authority.
- 2.3 In the case of an individual, the proprietor must sign, using the words "doing business as" or "sole proprietor".
- 2.4 In the case of a Joint Venture/Partnership or a sole proprietorship, the bidder shall state the name and address of each individual or corporation interested therein.

3.0 REJECTION OF PROPOSAL BY STARK COUNCIL OF GOVERNMENTS S.C.O.G

- 3.1 S.C.O.G. may consider informal any proposal, which is not prepared and submitted in accordance with the provision of these instructions.
- 3.2 S.C.O.G. reserves the right to reject any or all proposals, to waive any informalities in the request for proposal, and to accept any proposal deemed most favorable to S.C.O.G. The County specifically reserves the exclusive right to reject any or all bids and utilize the State Purchasing Program pursuant to Section 125.04 (B) of the Ohio Revised Code.
- 3.3 In the event that the proposer to whom the service are awarded does not execute the contract within thirty (30) calendar days after the award, S.C.O.G. may give notice to such proposer of intent to award the contract to the next qualified proposer or to call for new proposals and may proceed to act accordingly. S.C.O.G. assumes no cost by the proposers in preparation of this proposal.
- 3.4 Proposers shall thoroughly examine and be familiar with the specifications of this project. The failure or omission of any proposer to receive or examine this document shall in no way relieve the proposer of obligation with respect to this proposal or the subsequent contract.

4.0 COMPETENCY OF BIDDERS

- 4.1 S.C.O.G. shall make such investigation as it deems necessary to determine the ability of the proposer to perform the work, goods, or services required by the contract upon request, the proposer shall furnish evidence satisfactory to S.C.O.G. that he has the necessary facilities, ability, and financial resources to fulfill the specifications and conditions of the contract.
- 4.2 S.C.O.G. reserves the right to reject as unresponsive any proposal if the proposer fails to provide the information requested, S.C.O.G. also reserves the right to reject any proposal when the investigation fails to satisfactorily prove that the proposer is qualified to carry out the terms and conditions of the contract.

5.0 EQUAL EMPLOYMENT OPPORTUNITY

- 5.1 There shall be no discrimination exercised against any citizen in the employment of labor, whether skilled or unskilled, under this Contract; such discrimination shall be deemed to be a material breach of the Contract. Each prospective proposer during the competitive bidding process shall subscribe to and comply with the County's Equal Employment Opportunity Policy.

6.0 TERMINATION

- 6.1 S.C.O.G. may terminate this agreement at any time, in whole or in part due to non-appropriation of funds by providing sixty (60) days written notice to the vendor. S.C.O.G. shall pay all reasonable costs incurred by the vendor up to the date of termination. The vendor will not be reimbursed for any anticipated profits, which have not been earned to the date of termination.
- 6.2 If the vendor fails to fulfill its obligation under this agreement properly and on time, or otherwise any provision of this agreement, S.C.O.G. may terminate this agreement by written notice to the vendor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the vendor shall, at S.C.O.G.'s option, become S.C.O.G.'s property. S.C.O.G. shall pay the vendor fair and equitable compensation for satisfying performance prior to receipt of notice of termination, less the amount damages caused by the vendor's breach. If the damages are more than the compensation payable to the vendor, the vendor will remain liable after termination and S.C.O.G. may affirmatively collect damages.

7.0 ORAL INSTRUCTIONS

S.C.O.G. will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications will be in the format of written addendum/s issued by S.C.O.G. and/or an authorized designee.

FORM OF NON-COLLUSION AFFIDAVIT

STATE OF _____)
) SS:
STARK OF _____)

_____,
BEING FIRST DULY SWORN, AND SAYS THAT HE IS _____
_____, (SOLE OWNER, A PARTNER, PRESIDENT, SECRETARY, ETC.)
OF _____

THE PARTY MAKING THE FOREGOING PROPOSAL , THAT SUCH PROPOSAL IS
GENUINE AND NOT COLLUSIVE OR SHAM, THAT SAID PROPOSER HAS NOT
COLLUDED, CONSPIRED, CONNIVED, OR AGREED DIRECTLY OR INDIRECTLY WITH
ANY PROPOSER OR PERSON, TO PUT IN A SHAM PROPOSAL, OR THAT SUCH OTHER
PERSON SHALL REFRAIN FROM SUBMITTING A PROPOSAL, AND HAS NOT IN ANY
MANNER, DIRECTLY OR INDIRECTLY SOUGHT BY AGREEMENT OR COLLUSION, OR
COMMUNICATION OR CONFERENCE WITH ANY PERSON, TO FIX THE PROPOSAL
PRICE OF AFFIANT OF ANY OTHER PROPOSER, OR TO FIX ANY OVERHEAD, PROFIT
OF COST ELEMENT OF SAID BID PRICE, OR OF THAT OF ANY OTHER PROPOSER, OR
TO SECURE ANY ADVANTAGE AGAINST THE STARK COUNCIL OF GOVERNMENTS, OR
ANY PERSON INTERESTED IN THE PROPOSED CONTACT; AND THAT ALL STATEMENTS
CONTAINED IN SAID PROPOSAL ARE TRUE, AND, FURTHER THAT SUCH PROPOSER
HAS NOT, DIRECTLY OR INDIRECTLY SUBMITTED THIS PROPOSAL, OR THE CONTENTS
THEREOF, OR DIVULGED INFORMATION OR DATA RELATIVE THERETO TO ANY
ASSOCIATION OR TO ANY MEMBER OR AGENT THEREOF. _

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC IN AND FOR

MY COMMISSION EXPIRES:
_____, 20_____