

Request for Proposal
Albany Capital Center
Two Way Radio Communications
for the
Albany Convention Center Authority

RFP Issuance Date:	January 18, 2017
RFP Due Date:	January 31st 2017
RFP Number:	RFP-SMGACC-010

The following request for proposal is a public offering to qualified firms to provide the Albany Convention Center Authority (ACCA) with a proposal for:

Two Way Radio Communications

I. GENERAL INFORMATION

The Albany Convention Center Authority (ACCA) is a public benefit corporation established to design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities to be located in the City of Albany, New York; and pursuant to Section 2675-e of the Public Authorities Law, the Authority has the power to contract for services of professional consultants, advisors and contractors, and to do all things necessary, convenient or desirable to carry out its purposes and for the exercise of its powers.

SMG, the management company hired by the ACCA, and acting on behalf of the ACCA is issuing this Request for Proposal (“**RFP**”) related to Albany Capital Center Center (the “**Center**”) located in Albany, New York.

II. SUBMITTING A PROPOSAL

Each Proposer should carefully examine all documents provided in connection with this RFP and thoroughly familiarize itself with all requirements of the RFP prior to submitting its Proposal.

The following timetable has been established by SMG for the issuance, response and award of contract for the Product or Services. SMG reserves the right to modify this timetable and will notify each Proposer of any change in the schedule.

Proposers Notification	January 18, 2017
Site Visit	January 23, 2017
Questions Submitted Via Email By	January 25, 2017
Responses Sent By	January 26, 2017
Proposal Due Date	January 31 2017 4pm EST
Vendor Selection	On or around February 1, 2017

Anticipated Delivery / Substantial Completion Date No earlier than February 15th 2017 and no later than March 1st

Each Proposer is expected to deliver a response to this RFP no later than by the date shown above to the SMG.

In addition, the Proposer shall provide, in completed form, the attached Standard provisions to this RFP.

- A. There is one pre proposal meeting/walkthrough January 23 at 3pm.
- B. All inquiries regarding this RFP must be in writing directed to: Doug McClaine via email to doug.mcclaine@smgalbany.com. If the questions are deemed necessary to provide clarification, an addendum to this RFP will be issued one (1) day prior to the submission deadline.

Inquiries or other contact with any other officer, commissioner, agent or employee of SMG/ACCA and/or this RFP, including contact by the Proposer's contractors, agents, representatives and consultants, could result in your Proposal being disqualified. Please see the attachment pertaining to the requirements of the Procurement Lobbying Law.

- C. Each Proposer shall submit one (1) electronic copy of its Proposal response to this RFP no later than the date shown above Proposals in response to this RFP received after due date and time may not be accepted.
- D. The SMG/ACCA, at their sole discretion, shall have the right to reassess and determine whether any particular Proposer has the qualifications to proceed in this process, notwithstanding the receipt of this RFP. Such determination shall be made and based upon, among other things, information provided by the Proposer including: (i) demonstrated understanding of and responsiveness to the requirements (x) of this RFP and (y) for the Project; (ii) the Proposer's past experience in supplying similar services and equipment for convention facilities; and (iii) the costs set forth by the Proposer to perform the Services requested in this RFP.
- E. The Proposer may withdraw its Proposal before January 30 at 12:00 pm, the time estimated for the opening of Proposals, without prejudice to itself, by communicating its purpose, in writing, to SMG/ACCA, and when its communication is received, the Proposal will be returned to the Proposer, or its authorized agent, unopened. No Proposer may withdraw its Proposal after this date.
- F. Before submitting its Proposal, each Proposer will make all investigations and examinations necessary to ascertain anticipated conditions and requirements

affecting the proposed products. Failure to make such investigations and examinations will not relieve the successful Proposer from the obligations to comply with all provisions and requirements of the RFP.

G. Execution of Proposal:

- If the Proposer is a corporation, a duly authorized officer of the corporation, with the designation of the signer's official capacity, will sign in the name of and under the seal of the corporation offering the Proposal. The Proposal will show the state in which the corporation is chartered, and if the state is other than New York, the Proposal will show that the corporation is authorized to do business in the State of New York.
- If the Proposer is a partnership, a general partner will sign the Proposal in the name of the partnership or other Person duly authorized to bind the partnership. The capacity and authority of the individual signing will be shown.
- If the Proposer is an individual or sole proprietorship, the individual person, stating name or trade name, if any, will sign the Proposal.
- In any case, the Proposal will show the present business address of the Proposer at which communications from SMG and notices served are to be received.

H. SMG/ACCA reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, addenda or amendments, as they may deem appropriate. SMG/ACCA reserves the right to request additional information, clarifications, modifications, addenda or amendments from one or more Proposers at any time.

I. All information, suggestions, ideas, work product, drawings, designs, system ideas or plans and documents of the Proposer submitted in connection with the Proposal, whether in written or electronic format or presented during a presentation, will become the property of the ACCA and the ACCA will not be obligated to return the same to the Proposer. The ACCA may use any and all information, suggestions, ideas, work product, drawings, designs, system ideas or plans and documents in any manner it may, in its sole discretion, deem appropriate. Selection or rejection of any Proposal will not affect the right of the ACCA to use to any information, suggestions, ideas, work product, drawings, designs, system ideas or plans and documents of the Proposer submitted in connection with the Proposal.

III. INSURANCE

- A. For items that include the use of a labor force to be at the Center for any reason including but not limited to; installation, training, or unpacking. Insurance requirements shall include at minimum the following coverage and must name SMG, and ACCA as additional insureds. The limits below shall apply on a per-occurrence and aggregate basis and shall not be altered without 30 days' notice to the ACCA and SMG.
1. General Liability coverage of \$2,000,000
 2. Excess Coverage of \$5,000,000
 3. Automobile Liability coverage of \$2,000,000
 4. Workers Compensation coverage to meet statutory limits
 5. Employers Liability coverage of \$1,000,000
 6. Professional E&O insurance of \$2,000,000

IV. PAYMENT INFORMATION

SMG is acting on behalf of the ACCA. SMG is the entity that will issue all purchase orders, contracts and receive invoices in the name of and on behalf of the ACCA. Payments with regards to this Solicitation will be reviewed by SMG, and submitted to the ACCA for payment processing.

The ACCA is exempt from New York State sales. Tax exemption forms will be provided to the chosen proposer

Payment terms are Net 30 days from receipt of invoice only after acceptable delivery and receipt of item. All items will be checked upon arrival to ensure each is in approved condition prior to payment.

V. PROPOSAL REQUIREMENTS

- A. The Proposer shall include a Price Proposal detailing costs in an itemized format. The pricing sheet must be completed and attached.
- B. The Proposer shall describe any potential problems, which may impact the delivery date.
- C. Each Proposer is required to provide the following information in the amounts requested. Proposers who fail to provide any of the submittals requested will not be given consideration.

- a. Submit one (1) copy of Drawings (if applicable) and Product information sufficient to explain the Proposers proposed system/product and adherence to the proposal specifications.
- b. Submit one (1) copy of manufacturer's descriptive literature and manufacturer's fabrication specifications.
- c. Submit one (1) copy of any applicable warranties.
- d. Submit one (1) copy of manufacturer's operating, service and/or parts manual.
- e. Submit one (1) copy of certificate of insurance as described above.
- f. Completed Pricing sheet
- g. Completed Technical Specifications Sheet

VI. EVALUATION OF PROPOSALS AND SELECTION OF PROPOSER

- A. SMG/ACCA will evaluate each Proposal based on the information contained in each Proposal, including requests for clarification or additional information, if required.
- B. SMG/ACCA may eliminate, in its sole discretion, those Proposers that are deemed non-qualified to provide the Services, or a portion thereof, or that are deemed nonresponsive according to the terms of this RFP.
- C. SMG/ACCA may reject all Proposals and decide to reissue the RFP or proceed without the assistance of any Proposer.
- D. SMG/ACCA reserves the right to accept or reject in part or in whole any or all Proposals submitted and may elect to enter into one or more separate agreements for the products with one or more Proposer.
- E. SMG/ACCA will not be required to state or indicate any reason for rejection of any Proposals or a portion thereof, or that are deemed nonresponsive according to the terms of this RFP.

VII. SUBSTITUTION PROCESS

SUBSTITUTIONS PROCEDURE

Should the proposer desire approval of some material or product other than that specified, it must submit a written request for approval of the substitute item in accordance with the following requirements:

1. Requests for approval of equals or substitutions must be made in writing and received by SMG/ACCA at least five (5) days prior to scheduled time for receipt of proposals. Requests for substitution will not be considered after Notice to Proceed.
2. Any approval of the proposed equals or substitutions will be made by Addendum prior to receipt of proposals and by duly executed Change Order after receipt of proposals. Proposers shall not rely upon any approval not incorporated into the Contract Documents in this matter.
3. Requests received after this time will not be reviewed or considered. No request for approval will be considered unless submitted in accordance with this Section.
4. Final decision as to whether an item is an equal or satisfactory substitution rests with SMG/ACCA.
5. Clearly mark manufacturer's literature to indicate equality in performance and appearance.

TECHINCAL SPECIFICATIONS

The following are generally accepted specifications and specifications provided do not have to meet exactly. Full specifications are to be provided with the proposal.

- ALL RADIOS TO COME STANDARD WITH A 3 YEAR MANUFACTURER WARRANTY.
- DISPATCH SOFTWARE MUST BE AVAILABLE AS AN OPTION THAT INCLUDES VOICE RECORDING CAPABILITIES, TEXT MESSAGING, VOICE DISPATCHING AND MANAGEMENT REPORTS.
- FCC License for 1 UHF Digital (TDMA) Channels.

Repeater:

- UHF (450-520MHz), 50 Watts, 100% Continuous Duty Operation
- 19" Rack Mount
- 23Amp Rack mount power supply included
- Duplexer
- Wall Mount indoor cabinet included
- Dual Mode analog/digital capable.
- TDMA Digital operation with Pseudo-Trunking capability
- IP Connect capability included for site networking
- Remote Diagnostics and Control capability
- Up to 75' low loss transmission line with connectors and jumpers.
- 3dB Gain Fiberglass antenna.

Base Station Radio

- UHF (400-470 MHz), 5-45W programmable Power output
- 4 Line, Color LCD Display
- Analog / Digital capable, TDMA Digital
- Desktop Microphone included
- Desktop Power supply with hood to integrate radio with Power supply
- 1024 Channel capacity, 64 Zone capacity

Portable Radios

- UHF (400-527 MHz), 4W
- 1500MAh Li Ion Battery included
- Rapid Rate Desktop Charger
- IP67 Rated for Dust and Moisture Protection
- MIL STD 810C/D/E/F/G Rated for Shock and Vibration Resistance and Relative Humidity
- No larger than 2.8"X2.2"X1.1" weighing no more than 11oz.
- Large Color LCD Display
- Electronic side connection for external accessories.
- Spring Action Belt Clip

TECHINCAL SPECIFICATIONS

I/we make the following Technical Specifications as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by SMG/ACCA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. I/we understand that SMG/ACCA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of SMG/ACCA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
6. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer

Title

Date

Pricing Sheet

We propose to furnish all labor, materials, tools, equipment, transportation, licenses, services and incidentals necessary for provision of Crowd Control Equipment in accordance with RFP specifications, for the price of:

TOTAL PURCHASE PRICE
(Includes taxes, freight, installation, and/or training cost.) _____

Lead Time For Delivery/installation weeks _____

ITEMIZED PRICING

	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Repeater, Digital/Analog capable	1	_____	_____
Control Station package	1	_____	_____
Portable Radios w/ Remote Speaker Microphone	24	_____	_____
Rapid-Rate Six Unit Charger	4	_____	_____
Battery Adapter	24	_____	_____
FCC Licensing	1	_____	_____
Behind the Head style headset	6	_____	_____
Installation	1	_____	_____
Shipping & Delivery	1	_____	_____

The undersigned hereby declares that it:

1. Is thoroughly familiar with the provisions of the RFP documents and conditions at the Site, and has had the opportunity to receive and/or review all reference reports and documents related to Site conditions;
2. Has the equipment, technical ability, experience references, personnel and facilities to properly complete, coordinate and administer the Contract, should it be awarded to it, in accordance with Contract Documents;
3. Is of the opinion that the Contract Documents are appropriate and adequate for the construction/completion of this Project;
4. Has the expertise and experience to perform the Work in conformance with the Contract Documents and requires no additional information.

Proposer:

(Print Name of authorized officer) (Signature of authorized officer) (Date)

Address:

Contact Name / Email: _____ /

Telephone / Fax #: _____ / _____

