



*PROPOSAL NO. CB-
AIP NO. 3-48-0002-46*

**REQUEST FOR PROPOSALS FOR
AUDIO MESSAGING, SECURITY ANNOUNCEMENT
ENHANCEMENT AND VISUAL DISPLAY SYSTEM REPLACEMENT
AND EXPANSION AT THE ABILENE REGIONAL AIRPORT**

PURPOSE

The purpose of this proposal is to replace and expand the Audio Messaging, Announcement and Visual Display System to meet current and future requirements.

SCOPE

The Airport's Audio Announcement system is expanding with focus on replacing the analog microphone stations, server and the addition of visual alert monitors for ADA compliance, and a system to provide gunshot detection throughout the terminal.

The City will consider any proposal that includes, at minimum, the following components: The Proposer shall provide all labor, materials, and equipment necessary to put in working operation a complete replacement and enhanced system that enables Airport staff to make audio announcements, provide automated announcements, install video displays, record and store Terminal messages and provide them to customers on a priority basis, and networking equipment and materials; and a system that detects gunshots throughout the terminal.

The City is soliciting proposals from interested and qualified parties to provide all labor and materials for the installation and service of a system consisting of up to 66 Speakers, 13 Microphone stations and 4 ADA Compatible Video Display Units; and gunshot detection, monitoring and reporting. **See Exhibit 3 for details.**

All workmanship, materials and equipment supplied and installed shall meet or exceed the requirements and adhere to all City and State of Texas Mechanical, Structural and Electrical Code/Standards. All workmanship will appear as "new construction" with all component colors approved by City staff.

Technology and materials provided for the system shall be a standard product of manufacturers currently engaged in the manufacturing of such systems.

Any system will need to be compatible and integrated with City's existing IT network. All systems' security features will be the latest generation and approved by City's IT Manager. To protect current infrastructure, all installation will be coordinated with City's IT Manager.

This proposal includes complete removal and ceiling tile repair/replacement of existing systems that are not retrofitted with new components. Airport staff will approve design and inspect for completeness all repairs or replacement of building components. All removed system components will be disposed of by the Proposer.

The winning proposer will, upon installation and during the warranty period, provide initial operator and maintenance training to City staff to ensure maximum employment of system capabilities prior to acceptance of system.

All equipment and labor to be warrantied.

CERTIFICATION OF INTERESTED PARTIES FORM 1295

The successful proposer is required to complete online the Certificate of Interested Parties Form 1295 and the form must be submitted to the Purchasing contract listed in the solicitation before the purchase/contract will be presented to City Council.

This form may be completed at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

City requires at a minimum:

Perform tasks to establish a turnkey system, focusing on simplicity of use, associated with the installation and operation of an audio/video announcement system. System should have the ability to make announcements, create and change automated audio recordings, customize video display units, and make text to voice announcements to be displayed on video units. System to be password protected. System is to include, but is not limited to:

- Installation of networking and other infrastructure to replace existing analog wiring. Wireless technology may be accepted.
- Replace existing speakers and microphone stations.
- Add additional speakers to the upper level drive exterior entrance.
- Install new audio management station or server, enclosure, Uninterruptible Power Supply.
- Provide 4 or more audio zones accessible via microphone stations.
- System should prioritize messages and store lower priority messages for playback.
- Installation and networking of 4 video displays.
- System should display text to speech inputs on video monitors.
- Customizable video output.
- Automated gunshot detection, monitoring and reporting required.
- Prerecorded audio announcements.
- Bidder is responsible for the removal and proper disposal of replaced equipment and wiring.
- Each zone and speaker must have individual volume control.
- Failure alert system.
- Secondary alternate input for always on audio.
- Ability to detect noise level and adjust announcements.

Add Alternate:

- FIDS Display and Aircraft Tracking Map software for monitors. Include monthly fees as a separate proposal.

PAYMENT & PERFORMANCE BOND

The successful Proposer shall maintain in effect at all times during the term of the agreement, a valid corporate Performance & Payment bond, or such other acceptable surety at the City's sole discretion in the amount equal to one half (1/2) of the agreed contract cost. Performance and Payment Bond information is found in the Instructions to Bidders. See Part 16 of the Instructions for Proposers.

SAMPLE CONTRACT

A sample contract is included as **EXHIBIT 1, See also FAA General Provisions and Special Provisions.** This sample contract only demonstrates a standard City of Abilene service contract and the intents and purposes covered in it. The contract may be changed prior to execution of the actual contract.

PROPOSAL

The City is soliciting proposals from interested and qualified parties to provide all labor and materials for the scope of work.

Contact Information:

Melissa.Denson@abilenetx.gov 325-676-6226

Alex.Cargile@abilenetx.gov 325-676-6224

Federally funded contract requires all federal provisions including, but not limited to Buy American, Wage Rate Documentation, and DBE Documentation.

INSURANCE REQUIREMENTS

General Liability - \$500,000/occurrence

Automotive Liability - \$500,000/occurrence

Workers' Compensation - \$100,000/occurrence

The City of Abilene must be named as Additional Insured on the certificate.

DBE Requirements

All bidders and proposers shall make good faith efforts, as defined in Appendix A of 49 CFR Part 23, Regulations of the Office of the Secretary of Transportation, to subcontract **2.73** percent of the dollar value of the prime contract to small business concerns owned and controlled by socially and economically disadvantaged individuals (DBE). In the event that the bidder for this solicitation qualifies as a DBE, the contract goal shall be deemed to have been met. Individuals who are rebuttably presumed to be socially and economically disadvantaged include women, Blacks, Hispanics, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. The apparent successful bidder will be required to submit information concerning the DBE's that will participate in this contract. The information will include the name and address for each DBE, a description of the work to be performed by each named firm, and the dollar value of the contract (subcontract). If the bidder fails to achieve the contract goal as stated herein, it will be required to provide documentation demonstrating that it made good faith efforts in attempting to do so. A bid that fails to meet these requirements will be considered nonresponsive. SEE ATTACHED SAMPLE CONTRACT.

PRE-PROPOSAL CONFERENCE

A Pre-proposal conference will be held **Wednesday, September 5th, 2018 from 1:30 pm to 3:30 pm.**, in the lower level conference room of the airport terminal (2933 Airport Blvd, Abilene, TX). Proposers are required to attend as the details of this system and the proposal process will be discussed. Questions and requests for information provided by Chris Taylor, Assistant Director of Aviation, 2933 Airport Blvd. Suite 200, Abilene, TX 79602; or by e-mail (chris.taylor@abilenetx.gov).

Questions must be submitted by September 11th at 2:00pm.

Questions will be responded to and answered by September 13th at 5:00pm

PROPOSAL SUBMITTAL

Sealed proposals will be received at the OFFICE OF THE PURCHASING ADMINISTRATOR, CITY HALL, 555 WALNUT STREET, ROOM 201A, ABILENE, TEXAS 79601, or via hand delivery on or before **Thursday, September 20th at 4:00pm**. Proposers to be considered by the City must submit all of the following:

1. Completed Proposal Forms (**Attachment A – Exhibit 2**)
2. Qualifications and Experience Questionnaire (**Attachment B – Exhibit 2**)
3. Conflict of Interest Questionnaire (**Attachment C – Exhibit 2**)
4. Proposal Bond
5. Certificate(s) of Insurance with City of Abilene named as Additional Insured
6. Other considerations as part of this RFP

PROPOSAL REJECTION AND DISQUALIFICATION

The City may at its discretion reject or disqualify proposals. The following list is not exhaustive but includes:

1. Failure to provide complete documentation as required.
2. Evidence of collusion.
3. Default or termination of other contracts.
4. Lack of ability to operate as proposed.
5. Omissions or fraudulent statements.
6. Current or past outstanding overdue debts to City of Abilene.
7. Other causes as deemed relevant by the City.
8. The City reserves the right to reject any and all proposals.
9. Failure to submit the Proposal Surety
10. Inability or failure to comply with contract requirements.

CONFIDENTIALITY OF RECORDS

Proposers must identify each portion of their proposal which they deem confidential, or which contain proprietary information, patents, or patents pending, copyrights, or trade secrets. Proposers must provide justification of what materials, upon request, should not be disclosed by the City. City records may be subject to disclosure to the public under the Texas Public Information Act. The City may use or disclose the data submitted by each Proposer for any purpose unless its use is so identified and restricted by a Proposer. The Proposer's opinion of proprietary information is not binding on the City, and is subject to the requirements of the Texas Public Information Act.

PROPOSAL EVALUATION

The City will review the merits of the proposals in accordance with the evaluation criteria listed below. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation will be to evaluate the responsiveness of each Proposer to the requirements of the RFP. Proposal selection criteria shall be evaluated in selective order of importance as listed below:

- A. Describe the type and scope of system proposed and its value to overall customer satisfaction (this may be done on a separate attachment, if needed). (10 Points)
- B. How soon after selection will the proposed installation begin? (10 Points)
- C. Previous similar Audio System Integration background and experience of Proposer (this may be done on a separate attachment, if needed) (10 Points)
- D. Dates and services currently/previously provided to the City of Abilene. (5 Points)
- E. Installation by proposer (not subcontractor). (5 Points)
- F. Proposed cost to the City for the services. (10 Points)
- G. Proposed Warranty (5 Points)

For Add Alternate 1:

- A. Describe the Type and Scope of System Proposed and it's value to overall customer satisfaction (this may be done on a separate attachment, if needed). (10 Points)
- B. How soon after selection will the proposed installation begin? (10 Points)
- C. Previous airport Audio System Integration background and experience of Proposer (this may be done on a separate attachment, if needed) (10 Points)
- D. Dates and services currently/previously provided to the City of Abilene. (5 Points)
- E. Installation by proposer (not subcontractor). (5 Points)
- F. Proposed cost to the City for the services. (10 Points)
- G. Proposed Warranty (5 Points)

PROPOSER RESPONSIBILITY

Should a prospective Proposer find a discrepancy, or discrepancies in, or omissions from the Instructions to Proposers, the sample form of Agreement, or any drawings relating there to, or should a Proposer be in doubt as to their meaning, Proposer shall at once notify in writing the City, who will then develop any necessary clarifications or addenda.

The City will not be responsible for any oral instructions or interpretations given by or to anyone whomsoever.

POC: MS. MELISSA DENSON, PURCHASING MANAGER
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601

Proposers are expected to familiarize themselves with the locations of the premises, and if applicable, mechanical, electrical, plumbing, fire protection, and base building details in connection with this operation.

Any prospective Proposer desiring to submit a proposal for the City shall examine the terms of these Instructions to Proposers, Sample Agreement, and other materials and shall judge for themselves all the circumstances and conditions affecting their proposal. **Failure on the part of any Proposer to make such thorough examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the Proposer did not understand the proposal package.**

EVALUATION OF PROPOSALS BY CITY

In the event the City desires further information or clarification regarding any proposal, the City may request such information from Proposer or, at its option, elect to interview one or more of the Proposers. Interviews will be based on the RFP and information provided in Proposer's proposal as well as other information requested by the City. The City will only conduct interviews as it deems necessary.

INSTRUCTIONS TO PROPOSERS

1. DEFINED TERMS

The definitions in the General Conditions of the Agreement apply to these Instructions to Proposers.

2. QUALIFICATION OF PROPOSERS

To demonstrate the Proposer's abilities, each Proposer must complete the Statement of Proposer's Qualifications.

3. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

3.1 By submitting a proposal, each Proposer incontrovertibly represents that Proposer has:

- (a) examined the Contract Documents thoroughly;
- (b) visited the site to become familiar with local conditions that may in any manner affect performance of the work;
- (c) become familiar with federal, state and local laws, ordinances, rules and regulations affecting performance of work; and
- (d) carefully correlated observations with the requirements of the Contract Documents.

3.2 The Supplemental Conditions may or may not include any surveys and investigative reports relied upon by the Engineer. Such data is furnished for information only; neither the City nor Engineer guarantees the data's accuracy. Before bidding, each Proposer must bear the cost of making additional surveys and investigations necessary to determine the Proposal price for performance of the work.

4. INTERPRETATIONS

Proposer may send written questions to the City of Abilene about the meaning or intent of the Contract Documents. The City of Abilene will reply by Addendum mailed or delivered to all parties recorded as receiving bidding documents. The City of Abilene may not answer questions received less than two days before bid opening. Only questions answered by written Addendum will be binding; any other interpretations have no legal effect.

5. PROPOSAL SECURITY

A cashier's check, certified check, or acceptable Proposal Bond, payable to the City of Abilene, Texas, in an amount not less than five percent of the Proposal submitted, must accompany each Proposal to guarantee that, if awarded the contract, the Proposer will, within 15 days after receiving Notice of Award, enter into a contract, provide an acceptable Certificate of Insurance, and execute bonds on the forms provided in the Contract Documents.

Bonds for projects using federal dollars must be underwritten by a surety named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

6. CONTRACT TIME

It is essential to the City's operations that the Project be completed and in service within the contracted time. The Contractor is subject to liquidated damages if the Work is not completed on time.

7. PROPOSAL FORM

7.1 Proposers must use the Proposal forms included in the Contract Documents (**See Exhibit 2**). Proposal forms must be typewritten or in ink. Proposal prices in words take precedence over numerals. Proposer must acknowledge receiving Addenda by listing all numbers on the Proposal form.

7.2 Proposals by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign). The corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown on the Proposal.

7.3 Proposals by partnerships must be executed in the partnership name and signed by a partner. The title must appear under the signature and the official address of the partnership must be shown below the signature.

7.4 All names must be typed or printed below the signature.

8. PROPOSAL SUBMISSION

Proposals must be timely submitted in an opaque, sealed envelope, marked with the Project title and name and address of the Proposer and accompanied by the Proposal Security and other required documents. The City will return late Proposals unopened, and will not consider them.

9. PREVAILING WAGE RATES

The minimum prevailing wage rates for the performance of this Contract are included herein. Said wage rates shall become a part of the Contract Document. This project is federally funded and wage rates must comply with federal law (29 CFR Part 5).

10. PROPOSAL MODIFICATION AND WITHDRAWAL

Proposals may be modified or withdrawn by a document, executed as a Proposal must be executed, and delivered to the Purchasing Administrator's Office before Proposals are opened.

11. PROPOSAL RECEIPT

The City will receive proposals submitted within the guidelines of this RFP.

12. PROPOSALS REMAIN OPEN

All Proposals remain open for 60 days. The City reserves the right to release any Proposal and return the Proposal Security early.

13. AWARD OF CONTRACT

13.1 The City has the right to reject any and all Proposals, to waive any and all formalities, and to reject all nonconforming or conditional Proposals or counter proposals.

13.2 In evaluating Proposals, the City considers Proposers' qualifications, and compliance with prescribed requirements, alternates, and unit prices, if requested in the Proposal Forms. If the Contract

Documents require the Proposer to identify proposed Subcontractors and other persons and organizations (including those furnishing principal items of material or equipment), the City may consider their respective qualifications. The City may investigate the responsibility, qualifications and financial ability of the Proposers, proposed Subcontractors and other persons and organizations to do the Work. The City has the right to reject any Proposal whose evaluation does not satisfy City requirements.

13.3 The City will not knowingly award contracts for goods or services to any Proposer in arrears to the City for any debt, claim, demand, or account whatsoever, including taxes, penalty or interest. Contractor is responsible for ensuring that no indebtedness exists.

Section 130 of the City Charter authorizes the City to counterclaim and offset any debt, claim, demand or account owed by the City to any person, firm or corporation in arrears to the City for any debt, claim, demand or account of any nature whatsoever, including taxes, penalty or interest.

13.4 If a contract is awarded, the City will make the award to the most advantageous Proposer within 60 days after Proposal opening. City may mutually agree with a Proposer to extend the time for the award.

13.5 The City will notify the successful Proposer by a written Notice of Award.

14. EXECUTION OF CONTRACT

14.1 The accepted Proposer, within 15 days after Notice of Award is sent, must execute the required Contract Agreement using the City's forms.

14.2 The City will issue a Notice to Proceed authorizing the Contractor to begin work only after the Contract is executed and all required supporting documents are received.

15. SALES TAX

The City qualifies as an exempt agency, under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act"), and is not subject to any State or City sales taxes on materials incorporated into the project. The City will provide an exemption certificate to the Contractor. The Contractor must have a sales tax permit issued by the Comptroller of Public Accounts and must issue a resale certificate complying with the Tax Act, as amended, when purchasing incorporated materials. The Contractor is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the project, tangible personal property purchased for use in the performance of this contract and not completely consumed, or other taxable services used to perform this contract, or other taxes required by law in connection with this Project.

16. PERFORMANCE AND PAYMENT BONDS

If the value of this Bid is below \$50,000, Performance and Payment Bonds are not required; however, the City will not pay the Contractor until the work is accepted and the Contractor furnishes an acceptable Release of Lien and Affidavit of Bills Paid to the City.

If the value of this Bid exceeds \$50,000, the Contractor must also furnish a payment bond. If the value of this Bid exceeds \$100,000, the Contractor must furnish a performance bond when the Contract is executed and delivered to the City. The Bonds, for the full amount of the contract, must be executed by a corporate surety company authorized to do business in the State of Texas and acceptable to the City. Bonds for projects using federal dollars must be underwritten by a surety name in the current list of "Surety Companies Acceptable on

Federal Bonds” as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

The City may require additional security if the initial surety becomes insolvent, bankrupt, or otherwise financially unable to protect the City under the terms of the contract. The City’s requiring new or additional security relieves neither the original surety nor the Contractor of their obligations under the contract. City may, without incurring any liability, stop work under the contract until Contractor furnishes additional security.

17. EQUAL EMPLOYMENT OPPORTUNITY

It is the City's policy to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bonafide occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Abilene, Texas, is a fact as well as an ideal.

18. VERIFICATION OF EMPLOYMENT ELIGIBILITY

Contractor must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. Contractor -- not City -- must verify eligibility for employment as required by IRCA.

19. MINORITY AND WOMEN BUSINESS ENTERPRISES

The City hereby gives notice that Minority and Women Business Enterprises will be afforded equal opportunities to submit Proposals in for this contract and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in awarding the contract. Technical assistance is available to Minority and Women Business Enterprises through the Texas Tech University Small Business Development Center, 500 Chestnut St., 6th floor, Abilene, Texas, 79602, 325-690-0300.