



CITY OF GREENFIELD

Invitation for Bid (IFB) 24-11

Greenfield Radio Dispatch Console System

**IFB Available: Wednesday, April 1, 2024 by 9:00 AM
IFB Due Date: Thursday, April 18, 2024 @ 3:30 PM**

Submit to:

Diana Schindler
Procurement Office
14 Court Square
Greenfield, MA 01301

Legal Ad

The City of Greenfield in partnership with the Central Dispatch Department is issuing an Invitation for Bid (IFB) 24-11 Greenfield City-wide Radio Dispatch Console System Upgrade. The bid will include the equipment for upgrade, dispatch console, all consolette, 6 new Motorola Consolette Base radios, integration of 5 new station radios and other miscellaneous items, including installation, configuration and implementation services necessary to integrate into the existing city-wide radio dispatch console system.

IFB 24-11 Greenfield City-wide Radio Dispatch Console System Upgrade will be available Monday, April 1, 2024 at 9:00 AM on the City of Greenfield website: https://greenfield-ma.gov/departments/procurement/current_bid_opportunities.php . Electronic copies of the IFB can be requested by contacting Terra Cadran at 413.772.1502 x6122, or emailing terra.cadran@greenfield-ma.gov

Pre-bid walk through will be held April 5, 2024, at 1pm at the Greenfield Police Station located at 321 High Street in Greenfield MA, enter through main door. Walk-through is encouraged, but not mandatory. Any questions regarding the bid documents must be submitted in writing to Diana Schindler, diana.schindler@greenfield-ma.gov by Tuesday, April 9, 2024 at 2:00 PM. Answers will be issued in the form of an Addendum by Friday April 12, 2024 at 10:00 AM. Bidders should check the website listed above for addendum before submitting their bid.

Sealed bids must be endorsed "IFB 24-11 Greenfield City-wide Radio Dispatch Console System Upgrade" and are due by Thursday April 18, 2024, by 3:30 PM. Electronic bids will not be accepted. Submissions can be mailed or hand delivered to:

Diana Schindler CPO
Procurement Office, 2nd Floor
14 Court Square
Greenfield, MA 01301

At the discretion of the City, the contract will be awarded to the responsible and responsive bidder(s) that submits the lowest pricing while meeting the quality and bid specifications outlined. The City of Greenfield reserves the right to reject any and all bids not deemed to be in the best interest of the City.

CITY of GREENFIELD

Invitation for Bid (IFB) 24-11

GREENFIELD RADIO DISPATCH CONSOLE SYSTEM

The bid will include the purchase of hardware, software, licensing, and services necessary to set up, configure and deploy a Radio Dispatch Console System that will upgrade the City’s current system. Services will include, but not be limited to, installation, configuration and implementation, warranty, and support services.

Sealed Bids consisting of 4 (four) printed copies (1 marked ORIGINAL) and 1 digital copy in Microsoft Word format) shall be delivered to:

**Diana Schindler CPO
14 Court Square
Greenfield, MA 01301
(413) 772-1569**

Bid submissions must be clearly marked "IFB 24-11 Greenfield Radio Dispatch Console System." Please include the company name and address on the envelope

The “Owner” as defined in this document identifies the City of Greenfield.

SCHEDULE OF EVENTS/CRITICAL MILESTONES

IFB Release Date:	Wednesday April 1, 2024 at 9:00 AM
Final Questions Due:	Tuesday April 9, 2024 by 2:00 PM
Final Answers/Addenda Issued:	Friday April 12, 2024 by 10:00 AM
Bids Due:	Thursday April 18, 2024 by 3:30 PM
Purchase Orders:	Week of May 6, 2024

There will be a public bid opening on Thursday April 18, 2024 immediately following the bid due date and time at the City Hall, 2nd Floor Meeting Room, 14 Court Square, Greenfield MA 01301.

Proposals must be submitted using forms provided (**See APPENDIX A and B**). The contract shall be binding on heirs, successors, or assignees in the event of change in management, through sale or by other means. The contract shall not be sublet, assigned, or transferred without the written permission of the Owner.

Any proposal that is not according to prescribed form, not properly signed (manually in ink), or otherwise contrary to instructions will be rejected by the Owner.

Amendments or proposals received after the specified opening due date and hour will not be considered.

The City requires that the Vendor(s) awarded the contract(s) be capable of furnishing and installing the equipment and services described herein. The City reserves the right to award contracts to multiple vendors, on a basis of lowest price offered in each category in its entirety. Massachusetts State Contractors are preferred vendors, but all submitted proposals will be reviewed if they meet proposal requirements.

The Owner reserves the right to make a partial award. Should the need arise to make a partial award, the quoted unit item price will be used in order to calculate the total cost for the quantity of items selected. Any discrepancy between unit and total prices will be governed by unit prices as quoted on the bid forms.

Rule for Award

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies and services specified in the IFB including any Addendum.

PART 1: GENERAL

1.1 SUMMARY OF EQUIPMENT AND SERVICES

Equipment and Services to include the following, or preapproved equivalent:

Category 1: AVTEC Scout EX IP Dispatch Console

Item	Quantity
Scout Ex Console Tier 1 License/Software Audio Pkg, Soft Key	3
DT PC w Dual NIC, WIN 10 Pro 64 Bit OS for Scout Console	3
AVTEC (or equal/equivalent) USB Single Speaker Kit for Software Console	6
AVTEC (or equal/equivalent) USB Desk MIC for Software Console	3
AVTEC (or equal/equivalent) USB Headset – Handset Jack Box, Integrates NENA Phone	3
AVTEC Only: USB PTT Footswitch Accessory	3
AVTEC Only: 10 Port USB Hub, USB 3.0	3
Red Base VPGATE License, Level 0, Software License Version	1
Rack Mount 1U PC w/ SSHD, WIN 2019 Server OS	2
Outpost Plus (or equal/equivalent) Radio Gateway, VOIP, 2 Port, POE	6

Outpost Plus (or equal/equivalent) Kit for 1 Motorola APX EP Includes License and Cable	5
Outpost Plus (or equal/equivalent) Configuration Tool, 1 Req'd per Site	1
Kit to Mount VPGATE Computer in 19" Rack 1 RU	2
Outpost Plus (or equal/equivalent) Power Supply w Power Cord for NA	6
Outpost Rack (or equal/equivalent) Mount Shelf (holds 2 units)	3

Category 2: All Band Console & Rack Mount Kit

Item	Quantity
APX All Band Console - specifications	6
APX Console Rack Mount Kit	6

Category 3: Miscellaneous Items

Item	Quantity
AVTEC Only: 6W Host Plantronics Supra H251 NC w/ Base	3
AVTEC Only: 23" LED Touch Screen for PC Console – 16x9 Format	3
AVTEC (or equal/equivalent) USB Dual Speaker Kit for Software Console	3
Outpost Plus (or equal/equivalent) Kit for (1) Motorola APX Console Endpoint Includes License and Cable	6
Interoperable Antenna Only, 106-1550MHZ N -Female Connector	6

Installation – Please provide pricing for device installation, configuration and implementation.

REQUIREMENTS:

- Includes Integration of 5 new COMIRS CONTROL Station Radios.
- If items are provided that are equal or equivalent, please clearly identify.
- Must be quoted with a minimum of three (3) year parts and on-site service warranty.
- Please also provide warranty extension options.
- Each Category should include a separate line for Shipping and Handling, FOB City of Greenfield, 14 Court Square, Greenfield, MA 01301.
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RELATED DOCUMENTS AND ATTACHMENTS

APPENDICES (A&B)-Bid Forms

GENERAL REQUIREMENTS

- A. Instructions to Bidders:
1. Bid Forms: Utilize all bid forms, or exact facsimiles (4 copies), as supplied in this document. A single copy of all documents must be submitted in digital format/ jump drive.

2. Bid Submission: Bids must be typewritten/computer processed. Illegible bid forms will be dismissed.
3. Bid Attachment/Unit Prices: Wherever requested, each bidder must insert the prices of the items listed in Section 1.1 above and agree that those prices will be the basis of any compensation for additions or deletions, as the case may be, for such increase or decrease in work. The unit price shall include freight and delivery. Setup and configuration costs associated with equipment shall be quoted separately on a per unit basis.
4. Sealed envelopes shall have the name and address of the bidder prominently indicated on the proposal envelope.
5. Identify company name, address, and telephone numbers of any sub-contractors and indicate the hardware or service they are to perform. Submit corporate or individual information for each such listed sub-contractor. This information shall include at a minimum the firm name, address, telephone number, number of years in business, a one paragraph description of the nature of the firm's business, federal tax identification number, and a statement of compliance to state tax and labor law. The bidder will employ no sub-contractors other than those listed on said attachment.
6. Submit all questions about the contract documents in writing in accordance with the schedule described herein. Verbal questions will not be accepted and verbal answers to questions will not be provided. Submit all questions, in writing, to:

Diana Schindler - CPO
City of Greenfield
14 Court Square
Greenfield, MA 01301
413.772.1504 x6120

Diana.Schindler@Greenfield-ma.gov

7. Replies requiring changes to the contract documents will be issued to all bidders as addenda and will become part of the Contract.
8. The Vendor/Systems Contractor(s) shall be an authorized distributor/representative and/or re-seller for all of the products that he/she is bidding. The Vendor/Systems Contractor(s) must supply written information from the manufacturer that he/she is authorized to sell and provide warranty and warranty support on all products being proposed.
9. Permits and Compliance with Codes: The Vendor/Systems

Contractor(s) shall obtain and pay for all necessary insurance certificates for equipment, appliances, and services provided.

10. All equipment shall be delivered to Greenfield Police Department, 321 High Street, Greenfield, MA 01301.
 11. The Owner reserves the right to reject any or all bids, and to waive technical defects if deemed to be in the best interest of the project.
 12. The City reserves the right to award each category of this bid specification separately.
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- B. All equipment will be delivered based on technical specifications.
 - C. All equipment will be covered by a 36 month parts and labor warranty. If warranty work is not performed on-site, the vendor will pay freight both ways (i.e., the vendor will pay to pick up the malfunctioning device and will pay the cost of returning a working replacement).
 - D. The Vendor/Systems Contractor(s) will deliver all equipment (or coordinate delivery should equipment be shipped directly to the Owner). Delivery will be made to a storage room inside the building, not to a curb outside the building. Deliveries made when personnel are not on site will not be accepted.
 - E. Acceptance of delivery will be contingent upon demonstration of proper working order for all equipment purchased. The owner shall be given 30 days to conduct an acceptance test to be sure that all devices function properly. The Vendor/Systems Contractor(s) must commit to correcting all non-confirming equipment. The Owner shall be entitled to a refund if the Vendor/Systems Contractor is unable to correct non-conformities, within a reasonable period of time.
 - F. Prices listed on the bid form must reflect total cost to the City including materials, labor and delivery to the City of Greenfield.
 - G. Notwithstanding the details presented in this Specification, it is understood that complete, up-to-date operating systems are required. It is the responsibility of the successful Vendor/Systems Contractor(s) to verify the completeness of the materials list to conform to the specifications.
 - H. All items must be current manufacturer products and be available in the general marketplace. All items must be new from the manufacturer and contain no remanufactured or refurbished parts.
 - I. All bidders may be required to sign and submit a Surety Guarantee, a Non Collusion Affidavit or any other forms as required by the Owner prior to contract

award.

- J. The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans, and non-discrimination programs and statements as might be required by the City of Greenfield, MA. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.
- K. The contract period shall extend until one year after Project completion and Owner sign-off, during which time if additional quantities of items provided by the Vendor/Systems Contractor(s) are required by the Owner, the Vendor/Systems Contractor will make a good faith effort to provide these additional quantities at same cost or better than the amount specified in the bid.
- L. Any equipment not included or shown that is required to provide a complete and functional system(s) shall be included with the bid price(s). Vendor/System Contractor(s) will not be compensated for any additional equipment required to make all systems fully functional.
- M. To obtain approval for substitutions and for items identified as “approved equal,” submit in writing request by Tuesday, April 9, 2024 by 2:00 PM. Requests received after this time, or not demonstrating clear equality with items specified will not be considered. All requests for substitutions shall clearly describe the products for which approval is asked, including all data necessary to demonstrate equality with items specified. If the product is acceptable, an addendum may be issued to all bidders.

PROPOSALS

- A. The following items must also be included in each submission. Exclusion of any item will be grounds for disqualification of the bid.
 - 1. Include a completed set of Bid Form(s) of the systems being bid, indicating the manufacturer, model number, unit cost, and total costs for all specified items. Itemization of miscellaneous equipment such as cables, connectors, patch cords, etc. is not required.
 - 2. Submit complete manufacturer data sheets and specifications for all items specified and bid.
 - 3. Include a listing of any voluntary alternates proposed by the bidder as substitutions or additions to the specified systems with complete manufacturer data sheets and specifications.

4. Include any notes or comments if necessary to clarify the bid.
 5. Vendor/Systems Contractor(s) shall have been in business for at least 3 years prior to the date of this IFB and shall be able to provide references for installations of similar size and scope.
 6. Provide evidence that the manufacturer of equipment proposed authorizes the bidder to sell, install, warranty and service all equipment represented in this Specification and in their Bid Form.
 7. Written outline describing the proposer's strategy and schedule for installation.
- B. Prior to the final selection of a Vendor/Systems Contractor(s) and the award of a contract, the Owner reserves the right to meet with any of the bidders of their choosing, for the purpose of clarifying a proposal response, and for answering any questions pertaining to a bidder's proposal.
- C. Vendor/Systems Contractor(s) may be required to provide demonstrations of any and all equipment proposed and answer specific questions relating to specific hardware or software proposed. Any equipment, hardware, or software that the Owner and/or Owner's Project Manager determines is not equal or superior in quality to the hardware or software specified will be cause for rejection of that bidder's proposal.

EVALUATION CRITERIA

- A. Vendors/Systems Contractor(s) proposals will be evaluated based on the following criteria: Overall and unit pricing structure, completeness and quality of all requested submittals, materials or equipment to be supplied, conformity with the specifications, the purpose for which required, date of delivery, and ultimate cost thereof to the City of Greenfield; the intent being to purchase in a manner that will best secure the greatest possible economy consistent with the grade or quality of services, supplies, materials, and equipment best adapted for the purpose needed.

PROJECT DESCRIPTION

- A. The project will need to be delivered on or before July 1, 2024.
- B. It is required that the selected Vendor/Systems Contractor(s) does (do) not book, order or deliver equipment identified for the project without the written permission of the Owner. Once the Owner determines the City is ready to accept equipment, the Vendor/Systems Contractor(s) will be given written notification to proceed with the ordering and delivery of equipment.

- C. Timely and accurate completion of the Project is critical for the City's Operations.
- D. The Project will include the purchase of hardware, software, licensing, and services necessary to set up, configure and deploy a Radio Dispatch Console System that will upgrade the City's current system. Services will include, but not be limited to, installation, configuration and implementation, warranty, and support services.
- E. The Owner realizes that the technology specified is constantly changing. The systems and equipment specified herein are based on industry leaders, trends, standards, and methods at the time of writing. It will be the responsibility of the successful Vendor/Systems Contractor(s) to establish methods of monitoring current technology specified and be ready to notify, give advice, educate, and renegotiate with the Owner, to ensure the Owner obtains the most current and up-to-date equipment at the most competitive prices, for all equipment specified and purchased as part of the Project.
- F. The Owner shall have the opportunity to investigate, replace, upgrade, and/or make modifications to its specification and/or purchase agreement in order to take full advantage of newer "State of The Art" equipment.
- G. All hardware and materials shall be furnished as new, and in strict accordance with the Specifications listed in these documents. Equipment, systems, or components of systems, which do not meet the specific details outlined in this specification and have not been approved in writing (as an allowable substitution) will be grounds for the immediate disqualification of the total proposal/bid. A Vendor/Systems Contractor(s) response to any item specified indicates complete compliance with all components requested. This Specification/performance may not diminish during the contract or lifetime of the equipment provided. If, in the case of discovery of inferior components during the lifetime of the equipment, those components will be replaced or credited to the Owner (at no charge) by the Vendor/Systems Contractor(s), who will be held solely responsible to remedy the situation.
- H. The Owner may elect to deviate from the type and quantity of specific equipment, and configurations of the equipment and services specified, if it is deemed in the interest of the Owner to do so.

SUBSTITUTIONS AFTER AWARD

- A. Requests for acceptance of proposed equivalents made following the award of contract will be considered by the Owner only in the following cases:

1. The named products cannot be obtained by the Vendor/Systems Contractor(s) because of strikes, lockouts, bankruptcies, or discontinuance of the manufacturer, and the Vendor/Systems Contractor(s) makes a written request to the for consideration of the proposed equivalent.
 2. The proposed equivalent in the opinion of the Owner is equal or superior to the named product and its use is to the advantage of the Owner.
- B. A formal request must be made for the substitution documenting fully the above reason with complete product and cost data on the proposed substitution, showing detailed comparison of proposed substitution with the product specified.
- C. A request for substitution is a representation that the Vendor/Systems Contractor(s) has investigated and determined that the proposed substitution is equal or superior in all respects to the specified equipment.
- D. The Vendor/Systems Contractor(s) shall make changes as may be required to incorporate proposed substitute(s) under this section, maintain the same schedule, and provide the same warranty for the proposed substitute(s) as originally specified.

QUALITY ASSURANCE

- A. Provision of all equipment, testing, and warranties shall be the responsibility of the Vendor/Systems Contractor(s).
- B. The Vendor/Systems Contractor(s) shall provide an “in-house” single call point of service for all issues related to the work governed by this Specification as well as warranty work.

POST INSTALLATION SUBMITTALS

- A. The following is required for approval prior to final acceptance of the equipment:
1. Submit completed equipment delivery schedules for the hardware purchased in a Microsoft Excel spreadsheet.
 2. Provide an Instruction and Maintenance Manual: Prepare instructional manual for use by Owner’s personnel including:
 - a. Table of contents. Identify each product by product name and part number.
 - b. Vendor/Systems Contractor, contact name, address, and

- phone number.
 - c. Contact information in case of an emergency.
 - d. Certificate of Warranty for each piece of equipment.
 - e. Service Contract.
 - f. Original copies of service manuals.
 - g. Provide legal and licensed copy of all software including certificates, manuals, and installation keys, for all installed software.
3. As-Built Information including:
- a. Product Data cut sheets on equipment installed.
- B. Post-delivery submittal must be submitted for approval by the Owner and/or Owner's Representative prior to authorization for final payment to the Vendor/Systems Contractor(s) and in accordance with the project schedule described herein. Provide hard copies via email and in PDF format.

DELIVERY, STORAGE AND HANDLING

- A. Schedule, arrange, and coordinate with all involved parties/trades for: shipments, arrivals, and acceptance of equipment and materials, and assure that these activities do not interfere with the ongoing operation of the school. There must be at minimum a 48-hour notice of all deliveries. The awarded Vendor/Systems Contractor(s) shall be responsible for coordinating and advising the Owner or Owner's Representative.
- B. Assure deliveries are provided in the quantities, within the times, and in accordance with the manufacturer's shipping instructions. Notify Owner's Representative, in writing, of all confirmed deliveries.
- C. Deliver equipment to a storage room on-site in the manufacturer's original sealed containers or other packaging methods, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- D. Equipment, packages, and materials showing evidence of damage may be rejected by the Owner and/or Owner's Project Manager whether equipment exhibits symptoms of damage or not.

WARRANTY

- A. All equipment and subsystem components delivered to the Owner will be free of faulty workmanship and defects, and from damage. Within the warranty period, any part found to be defective will be repaired or replaced at no cost to the Owner.
- B. All equipment will be covered by a minimum of a three-year parts and

labor warranty. The City would like to see extended warrant options.

- C. All equipment supplied by the Vendor/Systems Contractor(s) under this proposal must contain only factory-approved devices, which will not void any equipment warranty.
- D. Vendor/Systems Contractor(s) shall provide a single call point of service for all warranty issues related to the work governed by this Specification.

PART 2: PRODUCTS

2.1 GENERAL

- A. It is the intent of the Specification that one manufacturer, or equal or equivalent, not a combination, is selected for each particular category of equipment specified under **Section 1:1 SUMMARY OF EQUIPMENT AND SERVICES**
- B. Each Classification of Equipment delivered at the same time will be provided with identical internal components.
- C. All materials and equipment will be new and unused.
- D. Where materials, equipment, or products are specified by manufacturer, brand name, type or catalog number, and accompanied by the term “or approved equal,” System Contractor will comply with the provisions of this Specification concerning “substitutions” to obtain approval for use of the equipment.

2.2 Schedule:

Completion Date	July 31, 2024 or before.
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APPENDICES and BID FORMS

BID FORM A- Category 1. AVTEC Scout EX IP Dispatch Console

Quantity	Item	Price/Each	Extended Price
3	Scout Ex Console Tier 1 License/Software Audio Pkg, Soft Key		
3	DT PC w Dual NIC, WIN 10 Pro 64 Bit OS for Scout Console		
6	AVTEC (or equal/equivalent) USB Single Speaker Kit for Software Console		
3	AVTEC (or equal/equivalent) USB Desk MIC for Software Console		
3	AVTEC (or equal/equivalent) USB Headset – Handset Jack Box, Integrates NENA Phone		
3	AVTEC Only: USB PTT Footswitch Accessory		
3	AVTEC Only: 10 Port USB Hub, USB 3.0		
1	Red Base VPGATE License, Level 0, Software License Version		
2	Rack Mount 1U PC w/ SSHD, WIN 2019 Server OS		
6	Outpost Plus (or equal/equivalent) Radio Gateway, VOIP, 2 Port, POE		
5	Outpost Plus (or equal/equivalent) Kit for 1 Motorola APX EP Includes License and Cable		
1	Outpost Plus (or equal/equivalent) Configuration Tool, 1 Req'd per Site		
2	Kit to Mount VPGATE Computer in 19" Rack 1 RU		
6	Outpost Plus (or equal/equivalent) Power Supply w Power Cord for NA		
3	Outpost Rack (or equal/equivalent) Mount Shelf (holds 2 units)		

Category 2: All Band Console & Rack Mount Kit

Quantity	Item	Price/Each	Extended Price
6	APX All Band Console - specifications		
6	APX Console Rack Mount Kit		

Category 3: Miscellaneous Items

Quantity	Item	Price/Each	Extended Price
3	AVTEC Only: 6W Host Plantronics Supra H251 NC w/ Base		
3	AVTEC Only: 23" LED Touch Screen for PC Console – 16x9 Format		
3	AVTEC (or equal/equivalent) USB Dual Speaker Kit for Software Console		
6	Outpost Plus (or equal/equivalent) Kit for (1) Motorola APX Console Endpoint Includes License and Cable		
6	Interoperable Antenna Only, 106-1550MHZ N-Female Connector		

Price for device installation, configuration and implementation: _____

Bid Total: \$ _____

VENDOR SUBMITTING BID:

Name _____ **Date** _____

Address: _____

Phone: _____

Email: _____

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. The undersigned certifies under the penalties of perjury that this bid or bids has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

Corporate Officer (if applicable)

END OF DOCUMENT