

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSAL**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County) Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503, on April 12th, 2010 at 1:00 P.M., prevailing time for a Maintenance Service agreement 911 tower sites, and Backup Radio room.

A. PURPOSE: The purpose of this Request for Proposal is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the County.

B. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. It is recommended that each submission package be hand-delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.
2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.

C. CRITERIA FOR EVALUATION OF QUALIFICATIONS: The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the County;
3. Knowledge of the County, its affairs and operations;
4. Availability to accommodate any required meetings of the County;
5. Compliance with the minimum qualifications established by the County for the position;
6. Other factors determined to be in best interest of the County.

D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting qualifications for Grant Program Coordinator, which should include:

1. Scope of Services;
2. Resume(s);
3. Facilities; and
4. Conflict of Interest.

The following explains what the Board of Commissioners expects in each of the major sections:

1. **Scope of Services** – The Board of Commissioners is requesting qualification statements to provide professional services for the County. Your response should detail the firm’s or individual’s qualifications to provide that type of service. To maintain Department of Public Safety radio equipment to include all receivers, transmitters, power supplies, special link equipment, radio modems at the following sites. Service charges **(to be billed monthly)** must include all labor fees, travel expenses, and emergency call outs for twenty four (24) hour , seven(7) days a week , three hundred sixty five day’s per year (365). All holidays included with a response time of less than one hour to each site. Service must be returned within one hour of arriving at site.

The minimum qualifications established by the County for the professional appointment are as follows:

Tower Site / Backup radio room Service provider:

Tower Sites:

The Provider Must be qualified to work on and the ability to maintain “Macom Master III and Master III E vhf high base station radio equipment, Zetron N.E.A.R. system, along with Convex audio Dist. equipment to manufacturers original specifications. Candidate must maintain an inventory of all integral modules to sustain operations.

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| 1. Salem Mountain, Carbondale Pa. | (6) Receivers (5) Transmitters |
| 2. WNEP Scranton, Pa. | (9) Receivers (8) Transmitters |
| 3. Pinnacle Rock, Scranton Pa. | (5) Receivers (4) Transmitters |
| 4. Jefferson Site, Mount Cobb, Pa. | (5) Receivers (4) Transmitters |
| 5. Blair Site, Yostville, Pa. | (6) Receivers (5) Transmitters |
| 6. Elk Mountain Site, Union Dale, Pa. | (1) Receiver (1) Transmitter |
| 7. Scott Twp. Site Montdale, Pa. | (1) Receiver (1) Transmitter |
| Voter Receiver Sites: | |
| 8. Scrub Oak Site, Dunmore Pa. | (3) Receivers |
| 9. Roaring Brook Site, Roaring Brook, Pa. | (3) Receivers |
| 10. Daleville Site, Daleville Pa. | (3) Receivers |
| 11. Moscow site, Moscow, Pa. | (3) Receivers |
| 12. Engine 15 East Mtn. Station, Scranton pa. | (1) Receiver |
| 13. Engine 9 1047 n. Main Ave. Scranton Pa. | (3) Receivers |

- 14. Engine 10 Ash St. Scranton, Pa. (3) Receivers
- 15. Admin. Building 200 Adams Ave. Scranton Pa. (3) Receivers

Back up Radio Room: Lackawanna County Administration Building 200 Adams Avenue Scranton pa. 18503

Provider must be qualified to work on and ability to maintain ORBACOM TDM 150 communication consoles. Provider must maintain an inventory of replacement component parts, which are in and out of current production to sustain existing operations.

2. **Resume** – All resumes submitted to the County shall include the following:

- a) Name and address of your firm and the corporate officer authorized to execute agreements;
- b) A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the Commonwealth of Pennsylvania;
- c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
- d) A listing of local government clients with which you have similar contracts; include the name, address and telephone number of the contact person.
- e) A statement of your firm's insurance coverage. Firms must provide an insurance certificate specific to the County in responding to this RFP.
- f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.

3. **Facilities – Office Locations**

- a) For your firm's facilities which will service this project:
 - i. The location;
 - ii. Firm personnel assigned to this location; and
 - iii. Activities of the firm performed at this location.
- b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

- E. RESERVATION OF RIGHTS: The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.