

**HENRICO COUNTY**

**Purchasing Division**

**IMPORTANT NOTIFICATION:**

The Purchasing Office has moved to a new location. The new address is **8600 Staples Mill Road, Henrico VA 23228**. The Office is located near the intersection of Staples Mill Road and Parham Road in Henrico County, VA.

Bidders/Offerors who elect to deliver their IFB’s/RFP’s in person or by special courier are encouraged to allow extra time to assure timely receipt of documents.

Call (804) 501-5691 for further information.



COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**RFP #16-1139-2CS**

April 15, 2016

**REQUEST FOR PROPOSAL**

**ANNUAL CONTRACT FIRE STATION ALERTING SYSTEM**

**DIVISION OF FIRE**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to provide a Fire Station Alerting System for the County of Henrico Division of Fire in accordance with the enclosed specifications and terms included herein. **The submittal consisting of the original proposal and eight (8) additional hard copies and one electronic version marked, “Annual Contract for Fire Station Alerting System”** will be received no later than **2:00 p.m., May 26, 2016** by:

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

**8600 Staples Mill Road - NEW LOCATION** P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.henrico.us/purchasing/**](http://www.henrico.us/purchasing/)To receive an email copy of this document, please send a request to: [sto05@co.henrico.va.us](mailto:sto05@co.henrico.va.us)

Time is of the essence and any proposal received after **2:00** **p.m., May 26, 2016** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

**A MANDATORY Pre-Proposal Conference and Site Visits will be held on May 3 – May 5, 2016**. The MANDATORY Pre-proposal Conference will begin on May 3, 2016 at 9:00 a.m. at the County of Henrico Training Center, 1st floor, Room 2005, Sheriff’s Classroom. The conference will begin promptly at 9:00 a.m. Offerors arriving more than 15 minutes after the start of the conference will be denied entrance. After the pre-proposal conference and tour of the E911 Center, the County will transport a maximum of two representatives from each firm to each site identified in **Attachment F**. **This will be the only opportunity for firms to visit the sites.** Henrico County will provide a site visit schedule to firms interested in attending the pre-proposal conference. **Offerors shall notify Cecelia Stowe, Purchasing Director** [**sto05@henrico.us**](mailto:sto05@henrico.us) **no later than April 28, 2016 of their interest in this project and their planned participation in the site visits.** Offerors in attendance at the Mandatory Pre-proposal Conference will be provided one printed copy of site floor plans for all sites after execution of Non-Disclosure Agreement. Offerors must have at least one representative participate in the Mandatory Pre-proposal Conference and mandatory site visits in order to be considered.

The awarding authority for this contract is the Purchasing Director.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

Technical questions concerning this Request for Proposal should be submitted to **Cecelia Stowe** [**sto05@henrico.us**](mailto:sto05@henrico.us) **no later than 12:00 noon, May 10, 2016.**

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

[Sto05@henrico.us](mailto:Sto05@henrico.us)

8600 Staples Mill Road/P.O. Box 90775/Henrico, Virginia 23273-0775

(804) 501-5660 Fax: (804) 501-5693

**REQUEST FOR PROPOSAL**

**ANNUAL CONTRACT FIRE STATION ALERTING SYSTEM**

**DIVISION OF FIRE**

**COUNTY OF HENRICO, VIRGINIA**

**I. PURPOSE**

1. It is the intent of this Request for Proposals (RFP) and resulting annual contract to obtain the services of a qualified firm to provide a Fire Station Alerting System for the County of Henrico Division of Fire (DOF). The majority of the current alerting system has reached the end of its useful life and DOF is seeking proposals for its replacement.
2. The solution proposed will be for a turnkey product that will include but is not limited to: all material, equipment, labor, supervision, design, hardware, software, supplies, cabling, conduits, permits, demolition, repair and installation that results in a fully installed, tested and accepted Fire Station Alerting System.
3. This RFP will standardize the various components and systems that will comprise the Fire Station Alerting System.
4. For future new construction or renovation projects, the Successful Offeror may be assigned to work as a subcontractor to a General Contractor to provide the installation of the Fire Station Alerting System as a bid allowance. Pricing structure will be established for new construction or renovation projects for the duration of this contract.
5. The Successful Offeror shall provide all components, labor and optional maintenance per the pricing established through this solicitation and the resulting annual contract meeting all provisions, specifications and requirements established therein.
6. Any solution proposed must be structured in a way that will preserve existing alerting systems while the new system is being installed, tested and accepted.

**II. BACKGROUND**

The County of Henrico is located north of the City of Richmond, VA and covers approximately 244 sq. miles. The population is over 300,000 and can double during certain special sports and regional events. The County has a wide variety of buildings including: residential, commercial, and industrial structures. Henrico has 4 Interstate Highways: 1-64, I-95, I-295, and I-895 traversing the county. Located in Henrico County is Richmond International Raceway, Richmond International Airport, Army National Guard and parts of the James River.

An internationally accredited fire department, the Division of Fire was first accredited in 1998, reaccredited in 2013 and in 2015 received a Class 1 rating from the Insurance Services Office (ISO). This is the highest possible rating for a community. Henrico County has 21 fire facilities (one new station is slated to start construction the fall 2016) staffed by over 525 highly trained and certified firefighters. Henrico County Volunteer Rescue Squads operate four facilities that supplement Henrico Division of Fire. Mutual aid is provided by the Division of Fire to adjoining jurisdictions, Commonwealth of Virginia and Richmond International Airport Fire Department.

Reference, **Attachment F** – Fire Station Sites, for a list of sites and addresses.

Floor Plans for Alerting Sites will be provided to each firm at the Mandatory Pre-Proposal Conference.

All field personnel are State certified firefighters and also certified to the Emergency Medical Technician (EMT) level. Over 200 are also certified to provide advanced life support (ALS) services. The Division currently has on duty each day:

* 20 engines
* 15 Advanced Life Support Medic units
* 5 ladder trucks
* 3 Heavy Rescue Squads
* 2 EMS supervisors
* 3 battalion Chiefs
* District Chief
* Specialty equipment available daily for use

Utilizing the above staff and equipment DOF provides the following services:

* Urban and rural fire services
* Emergency medical advanced life support services and transport
* Specialized teams (HAZMAT, Tech Rescue, and Dive/Swift Water)
* Fire prevention, education
* Education
* Investigations
* Response and Recover for natural and man-made disasters

Henrico County is home to a number of large special events, including two NASCAR races at Richmond International Raceway, several outdoor music concerts, a variety of sporting activities and other events. The Division of Fire provides Fire and EMS coverage at these events.

The DOF desires to install the proposed product in our current 20 fire stations, Emergency Communications Center (ECC), 4 volunteer rescue squads, and Fire Station 19, our 21st fire station being built. DOF will work with the Successful Offeror to develop an implementation, testing and acceptance plan. The proposed system should be flexible, allowing for future expansion of additional fire stations and sites.

The DOF uses a computer aided dispatch system (CAD) created by and maintained by the County’s Information Technology Department (County IT). County IT will be the point of contact for any questions and coordination regarding the CAD system. County IT will write the CAD portion of the interface to integrate to the Successful Offeror’s system and will work with them to connect the interface to the alerting system.

**III. SCOPE OF SERVICES**

1. **Alerting – General**
   * 1. The Successful Offeror should provide all equipment, materials, labor, and supervision to provide a turnkey Fire Alerting System.
     2. The Alerting System shall be designed specifically for use as a fire station alerting system.
     3. The system shall use only new system components with no exception for refurbished or used equipment.
     4. It is strongly desired there be no proprietary speakers, lights, monitors, display boards, circuits, circuit boards, lights, or other peripherals in the system. All peripherals should use industry-standard formats, connections, and voltages.
     5. Full time dual-conversion uninterruptible power supplies (UPS) must be provided for all critical components of the system and be capable of one hour of continuous operation after loss of power.
     6. Data line surge suppression and over-voltage protection shall also be provided. The surge suppression devices shall be connected to the site’s earth ground system with a maximum distances to the earth ground connection of fifty feet and a minimum wire size of AWG 8.
     7. Where a Fire Station or Site has an emergency generator the Alerting System shall be connected to an emergency power panel.
     8. The alerting system shall have “heart-friendly” features such as ramped-up audio and subdued lighting at night. Offerors shall highlight their “heart-friendly” features as part of their proposal submission. (NFPA 1500)
     9. All national, state, and local applicable electrical and/or building codes shall be followed.
     10. This system shall be compliant to the latest edition of National Fire Protection Association (NFPA) Standard 1221 regarding The Installation, Maintenance, and Use of Emergency Services Communications Systems.
     11. The desired fire station alerting system shall provide stacking and simultaneous alerting of response units, which will aid in the speeding up deployment of personnel.
2. **Alerting: CAD Interface**

The DOF uses a custom, in-house developed CAD system. The Successful Offeror must supply an application program interface (API) which will allow the County’s IT to write the CAD portion of the interface to integrate to the Successful Offeror’s system. The Successful Offeror shall provide the County with information and support as needed to allow County IT to properly utilize the Successful Offeror’s API. The Successful Offeror shall:

1. Fully cooperate with the Henrico County Information Technology Department to implement a CAD Interface to Henrico County’s CAD system.
2. Describe how the County’s CAD system can interface with their proposed system.
3. Provide documentation on your system’s CAD interface API (Application Program Interface).
4. Describe features of your system that will enable the County IT to test the CAD interface during both development and after implementation without affecting the production alerting system. Offerors shall indicate in the proposed implementation plan when the development of the CAD interface can begin.
5. Provide a fire station alerting system capable of being activated directly from the customer CAD system (via the CAD interface) and without operator intervention. Provide detailed information as part of proposal submission on how this will operate.
6. Describe how the fire station alerting system interface to the CAD system will support emergency alerts and non-emergency alerts.
7. The County wants be able to specify the order of announcement of units on audible alerts. Describe how your system would allow this and whether the order the units presented on an alert via the CAD interface is altered by your system prior to announcement.
8. For each dispatch alert message received from CAD, the fire station alerting system should send a response over the CAD connection indicating the success or failure of each dispatched station, unit, or group for the given alert. Describe how your system provides feedback regarding the success or failure of an alert or any portion of an alert.

9. The alerting system shall alert the required stations in a timely manner. Offerors shall specify what expected alerting times are for alerts. The alerting system must comply or exceed the standards set forth in the most recent NFPA 1221 standard.

10 The CAD interface should provide messages which indicate if the system and its components are not properly operating. Offerors shall describe how your system does this.

11. Provide an alert log feature that will provide details of each alert sent to the alerting system. Describe your system’s alert log capability in detail indicating what data is available, how long it is maintained and how it may be accessed by system users. Specifically address Offeror’s ability to provide a web page to view the alert log; if (and how) the alert log is searchable; if the alert log contains the input received from the CAD interface; if the alert log shows the outputs the Offeror’s system generates from this input; if the alert log provides an audio file of the alert.

1. **Alerting: Automated Voice – General**

Offerors should describe their systems’ capabilities with regard to each of the following:

1. The fire station alerting system should have the capability, for any incident, to create voice dispatch alerts that announce simultaneously in multiple stations. Offerors shall describe how their system will handle alerting multiple calls to multiple stations at the same time, while also disseminating the dispatch information verbally over the main dispatch radio frequency (RF) channel.
2. Automated voice announcements supported could include: dispatch announcements, announcements of move-ups/station fill-ins, and non-emergency messages. Please discuss your capability to handle each of these message types.
3. Describe the alert announcement formats you support. Additionally please indicate Offeror’s support for the following:
   1. Different location types. Please describe the types of locations you support. Specifically:
      * + 1. Point addresses.
          2. Point addresses with associated business names.
          3. Intersections.
          4. Interstate locations.
          5. Commonplaces.
          6. Locations with cross streets.
          7. Free text.
          8. Coordinate only locations.
   2. Call type descriptions.
   3. Medical Service level (“ALS”/”BLS”).
   4. Driving code.
   5. Tactical Channel.
   6. District.
   7. Assigned Units: DOF desires to have full control over the order in which the assigned units are announced. This applies to specific units, not just to unit types. Please describe your capability to meet this requirement.
   8. Please indicate if there are differences in the announcement format between in-station announcements vs. over the radio announcements and detail what these differences are.
4. Automated voice dispatch announcements shall immediately follow the audible alert tone as per NFPA 1221.
5. Describe the automated voice generation technologies offered.
6. In the event that the system uses computer-generated voices in lieu of a human voice, local system administrators shall have the ability to edit the pronunciation of street names, unit types, and other names and words without manufacturer assistance. System administrators shall also have the ability to add new street names into the system without manufacturer assistance.
7. **Alerting: In Station**

Offerors should describe their systems’ capabilities with regard to each of the following:

1. The ability to control, at each station, the following functions: audible tones, lighting, relay activation.
2. The ability to provide a zoning capability such that portions of the station may be alerted without alerting the entire station. Indicate in the proposal submission how many zones are supported for each station. Describe how zoning is managed in your system both centrally and at the station. Indicate if your system will allow certain rooms or areas to be able to be alerted individually and if there is an option to select the notifications that will be received for that area. Station Zoning refers to an area of a fire station that alerting protocols can be configured specifically for an area or user.

The Offeror shall describe their zoning capabilities to include audio & visual as well user controlled components and features.

1. The ability to silence all station speakers manually, with the system allowing the silenced speakers to be overridden by the receipt of a call for service.
2. Describe the ability to provide text to voice announcements within the station such that alert announcements may be sent to the station as a part of the alert and announced by the Fire Alerting system within the station independently of the County’s radio system. Discuss also how in station announcements will work with regard to the muting of the County radio system while an in-station announcement is being played.
3. The fire station alerting system shall include its own audio amplifiers with full remote volume control capability an adjustment based on noise conditions in a particular area.
4. The fire station alerting system shall provide the ability to amplify building auxiliary audio such as intercom paging, telephone ringer audio, and doorbell audio through a standard type auxiliary input connection.
5. The fire alerting system shall provide the ability to mute in building auxiliary audio during dispatch alerts.
6. The fire station alerting system shall provide an audible ramped alert tone that clearly identifies to the units the type of call that is being dispatched (i.e., Fire vs. EMS). The alert tone shall immediately precede the dispatch announcement.
7. Describe your systems capability to display information about the alert on message boards, video screens and LED screens within the station.
   1. Describe what information is typically displayed.
   2. Describe the information that can be displayed.
   3. Describe options for formatting the information.
   4. Describe any limits on numbers, types or sizes of displays.
   5. Describe all types of equipment offered to assist with CAD/Call information that can be seen statically on a display without scrolling.
8. Describe what would occur if near simultaneous alerts are received by different units from the same station at approximately the same time, such that two alerts would be active at once. For example suppose an alert for a truck company is received followed shortly by another alert for a medic unit at the same station.
9. The fire station alerting system should include turnout timers, which will count up in one-second increments upon receipt of a call. Preference would be to have it as integral part of the display (not a separate or standalone timer). Please provide information that pertains to having the timer part of the integral display.
10. The fire station alerting system shall include lighting that is designed to have little impact on the building occupant’s night vision when a call is received. This will include red LED lights in the ceiling in the bunkroom area that are bright enough to light the area around the member’s bed and provide a safe amount of light to make their way to the apparatus bay. This should also apply to color unit indicator lights.
11. The fire station alerting system should include a minimum of 5 colored lights in the day room, fitness room, bunk room(s), and bay. Each color will represent a specific Fire company (e.g., engine, truck, medic, etc.). When an alert is received the colored lights will alert the building occupants as to which company in the station has a pending call. These lights will operate immediately upon the station receiving a call, even if another call is being dispatched to the same station at the same time, allowing occupants to prepare for the call even before it’s been audibly dispatched. Color indicators should have zoning capabilities.
12. Describe your systems capability to provide the following feature: The fire station alerting system should include “acknowledge” buttons located in or near the apparatus bays, which will send an “acknowledge” command in via the CAD interface to show that the unit has acknowledged the receipt of the call and will be in en-route shortly. The number of acknowledge buttons will be determined by the number primary units assigned to the station and the layout of the bay. Each button will be associated with a specific unit number (via configuration).
13. Describe your systems capability to provide the following feature: The fire station alerting system should include “mayday” or “panic” buttons located in at specified points within each station, which will send a “mayday” message in via the CAD interface identifying which station and which button (and the button’s location within the station) the mayday is associated with.
14. **Alerting: Automated Voice – Over the Radio.**

The Successful Offeror shall be responsible for setting up the system to generate an over the radio announcement. Offerors should describe their systems’ capabilities with regard to each of the following:

1. Describe your system’s capability to provide an automated announcement capability over the County’s main dispatch radio (RF) channel.
2. Describe the services you can provide to assist the County in making the Automated Voice – Over the Radio feature work in a manner acceptable to the County.
3. The radio interface shall be equipped to detect channel traffic and wait until the channel is free to begin automated dispatching. This will be completed on the County’s 800 MHz 3600 BAUD Astro Simulcast Smartzone network as well as the County’s future P25 simulcast network.
4. **Alerting -- Manual Alerts**

Offerors should describe their systems’ capabilities with regard to each of the following:

1. A manual alerting application should be provided for dispatcher to use to alert stations, units, or groups in the event the CAD system is not available.
   1. The manual alert interface shall allow for easy point and click alerting of individual or multiple units with minimal typing required to rapidly manually alert an emergency call.
   2. The manual alert interface shall allow for administrative non-emergency alerting for the purpose of announcements.
   3. The manual alert interface shall allow for test alerts of individual stations and units.
2. The County IT Department may build a custom manual alerting/monitoring application. Offerors shall describe how their system’s API or interface could enable the County to create such an application.
3. **Alerting – System Core, Station Controllers and System Administration**

Offerors should describe their systems’ capabilities with regard to each of the following:

1. Describe the architecture of your system and generally how your system works.
2. If your system uses a central on-site server or servers please describe the following attributes:
3. Type of server (Windows, Linux, other). Please provide details.
4. Redundancy/High Availability/Automatic failover capability. Please provide details.
5. The County desires a redundant system core with automatic failover capability. Please clearly indicate if you are offering such a system in response to this proposal.
6. Frequency and type of updates: Frequency per year and ability to opt in or out of updates.
7. Who does the updates (County or Offeror).
8. Physical or virtual servers.
9. Describe the station controllers.
10. Type of server (Windows, Linux, other).
11. Redundancy/High Availability/Failover options.
12. Frequency and type of updates: Frequency per year and ability to opt in or out of updates.
13. Who performs updates (County or Offeror).
14. System Administration. Describe how the system is administered:
15. System core administration.
    * + - 1. Administration toolset.
          2. Security.
          3. Troubleshooting tools, logs and features.
16. Station controller administration
17. Administration toolset.
18. Security.
19. Troubleshooting tools, logs and features.

c) The fire station alerting system should be centrally managed. Both the Successful Offeror and IT and the DOF shall have full control access. Offerors shall describe their software update process in full detail and any associated costs outside the contract.

1. **Alerting Circuits**
2. The primary dispatch circuits shall be monitored and a prompt warning shall be provided in the event that a situation that will impact reliability occurs, as per NFPA 1221.
3. The primary alerting circuit shall be over Henrico County’s Wide Area IP Network.
4. The proposed system shall be capable of utilizing a secondary method of alerting should the primary alerting circuit become unavailable. Describe what types of backup systems are offered.
5. Offerors shall describe any functional difference in alerting capability when the alert occurs via a secondary/backup alerting method. Offerors shall detail how their back-up alerting system works, how it compares to the primary alerting system, and any differences in alerting that may exist at the fire station when a back-up alert is received.
6. **Alerting - Relay Controls and Inputs**
7. The fire station alerting system should provide a relay panel with a minimum of 16 relay contacts or relay connection points at each station for the purpose of controlling external switched functions. As a minimum, the contacts shall be able to be energized for a configurable period of time upon receipt of a CAD dispatch message. The outputs shall be configurable as normally open or normally closed contact closures.
8. The fire station alerting system should provide multiple isolated DC inputs for the purpose of monitoring status of external actions and functions. Describe a default number of inputs and any limitations for future expansion.
9. Wiring should be extended from the relay panel to each external switched function requiring a local relay. Provide the local relay and necessary control and supervision of the relay for the intended function.
10. **Alerting - System Monitoring**

Offerors should describe their systems’ capabilities with regard to each of the following:

1. Each component in this fire station alerting system should be monitored for online and offline status. Offerors should indicate what their monitoring capability covers: i.e., computers, network connectivity, audio amplifiers, message display units, lighting, etc.
2. This fire station alerting system should be capable of alerting support staff of critical events that occur within the alerting system via visual and email/pager. Each method shall be individually enabled or disabled via a configuration application.
3. Error and status logs should be generated for all traffic between the CAD system and any controllers, between any controllers and the fire stations, and between all network components in the fire stations.
4. Error and status logs should be available to the customer’s system specialists via a log viewer application. Please describe the application used for this purpose.
5. Error and status logs should also contain additional detailed information pertaining to audible announcements for a specified period of time. Please describe the information that is captured and how long it is available to be retrieved by Henrico County.
6. Remote system monitoring from a client application residing on the network (and having appropriate permissions) should be supported.
7. System status information should be capable of being displayed in the County’s communication center.
8. **Installation**
9. The Successful Offeror shall be responsible for a turnkey installation at all sites where work is to be performed. Henrico County technical personnel reserves the right to be in the presence of each installation, system activation and cutover.
10. The Successful Offeror shall work with Henrico County and its Architects, Engineers and consultants in the development, design, coordination, review of contract documents, systems, wiring, phasing and other requirements for new or renovated fire stations or sites where a Fire Alert System is proposed to be installed.
11. The Successful Offeror, upon acceptance of a fixed price cost proposal, may be assigned to a General Contractor for providing and installing a new or upgraded Fire Alerting System. The Successful Offeror shall agree to enter into a contract with the General Contractor to perform the work and will become a subcontractor to the General Contractor, executing required subcontractor documents with the General Contractor. The General Contractor for the construction contract will be responsible for the work schedule, coordination and payments with the Successful Offeror and other trades.
12. For all existing installation sites, DOF will require a fixed cost proposal per site for a turnkey solution that includes all equipment, project management, supplement design, engineering, cabling, permits, labor and installation.
13. The Successful Offeror should provide clear and precise information regarding all wiring and conduits to be installed for station alerting equipment. Wiring in concealed non-accessible locations must be run in EMT or PVC conduit only where allowed by code. Wiring in concealed but accessible locations can be run in cable trays, J-Hooks or PVC conduit only where allowed by code.

Any exposed wiring proposed to be located on the outside of walls; ceilings, etc. shall be approved by the County. If approved the wiring must be run in EMT or GRC for wet locations. Any exposed conduit shall be painted to match adjacent finish. All penetrations through walls shall be in conduit or sleeved with protection grommet. Penetrations thru fire walls and smoke barriers shall meet fire codes.

1. The Successful Offeror shall be responsible for removal of previously installed alert systems. The removed system shall be boxed and labeled by site and turned over to the County or properly disposed of if authorized by the County Project Manager.
2. The Successful Offeror shall return all sites to pre-installation condition for existing sites and to new condition for new sites. This includes patching and painting of walls, ceiling and, debris removal and cleanup at the end of each workday to minimize the impact to occupants of installation sites. To protect owner/occupants from dust and debris during construction, the Successful Offeror must provide their plan to limit the exposure to individuals. Plans and procedures must be set in place for those sites that have 24/7 services for protection from dust, debris and other items. Specific attention shall be given to ensuring all living spaces are protected from dust, debris and other construction related hazards during implementation.
3. Henrico County will provide a single point of contact for project management at the sites and will require the Successful Offeror to identify their project manager assigned to the project/sites. Both project managers shall be available to meet on site to review project conditions, progress and issues. Both project managers will be authorized to make project decisions as necessary. The Successful Offeror shall also assign a responsible corporate account manager within its organization to manage the contract.
4. The proposed alerting system solution shall use a single point of power/power over Ethernet (POE) infrastructure that optimizes the use of CAT5e/CAT6 cabling. The Successful Offeror will evaluate and propose the reuse of available existing cabling structure that meets system standards. All new cabling shall be plenum rated and color coded to meet Henrico County Standards. Successful Offerors shall only use rated termination blocks, plugs, jacks, patch panel, patch cords and other hardware to maintain performance of the cable used. All components, conduit and wiring shall meet applicable BICSI, NFPA, EIA/TIA, NEC, IEEE and Building Codes.
5. The Successful Offeror shall not use subcontractors for installation or maintenance of systems unless they are bound to the same contract provisions as the Successful Offeror and are approved in advance by the County Project Manager. The Successful Offeror and any subcontractor shall be registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended, at the time of providing a cost proposal to Henrico County.
6. System installation must be performed by Successful Offeror’s staff that have been trained and certified by the manufacturer of the Fire Alerting System.
7. The Successful Offeror will be required to provide written status reports, for each installation site, to the County’s designated Project Manager which will include at a minimum: updates on project schedule, tasks completed/outstanding, system testing and acceptance and any other information regarding the projects ability to be completed on-time and within the budgeted amount.
8. Worksites shall be available for installation Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. unless approved by the County Project Manager in advance.
9. The Successful Offeror shall be responsible for the procurement, shipping, storage and security of all equipment until the system is installed, tested and accepted at each location.
10. The County will provide available asbestos and lead paint reports to the Successful Offeror. Should the Successful Offeror suspect any asbestos or lead paint they shall immediately notify the County Project Manager. The work under the resulting contract may be performed in facilities that may have dirt, dust and mold or mold spores. The Successful Offeror shall provide its work force with occupational training and equipment and clothing necessary to perform its work.

16. Coordination of system switch over on a site by site basis shall be coordinated with the County Project Manager.

17. Prior to starting any site work/installation the Successful Offeror must provide installation schedule, drawings, schematics and equipment list to be installed at each site.

18. The County will provide any necessary data paths and circuits to accommodate communications between the Site and the CAD System.

19. All central equipment including but not limited to local controller and monitor, UPS, accessory central panels, rack power and other central equipment shall be rack mountable and installed in a dedicated floor rack or wall rack with enclosure meeting County requirements. The County will provide power to the rack power point.

1. **Warranties and Support Agreements**
2. Description of warranty should be provided in full detail and not limited to what is listed below.

Warranty coverage should be all inclusive covering installation, service, equipment, etc.

The warranty shall begin at system acceptance. All warranty support must be provided by the Successful Offeror or the system manufacturer during the warranty period.

Offerors shall define the length of the warranty. All equipment and components shall have a minimum of a one-year warranty which includes labor.

Offerors shall provide as part of their proposal submission additional warranty options available for purchase for up to three years after system acceptance. If there are different levels of warranties offered, please describe in detail and the associated costs that pertain to each one individually.

1. Describe extended Annual Support Maintenance available and their cost.

The annual maintenance support period shall begin immediately after the warranty period has expired.

Describe and explain in detail what the annual support covers as well as what is not covered.

If the Offeror offers different types/levels of annual support maintenance. Please describe in detail what maintenance options are available and a breakdown of the costs associated with each type. Describe types/levels of annual support services available including remote diagnostics, on-site diagnostics, emergency remote 2 hr. response, emergency on site 12 hr. and 24 hr. response. Any maintenance plan proposed shall include parts, labor, travel and software, not limited to what was listed. Provide pricing for 2 hr and 4 hr on site response times.

Please provide in detail how the calculations are calculated for the annual maintenance support, be specific.

Specify the pricing for four (4) additional one (1) year periods of annual maintenance support, if available.

If available, provide optional pricing for additional years 10 yrs., 15 yrs. and 20 yrs. Please include what is covered and how it is covered for each period specified.

3. Offerors shall describe the process by which the warranty (if optional years purchased) and annual maintenance will be billed in order that the Division of Fire receives one invoice annually to cover all systems installed.

4. Successful Offeror shall describe average life span of technology support for purchased equipment and software. Describe your support plan for legacy products as well as incentives for upgrading to a current supported product that is different from the original product.

5. Specify your twenty-four hour a day, seven days a week software support capabilities. In regards to online support describe the different tiers of service agreements available. Provide any on-line support costs not associated with contract. (Hourly rate, overtime rate, holiday rate, after hour rate, travel rate, technician rate, helper rate and all charges that the Offeror could charge that is not listed above.)

6. Specify any local, in-person/on-site, support offered. Provide any and all associated costs that may occur with in-person support that may or will occur outside the contract. Specify the expected response time of your company to customer needs. Please include and provide a break down for any costs for travel if applicable.

7. All hardware must be brand new and current production models. No used or refurbished hardware will be accepted.

8. Successful Offeror should provide for a 24-hour toll free number to call for service/maintenance/troubleshooting requests.

1. **Training**
2. Offerors shall describe their training plan which includes the different levels of users, types of training, length of training, and train the trainer for all future in house training. The training schedule shall be completed on site as coordinated with the Henrico County agency-specific liaison.
3. Offerors shall describe their training plan for system maintenance, programming and troubleshooting training to Henrico County’s technical staff on-site.
4. The Offeror shall provide the most up to date version of their system to the County’s IT department when they are building the interface and testing it.
5. Offer shall provide tier training for the end user in reference to all aspects of the Offeror’s system.
6. Training provided through a 3rd party must be approved by the County.
7. Operation and training manuals must be provided by the Successful Offeror.
8. **Miscellaneous**
9. Successful Offeror shall provide spare equipment plan and costs associated with a spare set or sets of station equipment, including the parts not specifically itemized in this document. The number of spare sets will be determined on the proximity of the locations of maintenance technicians, parts and equipment to Henrico County Virginia.
10. **Pricing and Payment**
    1. Provide two (2) separate pricing schedules in your response.

**a. Schedule 1:**

Provide a cost proposal for turnkey Fire Station Alerting System installations for all 20 existing fire stations, ECC (Emergency Communications Center) and the 4 Volunteer Rescue Squads.

Reference **Attachment F** for list of Alerting System Sites and **Attachment G** for the County estimate of types and quantities of equipment needed for each site.

1. Clearly identify the overall scope of the Work included in each site listed in **Attachment F**.

2. Include make, model, quantity, and price of each system component. Component cost shall include shipping, installation, testing, and warranty.

3. Include cost and quantity detail for conduits, wiring, terminations, back boxes, outlets and other materials associated with the installation of conduits and wiring. This pricing can be included as a lump sum per site.

4. Include any costs for software, software maintenance and support, and system training. Include price as separate line item.

5. Installation costs - Include a complete breakdown of hourly labor costs for installers, technicians, or project management, including overtime, weekend, and holiday rates. Labor rates shall be all inclusive and include taxes, insurance, burden and benefits, workers compensation, tools and gear, training, transportation, and lodging.

6. List training costs for total project as a lump sum amount.

**Pricing proposed for each station shall be for a turnkey solution and include all costs. Purchase orders will be issued per station/site or multiple sites combined and will be for a firm fixed price.**

b **Schedule 2:**

Provide a cost proposal to provide all labor, materials, and supervision to install a turnkey Fire Station Alerting System in the new Fire Station #19.

Reference **Attachment H** – Fire Station No. 19 Alerting System Equipment Matrix.

Cost proposal shall be as described in Schedule 1 as well as a timeline for system installation, testing and training.

For future new construction or renovation projects, including Fire Station No. 19, the Successful Offeror may be assigned to work as a subcontractor to a General Contractor to provide the installation of the Fire Station Alerting System as a bid allowance.

* 1. A percentage discount off retail or wholesale list price should be provided for all components not identified in the component pricing provided per site.

3. Payment will be based on completion of each sites fire alerting system implementation, testing, training, system acceptance and successful operation of the system for seven (7) days. County standard payment terms are net 45 after receipt of invoice. Payment terms for any new sites where the Successful Offeror is assigned as a sub-contractor will be in accordance with the General Contractors contract.

**P. Exceptions to Requirements**

Offerors shall list any exceptions to the above requirements by providing information when:

1. Their proposed solution/standard product does not fully meet the requirements.
2. Their proposed solution/standard product would require configuration changes in order to fully meet the requirement.
3. Custom development would be required to fully meet the requirements.
4. Their proposed solution/standard product if not yet available but planned for in a future release.

**Q. Assumptions**

Offerors shall list any assumptions made when responding to the Scope of Work, Section III of this RFP.

**IV. ANTICIPATED SCHEDULE**

The following represents a tentative outline of the process currently anticipated by the County:

* Request for Proposals Distributed April 15, 2016
* MANDATORY Pre-proposal Conference May 3 – 5, 2016
* Deadline for Questions May 10, 2016
* Proposal Submission Deadline May 26, 2016, 2:00 p.m.
* Oral Interviews & Negotiations with Offerors June 2016
* Finalize Contract Documents July 2016
* Contract/installation Begins After August 1, 2016

**V. COUNTY RESPONSIBILITIES**:

The County of Henrico, Division of Fire will designate a Project Manager for all work performed under this contract. The Project Manager shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract.

County IT will provide all information needed to configure the system utilizing configuration data from CAD.

Access to County personnel who are needed for the system to be configured, installed and implemented per the final contract requirements.

All radios associated with the Fire Station Alerting system.

County will provide access to the County’s VPN, subject to limitations established by Information Technology.

The County will provide access to all sites scheduled for installation.

**VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted.

The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

**B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.
2. Notice of award or intent to award may also appear on the Purchasing Office website: [http://www.henrico.us/purchasing/](http://www.co.henrico.va.us/purchasing/)

**C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A)**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

**P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Small, Women-Owned and Minority-Owned (SWAM) Businesses**

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals.

All solicitations are posted on the County’s Internet site [http://www.henrico.us/purchasing/](http://www.co.henrico.va.us/purchasing/)

**S. Subcontracts**

1. No portion of the work shall be subcontracted without prior written consent of the County.  In the event that the Successful Offeror desires to subcontract some part of the work specified in the Contract, the Successful Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors.  The Successful Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

2. The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises. For assistance in finding subcontractors, contact the Supplier Relations Manager (804-501-5689) or the Virginia Department of Small Business & Supplier Diversity (SBSD) [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations. The Successful Offeror is required to abide by the County’s Environmental Policy Statement: [http://www.henrico.us/pdfs/hr/risk/env\_policy.pdf](http://www.co.henrico.va.us/pdfs/hr/risk/env_policy.pdf) which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

**Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. **(Attachment D)** Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**AA. Contract Period**

1. The contract period shall be from the date of award through a one year period. Contract prices shall remain firm for the contract period.

2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.

3. The resulting contract should require the Successful Offeror to give at least a ninety (90) day written notice if they do not intend to renew the contract at any annual renewal.

4. The contract shall not exceed a maximum of five (5) years.

**VII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(Attachment B**) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
   1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division office. Offerors are responsible for insuring that their proposals are stamped by the Purchasing Division personnel by the deadline indicated.
   2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
   3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
   4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
   5. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division office in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division office up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred fifty (150) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved. Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall make a **written request which shall reach the Purchasing Division office, Division of Finance, NO LATER THAN noon on May 10, 2016**. Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative. **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division office on time shall be accepted. All late proposals received by the Purchasing Division office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**VIII. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror's qualifications and   
   understanding of the work to be performed. Offerors are asked to address each   
   evaluation criterion and to be specific in presenting their qualifications. Your proposal   
   should provide all the information considered pertinent to your qualifications for this   
   project.

B**.** The Offeror should include in their proposal the following:

1. Table of Contents - All pages shall be numbered. Provide a detailed index of the proposal document for easy reference.

2. Introduction - include the following items in this section of the response.

a. Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal.

b. Proposal Signature Sheet - **Attachment B.**

c. Proprietary/Confidential Information - **Attachment C.**

d. Virginia State Corporation Commission Identification Number - **Attachment D**.

3.  **Response to Scope of Services – The Offeror should address each section of the Scope of Services (pages 3 – 16) with an indication of the response. Offerors shall identify any exceptions, referenced to the paragraph number in a sub section titled “Exceptions”.**

4. Business Health Summary – Please provide responses to the following specific questions:

1. Years in business.
2. Years in business under your present name.
3. References - **Attachment E** – provide a minimum of three (3) references, which the Offeror has either ongoing or completed work for within the past five (5) years that best demonstrates the Offeror’s expertise providing the required scope of work specified herein. The reference list should include a contact person and telephone number. Offerors may not use Henrico County as one of their references.
4. Project Management approach for a project of this size, scope and ability to manage multiple installation sites.

5. Project and Support Staffing – Please provide responses to the following specific questions:

1. Total number of staff:
2. Describe the involvement, if any, of subcontractors in the work
3. Resumes of staff assigned to the project.
4. Information on any sub-contractors that will be assigned to the provide services under the contract. Include at a minimum resumes and references for sub-contractors proposed for the project and the services they will be performing.

C. Implementation – Provide proposed project schedule that will provide for all sites identified in **Attachment F**. Implementation and final system acceptance for all sites shall be completed in a timely manner but no later than December 31, 2016.

D. System acceptance and testing process.

E. Provide evidence of Successful Offeror’s registration compliance in accordance with Section III.K.10.

F. Pricing Schedules – Please provide pricing in accordance with instructions in Section III.O.

G. Software License and System Maintenance Agreements - Provide copies of all documents that would need to be signed by the County if awarded the contract including any software license or maintenance agreements.

H. Appendices - Optional for Offerors who wish to submit additional material that will clarify their response.

**IX. PROPOSAL EVALUATION/SELECTION PROCESS**:

A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services. The following criteria are to be utilized in the evaluation of qualifications for the development of the shortlist of those Offerors to be considered for negotiations. Individual criteria may be assigned varying weights at the County’s discretion to reflect relative importance. Offerors are required to address each evaluation criterion in the order listed and to be specific in presenting their qualifications.

1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |  |
| --- | --- | --- |
|  | EVALUATION CRITERIA | WEIGHT |
| 1. | Functional and Technical Requirements   * Extent to which the proposed solution satisfies the RFP requirements * Clearly demonstrated understanding of the work to be performed * Ease of use/editing/interfacing with CAD * Ease of system configuration * System administration features and functions * Warranty * Software support | 35 |
| 2 | Experience and Qualifications   * Previous projects of similar size and scope * Financial Stability of Firm * Resumes of proposed staff * References | 20 |
| 3 | Implementation of Services/Project Management   * Project Approach * Project Plan and Schedule * Project Management * Project Team * Training * Current Workload and ability to perform required work within the County’s schedule | 20 |
| 4 | Fees for Services | 20 |
| 5 | Quality of proposal submission/oral presentations | 5 |
|  | TOTAL | 100 |

C. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror that, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

##### ATTACHMENT A

**INSURANCE SPECIFICATIONS**

The Successful Vendor shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia and is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the Successful Vendor shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

$100,000 for each Disease by employee

$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

**Technology Errors & Omissions** – $1,000,000 per occurrence, aggregate

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. This insurance shall apply as primary insurance and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**ATTACHMENT B**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**ATTACHMENT B**

**Page 2 of 2**

**Company Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **□ Yes □ No**

**Certifications:**

eVA **□ Yes □ No**

NMSDC\* **□ Yes □ No**

WBENC\*\* **□ Yes □ No**

Business Classification Form – Rev. 02/16

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY**

**CHECKING THE APPROPRIATE BOX(ES) BELOW.**

**(Check all that apply.)**

**□ SMALL BUSINESS**

**□ WOMEN-OWNED BUSINESS**

**□ MINORITY-OWNED BUSINESS**

**□ SERVICE DISABLED VETERAN**

**□ NON-SWAM \*National Minority Supplier Development Council or**

**Affiliate**

**\*\*Women’s Business Enterprise National Council**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or historically black college or university as defined in § 2.2-1604, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Non-SWAM”*** means any category other than small, women-owned or minority-owned (i.e., large, non-or not-for-profit, governmental entity).

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

**NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and states the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

|  |  |  |
| --- | --- | --- |
| **SECTION/TITLE** | **PAGE NUMBER(S)** | **REASON(S) FOR WITHHOLDING FROM DISCLOSURE** |
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**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**ATTACHMENT E**

**SUBMITTAL OF REFERENCES**

**Reference #1**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT F**

**County of Henrico**, **Division of Fire**

**ALERTING SITES**

|  |  |
| --- | --- |
| Henrico Fire Station 1 | 110 E. Azalea Ave Richmond, VA 23222 |
| Henrico Fire Station 2 | 2400 Darbytown Road Henrico, VA 23231 |
| Henrico Fire Station 3 | 1310 E. Washington Street Highland Springs, VA 23075 |
| Henrico Fire Station 4 | 8112 Strath Road Henrico, VA 23231 |
| Henrico Fire Station 5 | 6911 Lakeside Ave Henrico, VA 23228 |
| Henrico Fire Station 6 | 4600 S. Laburnum Ave Henrico, VA 23231 |
| Henrico Fire Station 7 | 2701 E. Laburnum Ave Richmond, VA 23223 |
| Henrico Fire Station 8 | 8000 Patterson Ave Henrico, VA 23229 |
| Henrico Fire Station 9 | 9401 Quioccasin Road Henrico, VA 23238 |
| Henrico Fire Station 10 | 6313 Horsepen Road Richmond, VA 23226 |
| Henrico Fire Station 11 | 1754 Hungary Road Henrico, VA 23228 |
| Henrico Fire Station 12 | 3803 West End Drive Henrico, VA 23294 |
| Henrico Fire Station 13 | 12491 Church Road Henrico, VA 23233 |
| Henrico Fire Station 14 | 5210 Technology Blvd Sandston, VA 23150 |
| Henrico Fire Station 15 | 3820 Mountain Road Glen Allen, VA 23060 |
| Henrico Fire Station 16 | 5381 Shady Grove Road Glen Allen, VA 23059 |
| Henrico Fire Station 17 | 110 N. Gaskins Road Henrico, VA 23238 |
| Henrico Fire Station 18 | 4410 Darbytown Road Henrico, VA 23231 |
| Henrico Fire Station 19 | 12324 Kain Road, Glen Allen, VA 23059 |
| Henrico Fire Station 21 | 1201 Virginia Center Parkway Glen Allen, VA 23059 |
| Henrico Fire Station 22 | 3790 Westerre Parkway Henrico, VA 23233 |
| Henrico Vol. Rescue Squad | 5301 Huntsman Road Sandston, VA 23150 |
| Lakeside Vol. Rescue Squad | 2007 Timberlake Ave Richmond, VA 23228 |
| Tuckahoe Vol. Rescue Squad Station 1 | 1101 Horsepen Road Richmond, VA 23229 |
| Tuckahoe Vol. Rescue Squad Station 2 | 2320 Pump Road Henrico, VA 23233 |
| Henrico Emergency Communications | 7701 East Parham Road Henrico, VA 23294 |

**ATTACHMENT G**

SITE EQUIPMENT MATRIX

