



KANAWHA COUNTY
POLICE | FIRE | EMS

**METRO EMERGENCY OPERATIONS CENTER
OF KANAWHA COUNTY**
200 Peyton Way
Charleston, WV 25309
(304) 746-7911

Request for Proposals

RE: Antenna Removals from a 330± Foot Self-Supporting Tower

Date: July 10, 2018

Fiscal Year: 2019

Bid Opening: Bids must be received on or before Monday, July 23, 2018 at 2:00 pm at the Metro Emergency Operations Center of Kanawha County (the "Center"), 200 Peyton Way, Charleston, WV 25309.

INSTRUCTIONS TO VENDORS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the name and address of the vendor. The envelope must also show "Garfield Antenna Removal" with the date and time that bids are due on the outside of the envelope. Faxed bids or electronically-submitted bids will not be accepted.
2. Bids must include original and two copies.
3. Bids must be F.O.B. Delivery Point, unless otherwise indicated in bid.
4. Bids must be signed in ink, showing all facts and the total amount.
5. The Center reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Center.

Item No.	Description	Amount
1		\$.

Written Bid Amount: _____ Dollars _____ Cents

Vendor Name: _____

Address: _____ Date: _____

Telephone: _____

Signature: _____ E-Mail: _____

Vendor Name _____

**Metro Emergency Operations Center of Kanawha County
Request for Proposals**

ITEM: Metro Emergency Operations Center of Kanawha County (hereafter referred to as the Center) antenna removals from a 330± foot self-supporting tower

LOCATION AND TIME IN WHICH WORKED WILL BE COMPLETED: The Center -- 200 Peyton Way, Charleston, WV 25309 -- during its regular business hours of Monday-Friday 8:00 am to 5:00 pm, excluding Kanawha County Commission holidays

WV Public Broadcasting Tower Site, 1556 Garfield Ave, Charleston, Kanawha County, WV 25387 Latitude 38° 22' 33.08", Longitude -81° 39' 25.60"

Off-Air Time

RF shut-down or "off the air" work will be coordinated with WV Public Broadcasting, WV SIRN, FBI, and the Center. No period of RF shut-down or "off the air" is permitted to be longer than 8 hours, nor extended over a weekend or holiday unless agreed in advance, during normal business hours, and necessary to accommodate ongoing work without a labor penalty to the Center. Ongoing work means in occurrence and the site is not idle.

CONTACT: Jim Mangus, Communications Coordinator
Metro Emergency Operations Center of Kanawha County
200 Peyton Way, Charleston, WV 25309
(304) 746-7911, rfp@metro911.org

BID DUE DATE: Bids must be received in a sealed envelope on or before 2:00 pm Eastern on July 23, 2018 at the Center, 200 Peyton Way, Charleston, WV 25309. The envelope must also show "Garfield Antenna Removal" with the date and time that bids are due on the outside of the envelope. Faxed bids or electronically-submitted bids will not be accepted.

PURPOSE AND SCOPE: The Kanawha County Radio Group is soliciting proposals for antenna removals with associated feedline and hardware from a 330± foot self-supporting tower in the Charleston, WV area.

WALKTHROUGH: The Center will not hold a pre-bid. However, the Center will allow a site walkthrough beginning at 9:00 am Eastern on both July 11 and July 18, 2018. Please email rfp@metro911.org to schedule a walkthrough.

An RFP addendum, if necessary, will be posted at metro911.org by 6:00 pm Eastern on July 18, 2018.

Relevant sections of a tower mapping file (report) will be provided upon request. Please email rfp@metro911.org with subject "Request for Tower Mapping File."

LIMITATIONS, EXCEPTIONS, RESTRICTIONS, AND QUALIFICATIONS: The Center expects the successful bidder to be the primary entity directly capable and responsible to execute this RFP. Submissions by non-contractors, tower management firms, and equipment sales companies acting as an agent on behalf of a third-party or not otherwise wholly-owned or direct subsidiary established tower construction and service firms, where the relationship is of a pass-through or "percentage of bid" only nature, without the established means to execute from personal and equipment sources retained "in house" will not be considered.

OTHER: The most recent tower structural analysis/load study was performed on 6/13/18.

This project -- *Antenna Removals from a 330± Foot Self-Supporting Tower* -- must be completed prior to commencement of a subsequent project *Microwave Antenna Installation*, so this antenna removal project is extremely time-sensitive.

Vendor Name _____

The successful bidder (hereafter referred to as "Bidder") may be required to furnish the following information:

- Furnish evidence in writing that Bidder maintains a permanent place of business and has adequate equipment, finances, and personnel to furnish the service satisfactorily and expeditiously. Prior to the award of any contract, the Center reserves the right to inspect the Bidder's place of business and equipment for purposes of determining ability to meet terms and conditions as set forth herein.
- Documentation of at least 3 removals and/or installation of antenna systems at greater than 200 feet AGL.
- Number of crews
- Years of experience of each employee
- Qualifications and industry certifications (e.g. NATE, COMTRAIN) of personnel

Bidder will have responsibility of all crews.

Only qualified journeymen will be considered to work on this project. Apprentices and assistants must always be working under the direct supervision of the Bidder's qualified journeymen.

All employees used by the Bidder pursuant to this RFP shall be thoroughly familiar with antenna removals, and adhere to all applicable safety procedures.

Rigging: Attachment and removal of rigging tower as necessary must be accomplished in a safe and efficient manner in accordance with established work practices.

The Bidder shall realize the nature of working on a site with elevated levels of RF exposure, including both controlled and uncontrolled exposure. The Bidder shall make all necessary efforts of procedure, practice, tools, and equipment necessary to the safety of all personnel within the vicinity of the site or within 20 feet of any potential source of RF radiation hazard.

Removal Information

- Antenna manufacturer: RFS, antenna model #Unk. 8-foot dish antenna, mounted at an elevation of 77 feet 6 inches on Leg: B, Azimuth: believed to be 150°, coax quantity believed to be less than 150 feet, Size- (1) EW127A
- Pipe mount camera, mounted at an Elevation of 83 feet on Leg: C, Azimuth: believed to be 140° coax quantity believed to be less than 150 feet
- Pipe mounted GMS PRODUCTS, AOSMA06N3609F mounted at an elevation of 83 feet 9 inches, on Leg: C. Azimuth: believed to be 140°
NOTE: (remove all items from the 10' pipe except a 1' Dish)
- FM broadcast TV antenna (5in. x 15 feet) and standoffs, mounted at an elevation of 242'-6", and 257'-6", on Leg: C, coax quantity believed to be less than 300 feet, Size 1 5/8 helix

Vendor Name _____

- The Bidder shall take care while removing the above listed antennas
- Antennas will be transported by Bidder to a location designated by WV Public Broadcasting.
- If the existing feedline is recoverable, care will be taken while removing the feedline. However, recovery and/or salvaging of the existing feedline may be problematic, and more likely than not, damaged during the removal, recoiling, transporting, etc. Bidder should plan on transportation and disposal of the feedline if recovery is not practical.

Clean-Up

The Bidder will be responsible for the clean-up of any waste, extraneous or used material, packing material, shipping support structures, spillages, by-product resulting from the delivery, and/or unloading and/or removal of equipment. The Bidder shall be liable and in all respects responsible for all costs of clean-up and immediate action required on account of the release of any hazardous substance or regulated substance which is brought on premises by Bidder, to the extent that Bidder is the cause of any such release. The Bidder shall be responsible for penalties, fines, costs, and expenses or claims which may be assessed against the Center or for which the Center may become liable as a direct result for personal injury or property damage resulting from any such release caused by Bidder.

The Bidder shall, from day-to-day, clean up and remove waste materials and rubbish, leaving the areas used by bidder clear of all obstruction. Upon removal, the Bidder shall remove from the site all tools and machinery owned or rented by Bidder and all rubbish and material.

Mandatory Completion Date

The project – Antenna Removals from a 330± Foot Self-Supporting Tower – must be completed and invoiced to the Center at finance@metro911.org by August 8, 2018. The only exception to this deadline is a weather-induced delay approved by the Center. In the case of weather-induced delay, the project must be completed and invoiced to the Center by August 15, 2018. Vendors shall not submit a bid if they are unable to meet this date requirement.

All work completed beyond the mandatory completion date above must be reauthorized by the Center and may incur up to 25% penalty or actual cost to the Center for delay.

Other

The bid specifications are intended to describe the requested work for the Center; the details contained herein are not designed to exclude any vendor from bidding, but rather are offered as a means of describing the needs of the Center.

The Center will not be responsible for any expenses incurred in the preparation and/or presentation of bid or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

Bids may be withdrawn prior to the scheduled date and time, or postponement thereof, of the opening of bids. Bids will not be accepted after the scheduled date and time. No vendor may withdraw a bid after bid opening. Once bids are unsealed, all bid documents become public record. The Center reserves the right to reject any and/or all bids, with or without cause, and to waive any informality in bidding. The Center further

Vendor Name _____

reserves the right to resolicit proposals.

Payment will be released within 30 days of completion of work that is satisfactory to the Center.

Documentation Requirements

Real Estate and Personal Property Taxes: No bid contract will be awarded to a vendor who is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Center will accept bids from vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to award of said contract.

Required Forms: Vendor shall complete and submit, or have on file with the Center, a Vendor Registration and Disclosure Statement Form and a State of West Virginia No Debt Affidavit, both of which can be found on the Center's website at metro911.org, as well as a completed IRS Form W9.

Before any work begins, the vendor must provide the Center with a current Certificate of Insurance with proof of minimum one million-dollar-liability coverage and proof of workers' compensation insurance as well as a copy of the vendor's current WV Contractor's License.

Required Forms Checklist

___ Vendor Registration Form, if not already on file with the Center

___ State of WV No Debt Affidavit

___ IRS Form W9, if not already on file with the Center

___ Current Certificate of Insurance with proof of current minimum one-million-dollar-per-occurrence commercial general liability coverage with the Center named as additional insured

___ Certificate of Insurance with proof of workers' compensation insurance

___ Copy of WV Contractor's License

Bid Documents: All documents and information submitted in response to this solicitation shall, pursuant to The WV Freedom of Information Act, become public record.

References: Please include the name, address, and contact information for three business-type references.

Conflict of Interest – Mandatory: Affirm that your firm and all individuals that will be assigned to this transaction are free from all obligations and interest which conflict with the interest of the Center.

Reservation of Rights by the Center: The issuance of this RFP does not constitute an agreement by the Center that any contract will actually be entered into by the Center. The Center expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response;
- Reject any or all responses;
- Reissue a Request for Proposals;
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting response, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the proposals;
- Procure any materials, equipment, or services specified in this RFP by any other means; or
- Determine that no project will be pursued.