



ESSEX COUNTY
OFFICE OF THE MANAGER

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Daniel L. Palmer
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: May 23, 2012

SUBJECT: Addendum #1 RADIO COMMUNICATION SYSTEM GENERATOR

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *RADIO COMMUNICATION SYSTEM GENERATOR RFP* Opening May 31, 2012.

Please insert the attached EVALUATION PROCEDURES as the first page of Attachment H – County Terms and Conditions.

Please complete the attached CERTIFICATION OF EXPERIENCE and return with your PROPOSAL.

END OF ADDENDUM #1

EVALUATION PROCEDURES

A. Review of Proposals

The Selection Committee will review qualifications of the proposals. Firms with unacceptably low technical qualifications will be eliminated from further consideration.

After the qualifications for each firm has been established, the dollar cost bid will be examined.

The County reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the County.
- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- c. Financial Viability.

2. Technical Quality (Maximum Points – 80)

Expertise and Experience (maximum points – 80)

- (i) The proposer's past experience and performance on comparable local governmental engagements.
- (ii) The work plan including timing of deliverables.
- (iii) Vendor performance guarantees.
- (iv) Warranty.
- (v) Compliance with attached matrix.

3. Price (Maximum Points – 20)

Cost will not be the primary factor in the selection of a firm. The proposed price will be graded based upon the following formula:

Average Bid/Your Bid = X (whereby X can not exceed 100%)

$X * 20 \text{ points} = \text{Points awarded based on cost}$

C. Oral Presentations

During the evaluation process, the Selection Committee at their discretion may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions that the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

A. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

The County reserves the right without prejudice to reject any or all proposals.

CERTIFICATION OF EXPERIENCE

I, _____ HEREBY CERTIFY THAT (COMPANY _____ HAS PERFORMED THE FOLLOWING
WORK WITHING THE LAST THREE YEARS:

NAMES OF BUSINESS: CONTACT NAME:

ADDRESS:

AMOUNT OF CONTRACT: TELEPHONE NO.:

TYPE OF WORK: FAX NO.:

NAMES OF BUSINESS: CONTACT NAME:

ADDRESS:

AMOUNT OF CONTRACT: TELEPHONE NO.:

TYPE OF WORK: FAX NO.:

NAMES OF BUSINESS: CONTACT NAME:

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TYPE OF WORK: FAX NO.:
