



SONORA POLICE DEPARTMENT
100 South Green Street
Sonora, California 95370

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Turu VanderWiel, Chief of Police
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"Maintaining a Safe Community since 1851"

To: Prospective Vendors
From: Turu VanderWiel, Chief of Police
Subject: Annual Radio Preventative Maintenance
Date: October 8, 2024

Attached is a Request for Proposals (RFP) to conduct annual radio preventative maintenance outside of a standard service contract. The deadline for receipt of completed proposals is **4:00 PM on Monday, November 18, 2024**. All proposals must be submitted to:

Sonora Police Department
Attn: Lieutenant Jennifer Hannula
100 South Green St.
Sonora, Ca. 95370

REQUEST FOR PROPOSAL

A. The purpose of this Request for Proposal (RFP) is to obtain a vendor, outside of a contract for services, to provide the annual preventative radio maintenance for portable and mobile radios for fiscal year 2024/2025.

B. All inquiries regarding the RFP process and the scope of the requested work should be directed to:

Sonora Police Department
Attn: Lieutenant Jennifer Hannula
100 South Green Street
Sonora, CA. 95370
(209) 532-8141

C. The deadline for receipt of completed proposals is **4:00 PM on Monday, November 18, 2024**. All proposals must be submitted in an envelope marked; SONORA POLICE DEPARTMENT RADIO MAINTENANCE. In addition, proposals may be mailed to:

Sonora Police Department
Attn: Lieutenant Jennifer Hannula
100 South Green Street
Sonora CA. 95370

D. The Sonora Police Department has the right to accept or reject any and all proposals submitted.

SPECIFICATIONS:

The Sonora Police Department is seeking proposals to provide the annual preventative radio maintenance for portable and mobile radios and repeater sites, outside of a contract for services, during the fiscal year of 2024/2025. The department has **thirty-four (34) portable radios, twenty-six (26) mobile radios, one (1) primary repeater, one (1) secondary repeater, and one (1) backup repeater**, all of which need to have the annual preventative maintenance conducted on them. Included in the maintenance is ensuring all equipment is updated with identical channel and frequency programming.

The cost for maintenance shall be broken down into the following categories:

1. The rate for annual portable radio maintenance per portable radio and total for all thirty-four (34) portable radios.
2. Rate for annual radio maintenance per mobile radio and total for all twenty-six (26) mobile radios.
3. Rate of the service call, if any.
4. Rate for annual repeater site maintenance per site and total for (1) repeater.
5. Rate for annual repeater site maintenance per site and total for (1) secondary repeater.
6. Rate for annual repeater site maintenance per site and total for (1) backup repeater.
7. Any other related charges to the performance of annual preventative maintenance associated with portable and mobile radios.

The Sonora Police Department knows and understands that a vendor will be unable to project costs to repair any problems identified during the preventative maintenance check.

PAYMENT TERMS

Processing of payments is made in accordance with the City's adopted purchasing policy.

All invoices and requests for payment are to be submitted to:

Sonora Police Department
Attn: Lieutenant Jennifer Hannula
100 South Green Street
Sonora CA. 95370