



PURCHASING DEPARTMENT

TWELVE EAST 4TH AVENUE, SUITE 106 • POST OFFICE BOX 946 • ROME, GEORGIA 30162
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MEMORANDUM

To: Consultants
From: Nancy Lam, Purchasing Director
Date: May 10, 2012
Subject: Communication System SOP Development

In preparation for cutting over to the new P25 trunked communication system, Floyd County requests the development of standard operating procedures for the county agencies that are preparing to use the new system. To complete this task, individual county agency meetings must be conducted to discuss individual operations, interoperability as well as review any existing policies and procedures. Through an evaluation of the individual agency's current policies, a prepared standard guidelines will be developed that integrate into individual agency's current policies and when necessary, in a format that easily integrates into already published documents. The focus should be on logistic and operations specific to the use of the new P25 digital communications system, intra-operability between the county agencies and inter-operability with agencies and jurisdictions outside the county.

Quote should include a minimum of five days on-site, meeting with all departments involved. Submittal should include references of past similar jobs and qualifications of key person(s) who would be assigned to this project.

Address all questions in writing to Scotty Hancock hancocks@floydcountyga.org questions must be received by 1:00PM May 17, 2012.

Quotes must be received no later than May 24, 2012 @ 2:00PM legally prevailing time,

Quotes accepted by; Email - lamn@floydcountyga.org Fax – 706 290-6099 Mail – Floyd County Purchasing Dept, Suite 106, 12E 4th Ave, Rome Ga. 30161, or Hand delivered to this office. Late quotes will not be accepted. Completed Contractor Affidavit and W-9 required with quote.

Invoices are paid within 30 days of the invoice date unless terms pre approved by both the County and the provider. Invoices submitted for payment will reference the Purchase Order Number given.

TOTAL PRICE: \$ _____ Additional on site visits if required \$ _____ per day

Estimated Completion _____ calendar days from time of order.

Company _____ Ph _____

Contact _____ Fax _____ Email _____

Does your company accept Credit Cards for payment _____

Authorized Signature: _____ Date: _____