



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

May 23, 2022

Subject: Request for Proposals #2123-P: Outdoor Siren Maintenance

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a proposal for an Outdoor Siren Maintenance solution for Fayette County Emergency Management Agency, in accordance with the information contained herein.

Questions concerning this request for proposals should be addressed to Natasha Duggan, Contract Administrator, in writing via email to purchasinggroup@fayettecountyga.gov or fax to (770) 719-5534. **Questions will be accepted until 2:00 p.m., Friday, June 3, 2022.**

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Request for Proposals **#2123-P**
Request for Proposals: **Outdoor Siren Maintenance**

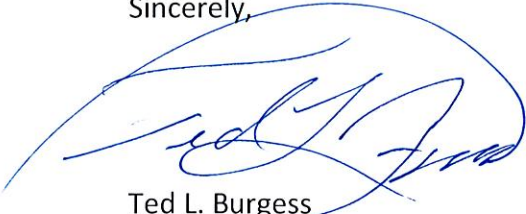
Your envelope *must* be sealed and should show your company's name and address.

Bids will be received at the above address until 2:00 p.m., Friday, June 10, 2022, in the Purchasing Department, Suite 204. The proposals will be opened at this time. For proposals that you may drop off in person, there will be a large metal parcel drop box located outside the front door of the Purchasing Department, Suite 204, in the county complex at 140 Stonewall Avenue West, Fayetteville, GA 30214. You must place your proposal in the drop box no later than 2:00 p.m. on Friday, June 10, 2022. Proposals must be signed to be considered. Late proposals cannot be considered. Faxed or emailed proposals cannot be considered.

If you download this request for proposals from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot not be responsible for a vendor not receiving information provided in any addendum.

Thank you for participating in the solicitation process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", is written over a large, loopy blue oval that serves as a background for the signature.

Ted L. Burgess
Director of Purchasing

GENERAL TERMS AND CONDITIONS
RFP #2123-P: Outdoor Siren Maintenance

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror." The term "County" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the County. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the County, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request for Proposals (RFP) number, which is **2123-P** and
 - c. The RFP Name, which is **Outdoor Siren Maintenance**.

Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, and a flash drive(s) with a copy of the proposal in one file and the pricing in a separate file to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Request for Proposals **#2123-P**
Request for Proposals: **Outdoor Siren Maintenance**

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the County.
5. **Open Offer:** To allow sufficient time for a contract to be awarded, the offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening until the date of contract award unless this time-frame is specifically excepted to in your offer.

6. **Corrections or Withdrawals:** The offeror may correct a mistake or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

The county reserves the right to waive any defect or irregularity in any proposal received.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a county contract for a period of up to three years.

11. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the County. Accordingly, to ensure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The County reserves the right to obtain clarification or additional information from any firm regarding its proposal. The County reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The County further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
12. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals and is in all respects fair and without collusion or fraud.
13. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the offer.
14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Term of Contract:** The initial term of this agreement shall begin July 1, 2022, upon issuance of a Notice to Proceed, and continue for a period of one year through June 30, 2023. Thereafter, this agreement may be renewed by the County for two additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the County to the contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the County fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
16. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
17. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
18. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.

19. **Indemnification:** The contractor shall indemnify and save the County and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed by or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
20. **Non-Assignment:** Assignment of any contract resulting from this request for proposals will not be authorized, except with express written authorization from the County.
21. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
- **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

22. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
23. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the County will pay the contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.

24. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
25. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

SCOPE OF SERVICES
RFP #2123-P: Outdoor Siren Maintenance

OBJECTIVE

Fayette County, Georgia desires to contract with an organization that provides Whelen certified technicians to service outdoor sirens.

INTRODUCTION

Fayette County, Georgia operates an Outdoor Siren Warning System (OWS) that is utilized to alert citizens of impending danger from possible tornadoes when such warnings are issued by the National Weather Service during significant weather advisories that include parks, or when otherwise authorized by Fayette County EMA. This system consists of 35 radio controlled Whelen Sirens utilizing WeatherWarn software (Models WPS 2800-09 and WPS 2909), a primary controller located at the 911 Communications Center, and a back-up controller located at the IT Department, 140 Stonewall Avenue West, Suite 104, Fayetteville, GA 30214. This system was installed in phases beginning in 1999 and was completed in 2015. The sirens are battery powered with A/C charging systems. Current radios are 800 MHz Motorola, which will be converted to 800 MHz Kenwood radios with an expected changeover during 2022.

A list of sirens is attached for your reference (Attachment 1).

STATE OF NEED/SCOPE OF SERVICES

SCOPE OF SERVICES:

A. Repair Services

1. Successful vendor shall provide annual preventative maintenance (PM) for the Fayette County Outdoor Warning Siren system and provide written documentation stating the status of the system.
2. The annual PM shall include all labor necessary to maintain the Outdoor Warning Sirens, encoders, associated software applications, and associated radios.
3. Parts and batteries shall be replaced as needed outside of the annual PM service. All repairs shall be approved by Fayette County prior to any parts or batteries being ordered or work completed. A set hourly labor rate shall be stated on the included pricing sheet.
4. Successful vendor shall monitor daily SI TEST® email messages and shall notify Fayette County Emergency Management Agency (EMA) of any new or suspected system problems along with proposed repair or solution.
5. Successful vendor shall call Fayette County EMA within two hours after notification of system failure and provide a time-frame of when diagnostics will begin.

6. Successful vendor shall be responsible for contacting and paying any subcontractors needed to effect repairs.

B. Siren Annual Preventative Maintenance

Preventative maintenance shall be completed between July 1 and December 31 and shall include the following items:

1. Visual Siren Station Physical Inspection

- a. Observe the speaker cluster, siren cabinet and AC Service for any signs of damage or loose mounting hardware.
- b. Check all conduit for watertight connection and entrance into the siren cabinet.
- c. Inspect the AC Service for damage, blown fuses, degraded (corroded) power connections and integrity of the lightning arrestor.
- d. Inspect the grounding system for AC Service, Siren Cabinet and pole top equipment.
- e. Verify connections and acceptability of earth ground.
- f. Observe the pole for any shifting and/or leaning. Poles that are not plumb will not properly direct alerting sounds.
- g. Examine entire station for any signs of vandalism or forced entry.

2. Siren Cabinet and Components

- a. Inspect AC Outlet, fuse and surge suppression equipment. Examine system for infiltration of foreign material(s), rodents or other pests.
- b. Inspect and, if necessary, clean all drain holes and vent screens.
- c. Inspect battery terminal connections and clean if necessary. Re- apply silicone coating to battery terminals if necessary.
- d. Observe battery voltage with siren in inactive state.
- e. Examine all wiring harnesses for chafing.
- f. Verify wiring terminations for tightness and wiring connections for proper electrical connections. Replace and correct any corroded or marginal connections.
- g. Inspect antenna for proper connection.

3. Speaker Assembly and Pole Top Equipment

- a. Inspect speaker for blockage by rodents, pests or other foreign material. Clean if necessary.
- b. Inspect any wiring cables or harnesses for chafing.
- c. Inspect the siren driver compartment for infiltration of foreign materials, rodents or pests. Clean if necessary.
- d. Confirm that the driver compartment will allow for water or moisture drainage.
- e. Inspect speaker wiring connections for any sign of corrosion.

- f. Verify tightness of all mounting hardware.
- g. Check all wiring terminations and connections.

4. Station Performance Testing

- a. Local and Remote Activation - Activation of each remote station function by local control and remote control with amplifiers offline. An examination of each activation function will also facilitate a verification of related and subsequent system module activations and electrical connections that would be caused by an activation command. Also confirm function time outs (ex.: does the Alert signal time out at three minutes?).
- b. Response to Station Address and All Call address programming – Control Center reception and activation on SI TEST® or non-tone activation, for individual station address and All Call address selection.
- c. Siren Amplifiers – Inspect for complete operation with speaker drivers (observe LED's).
- d. SI TEST® Station Analysis – Observe and confirm diagnostic status of:
 - 1. AC
 - 2. DC
 - 3. Partial Amplifier & Speaker Driver Operation (disable one amplifier to confirm this test).
 - 4. Full Amplifier & Speaker Driver Operation
 - 5. *Verify AC drop out during SI TEST® mode.*
- e. Battery Charger Operation
 - 1. Observe for proper charging operation.
- f. Batteries
 - 1. Verify voltage stability under load.
 - 2. Perform a load test.
- g. Status Encoder
 - 1. Perform a diagnostic SI TEST® of the station and compare status information with observations made locally at the station.
 - 2. Disable one speaker and verify that the "Full" LED indicator is off.
 - 3. Disable AC and verify that the "AC" LED indicator is off.
 - 4. Compare battery voltage return status with observed and measured battery voltage.
- h. Transmitter
 - 1. Check and record status encoder DTMF tone level modulation with transmitter with Communications Service Monitor.
 - 2. Check transmitter set up.

3. Verify power output and SWR.
- i. Rotor: If applicable
 1. Activate the siren with SI TEST® and verify speaker rotation
- j. On concluding any examination of a station where connectors have been opened and closed, a final radio test by either SI TEST® shall be performed and the results observed for a complete successful test.

C. Control Station and Encoder PM

Control Stations at the 911 Center and at the IT Department shall be tested annually and contractor shall ensure that WeatherWarn software is up-to-date. PM data will be recorded and forwarded to Fayette County EMA.

The following items will be inspected on each radio:

1. Transmitter Power
2. Transmitter Deviation
 - a. As Found
 - b. As Corrected
3. Transmitter Frequency
 - a. As Found
 - b. As Corrected
4. Receive Sensitivity
5. Audio level out of receiver (dBm)

An example of the annual preventive maintenance required is shown in Attachment 1.

PROPOSAL RESPONSE REQUIREMENTS

Proposals must include the following, preferably in the order shown:

1. **Cover Page:** Include the Request for Proposals number (#2123-P) and title (*Outdoor Siren Maintenance*). Also include your firm's name, address, telephone number, and email address.
2. **Table of Contents**
3. **Required Documents:**
 - a. Company Information Page
 - b. Contractors Affidavit Under O.C.G.A. § 13-10-91(b)(1)
 - c. Exceptions, if any
 - d. Signed addenda, if any are issued
 - e. Copy of Whelen Technician Certification
4. **Project Understanding and the Proposed Solution:** State your understanding of the services required. Describe the approach you propose to take in addressing the needs addressed by this request for proposals. Indicate your level of expertise with Whelen outdoor siren systems. Identify challenges you will face.
5. **Project Team:** Identify team members who would be assigned to this project. Include a resume for each key team member. Identify the key contact person or lead Whelen certified technician.
6. **Organization's Background and Experience:** Describe your entity's background and size, and provide a table of organization. Include a synopsis of corporate qualifications, including references of previous Whelen siren PM programs. State the number of years the entity has provided Whelen PM. If you would use any subcontractors or partners in delivery of the proposed services, identify them and explain their roles.

Demonstrate the firm's experience and qualifications by providing a list of relevant projects you have undertaken that were similar to the project addressed by this request for proposals (at least five projects). For each project, provide the name of the government or other entity, a brief description of the work, a contact person, email address, and a valid telephone number. The county reserves the right to select projects from this list and contact them for references.
7. **Proposed Schedule:** Include a proposed preventive maintenance service plan and a plan for "si-testing" monitoring to include frequency of monitoring and problem reporting time-frames. State your guaranteed response time for remoting into the system for troubleshooting and response time to have personnel on scene in the event of a system failure.

8. **Price:** On a separate page, state your proposed annual price to provide the services described in your proposal. Place this document in a separate envelope, as state in the Terms and Conditions, Item #3.

EVALUATION PLAN

Award will be made to the responsible firm whose proposal is most advantageous to the County, with technical merit, price and other factors considered. An evaluation committee will evaluate and score proposals.

Points will be based on the following maximums:

	Maximum Points	Percent of Total
Technical Merit	60	60%
Price	20	20%
Presentations	<u>20</u>	<u>20%</u>
Total	100	100%

Technical Merit

Evaluators will score the following criteria for technical merit. Additional information about each criterion is shown in items 4-7 in the *Proposal Response Requirements* above.

<u>Criteria</u>	<u>Max Points</u>
1. Project understanding and the proposed solution	30
2. Project Team	5
3. Organization's background and experience	15
4. Proposed schedule	10

Pricing

A maximum of twenty points will be determined by your proposed prices, as compared to other responding entities. Proposed prices will be assigned points earned using a "variance" weighted method. The lowest offered price will earn the maximum number of points for the pricing portion of the score. Other proposals' price scores will be calculated based on the variance of their prices from the lowest offered price.

Presentations

Fayette County may, at its discretion, choose one or more of the firms with the best Technical Merit and Price scores to make in-person presentations. If more than one company makes a presentation, the evaluation committee will evaluate the presentations and add up to a maximum of 20 points for each company that makes a presentation.

COMPANY INFORMATION
RFP #2123-P: Outdoor Siren Maintenance

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____ Cell Number: _____

E-mail Address: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(I)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

#2123-P: Outdoor Siren Maintenance
Name of Project

Fayette County, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2022 in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2022.

NOTARY PUBLIC

My Commission Expires: _____

EXCEPTIONS TO SPECIFICATIONS
RFP #2123-P: Outdoor Siren Maintenance

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.

COMPANY NAME: _____

Annual Preventative Maintenance Checklist

Station #: _____

Siren Address: _____

Installation Date: _____

Inspection Date: _____

Inspector: _____

Physical Inspection:

	OK	NOT OK	N/A	Comment
Mounting Hardware	_____	_____	_____	_____
Speaker Assembly	_____	_____	_____	_____
AC Services	_____	_____	_____	_____
Proper Grounding	_____	_____	_____	_____
Antenna	_____	_____	_____	_____
Conduit Connections	_____	_____	_____	_____
Siren Case Assembly	_____	_____	_____	_____
Batteries	_____	_____	_____	_____
Components Secure	_____	_____	_____	_____
Harnesses	_____	_____	_____	_____

Local Operational Testing:

Battery Voltage (Stand-by)	_____	_____	_____	_____
Battery Voltage (Under Load)	_____	_____	_____	_____
Wail	_____	_____	_____	_____
SI Test®	_____	_____	_____	_____
AC LED	_____	_____	_____	_____
DC LED	_____	_____	_____	_____
Partial LED	_____	_____	_____	_____
Full LED	_____	_____	_____	_____
Rotor LED	_____	_____	_____	_____
Timer Set LED	_____	_____	_____	_____
Audio Present LED	_____	_____	_____	_____
Microphone	_____	_____	_____	_____
Mic Volume	_____	_____	_____	_____
Control Station & Encoder	_____	_____	_____	_____