

REQUEST FOR PROPOSAL

Sealed proposals will be received by the Skamania County Public Works Department at the COURTHOUSE ANNEX BUILDING, 170 NW Vancouver Avenue, Stevenson, Washington until 1:00pm on Thursday, September 24, 2020 for the work described below. Sealed proposals clearly marked **Skamania County Duress Alarm Proposal** will be opened and publicly read aloud on Thursday, September 24, 2020 at 2:00pm or shortly thereafter at the Public Works Office. Bids received after 1:00pm on Thursday, September 24, 2020 will not be considered.

SKAMANIA COUNTY FACILITIES DURESS ALARMS

Skamania County ("County") is seeking through this Request for Proposal (RFP) a qualified contractor to design, procure, install, and provide operational training and maintenance of electronic duress alarm systems at several county-owned facilities. This new system will be the first of its type in county facilities. The contractor will also provide monitoring of the system. Bid price will include: total fees for service (including a breakdown of charges per month), and Washington State Sales Tax.

Bid proposals shall be accompanied by a proposal guarantee in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities. All such amounts are subject to forfeiture, in accordance with RCW 47.28.100, if successful bidder fails to enter into contract and bond.

Plans and specifications for this project may be obtained at the Public Works Office at 170 NW Vancouver Drive, Stevenson, Washington 98648

The county reserves the right to reject any and all bids and to waive informalities that are not, in the sole opinion of the Board of County Commissioners, material. The Board of County Commissioners may award the bid to the lowest responsible bidder.

Dated this _____ day of August 2020.

Clerk of the Board

Publication Dates: August 26 and September 2, 2020
Bids Due: 1:00 PM September 24, 2020
Bid Opening: 2:00 PM September 24, 2020

Request for Proposals

Skamania County Facilities Duress Alarms



Skamania County
240 NW Vancouver Ave.
P.O. Box 1009
Stevenson, WA 98648

August 2020

INTRODUCTION

Skamania County ("County") is seeking through this Request for Proposal (RFP) a qualified contractor to design, procure, install, and provide operational training and maintenance of electronic duress alarm systems at several county-owned facilities. This new system will be the first of its type in county facilities. The contractor will also provide monitoring of the system.

BACKGROUND

The County has a number of departments located in buildings in Stevenson, Washington. The County is seeking install duress alarm systems so that whether staff are at the front counter, or elsewhere in their facilities, they can activate an alarm when necessary to notify adjacent co-workers, or summon emergency assistance.

PROJECT TIMELINE

1.	RFP Issued	August 18, 2020
2.	RFP Submissions Due	September 24, 2020 @1:00pm
3.	Contractor Eligibility List Established	October 1, 2020
4.	Contractor Selected	October 13, 2020
5.	Project Completion	December 3, 2020

SCOPE OF SERVICES

Provide a solution to install a duress alarm system, and monitoring of the systems, to cover the facilities listed in **Attachment A**.

Provide and install all hardware and software necessary to accomplish a turnkey solution.

Provide and install all cabling and infrastructure to support the system.

Provide warranty and preventative maintenance agreement.

Provide monitoring of the system.

Deliverables

Provide all necessary hardware and software for system to operate:

- Duress alarm system at four individual county facilities.
 - Twelve (12), minimum, remote alarm fobs

System Requirements

Duress alarm system must function via wireless fobs throughout interior of each facility. Panic buttons will also be hard-wired at each location's "front desk" or work through the county's computer network. Alarm fobs and button are to function as one solution.

System shall have semi-permanent panic/alarm buttons installed at each facility's front desk area, supplemented by two (2) remote buttons/fobs capable of easily being worn on a person.

System shall have two functions. It shall have the ability to notify adjacent coworkers in case of incident that does not immediately require Law Enforcement intervention, and it shall have a separate function that can immediately notify Law Enforcement, in the case of emergency.

System shall communicate distinct status change signals, including but not limited to tampering, power fail, and low battery. A battery back-up power supply is desirable.

System shall function through UHF radio, routers, smart switches and firewalls for server, workstation, field panel communications, Internet/Wi-Fi, landline, and/or cellular connections as necessary. System shall have a secondary backup connection option in the event the primary connection fails to ensure continuity of operations. Internet/Wi-Fi specifications for each facility are listed in **Attachment A**.

Training

Provide an on-site administrator training session.

Maintenance Agreement/Warranty

Warranty: It is required that all aspects of this system (hardware, software and any other material or equipment, cabling and installation provided in this project) be guaranteed for one-year from the date of completion. This warranty is comprehensive and will cover all items provided and guarantee that the alarm system be fully functional and operational as described in this document for the one-year period. This warranty will include a guaranteed response time, from the time a complaint call is made to correct any problem. This response time will be within one day, not including weekends and holidays.

Maintenance: The vendor will also supply a price quote for an annual maintenance/service agreement for years two and three, covering repairs beyond the one-year warranty period, for

the entire system. This maintenance must include routine inspections by the bidder, in accordance with manufacture guidelines, to insure optimal operability.

Skamania County expects this project to be completed by September 6, 2020. A statement shall be included in the response indicated the time frame required to complete the project upon award of the RFP.

SELECTION CRITERIA

The statement of qualifications submitted in response to this RFP, together with County checks of references provided, will be used as the basis for selection.

Proposals submitted will be evaluated according to the following criteria:

1. The bidder's record of performance on previous similar contracts.
2. The character, integrity, experience and reputation of the bidder including compliance with laws and ordinances relating to the contract.
3. The bidder's ability to provide maintenance and service.
4. The number and scope of conditions attached to the bid/quotation.
5. The quality, availability, and adaptability of supplies and contractual services to the particular use required.
6. The compatibility of supplies, materials, or equipment with existing supplies, materials, or equipment already in use in the County.
7. The County's past experience with similar supplies, materials, or equipment in best meeting the County's need.
8. The County's experience and ability to maintain or operate the supplies, materials, or equipment.
9. Responsiveness to this Request for Proposals.

In addition to price, County staff may consider ability, capacity, and skill of the bidder, including the adequacy of physical facilities and financial resources, to perform the contract within the specified time and production requirements.

OTHER REQUIREMENTS

Contractor is required to provide an on-site Project Manager; a remotely located project manager will not be permitted. This on-site property manager will be the SINGLE POINT OF CONTACT for the management of all aspects of this project.

Contractor must have personnel within one hundred (100) miles of Skamania County Courthouse that are able respond onsite to support the system.

In addition to other conditions identified in this document, the contractor is responsible for providing any incidental material or equipment costs to accomplish this upgrade including

miscellaneous, connectors or other material to replace the equipment identified in this document.

It is the responsibility of the successful contractor to provide a total solution for a complete turnkey system. If there are design flaws provided in this document or if there is a more effective manner to accomplish the same goal, it will be the responsibility of the contractor to correct the design flaw and to provide the best possible solution.

Contractor shall visit the job site(s) to determine conditions affecting performance of service including location, physical surroundings and nature of existing structures and shall examine carefully the sites of the proposed work and judge for themselves as to the amount and type of proposed work.

Contractor shall field verify all conditions at each site and perform all work to complete the project, regardless of the variations that may be found, without additional costs to County.

Contractor shall field verify all electrical conditions at each and every site to ensure the proper electrical conditions are being met with regards to the design.

Contractor shall be deemed responsible for providing and/or tapping into all electrical required at the appropriate locations.

Contractor is responsible and required to coordinate all power needs, plans, etc. with the County.

Contractor shall verify site conditions, locations and dimensions of all existing equipment, structures, site conditions, and the contract documents that pertain to this installation. It will be assumed that, upon acceptance of contract, contractor will have investigated the site and is satisfied with the conditions to be encountered as to 1) the character, quality and quantity of work to be performed; 2) the quality and quantity of materials to be furnished; and 3) the requirements of the terms and conditions, specifications and drawings.

Contractor visiting all county facilities shall abide by all rules and regulations. Any and all job site rules, regulation and conditions will be determined by the Skamania County Public Works Director or designee.

Contractor is put on notice that the as-built building drawings may not be available for review. With such notice and conditions of the project, the contractor shall use due diligence to observe and/or to access space to investigate to the extent necessary to adequately document and assess the current conditions of the project site.

The contractor shall verify for themselves, all indicated dimensions, quantity and part numbers before ordering materials or equipment, or before performing work. The contractor shall take field measurements, verify field conditions, and shall carefully compare such field measurements and conditions and other information known to the contractor with the project documents before commencing work, especially before cutting material to fit. Errors, inconsistencies or omissions discovered shall be reported to the Skamania County Public Works Director or designee at once.

Upon commencement of any item of work, the contractor shall be responsible for dimensions related to such item of work and shall make any corrections necessary to make work properly fit at no additional cost to County. This responsibility for verification of dimensions is a non-delegable duty and may not be delegated to subcontractors or agents.

No additional compensation will be allowed for extra work incurred on the part of the contractors due to the contractor's failure to notice any existing condition, which may cause the additional cost.

Final inspection, determination of the quality, effectiveness and performance of this upgrade as well as final acceptance of this project, will be at the sole discretion of the County.

VENDOR REQUIREMENTS/QUALIFICATIONS

Bidder must have three (3) years of experience, within the past 5 years, of designing, installing, networking and monitoring municipal level alarm systems.

Bidder must supply reference data on at least three (3) currently operating access control installations, within Washington or Oregon, that are similar in size, functionality, and complexity to this system. These references must be willing to provide a site visit. Supply references on all systems listed above.

Bidder must be certified by the manufacture to resell, install and configure the specified equipment.

The County may waive any requirement, at its sole discretion, based on the needs of the County.

Awarded vendor must be able to respond within 24 hours for major malfunctions; e.g., malfunctioning hardware.

COUNTY RESPONSIBILITY

The County will provide rack and/or wall space and sufficient power at the various county facilities to accommodate equipment.

The County will provide access to all areas identified in this bid.

Some county buildings are equipped with an emergency generator to power all outlets during a power failure. Due to the nature of this project, a separate Uninterruptible Power Supply may be necessary.

SUBMITTAL REQUIREMENTS

Provide one (1) electronic copy in PDF format and (2) written copies.

1. COVER LETTER - Summarize qualifications most relevant to this RFP; identify key team members; provide name of contact person, phone, fax and email address (maximum 1 page).

2. RELEVANT QUALIFICATIONS - Offer short, focused paragraphs in a summary format by topic; do not include general information (maximum 4 pages).
3. RELEVANT EXPERIENCE - List projects completed by the contractor relevant to the scope of services listed above. Include the scope of the services provided and specify the role of the contractor (identify if the work was performed exclusively by the firm or as a joint venture).
4. KEY TEAM MEMBER SUMMARY - Identify key team members of the firm and summarize typical roles and responsibilities for each member on a project team. List education, certifications, and experience relative to those typical roles (reference projects relevant to those described in the scope of services, if applicable).
5. CURRENT CLIENTS/PROJECTS - Provide a list of all clients doing business with the contractor in the past 12 months and identify any projects within Skamania County in the past 12 months.
6. REFERENCES - Provide 5 client references relevant to the scope of services listed above (names, titles, current mailing and email addresses, and phone numbers).
7. COST- Pricing broken down as follows, and entered into the RFP pricing sheet included in this bid packet. In addition to the RFP pricing sheet showing the dollar figures, bidder must provide information in their narrative showing details of the priced components, as follows:
 - This includes cabling, licensing, hardware, software, training, and any other items needed to complete this project. This price component includes the 1-year warranty as detailed in the MAINTENANCE AGREEMENT/WARRANTY section of this RFP. Specify the manufacture model/part number and item description of the hardware, and the software details. Bidder must state a total price for this, and the taxable portion of that total (may be less).
 - Labor/installation costs.
 - Freight costs (if applicable).
 - Sales tax (may not be applicable to certain items).
 - Grand total of entire system, including warranty.
 - Year two and year three maintenance agreements (each priced separately), as detailed in the MAINTENANCE AGREEMENT/WARRANTY section of this RFP. Agreements must have signature lines for both the vendor and the City.
 - Annual monitoring costs for all city facilities in which the systems have been installed.

Bidder must sign the bid, the RFP pricing sheet, Statement of Non-Collusion by Contractor and the Agreement for Indemnification by Contractor/Vendor forms.

SUBMISSION INSTRUCTIONS/SCHEDULE

The "submittal requirements" identified above must be sealed and clearly marked **Skamania County Duress Alarm Proposal** and submitted no later than 1:00 p.m. on September 24, 2020 to:

Tim Elsea
Public Works Director
Skamania County
170 NW Vancouver Ave.
Stevenson, WA 98648

Any questions regarding this Request for Proposals should be directed to Tim Elsea, 509-427-3909.

The County intends to finalize its pre-qualification list within one week after receipt of proposals.

SELECTION PROCESS

An evaluation committee will be selected by the Public Works Director or his designee. After the bids are evaluated, the top-rated bidders may be invited to make a presentation, if deemed necessary, by County staff.

COST AND METHOD OF PAYMENT

The awarded vendor shall submit correct invoices. Payment terms of those correct invoices are Net 30.

The County will make payments upon completed milestones to be negotiated with the successful vendor.

Turnkey – is defined as a successful migration/installation/expansion that provides for a complete, effectively functioning access control. The proposed solution will be required to work with and be compatible with existing City of Pacifica network infrastructure.

BID EVALUATION

Police Department staff will evaluate bids based on price, transparency of pricing, references, vendor experience, quality of equipment supplied, detail of bids, capability of the proposed access control system, architectural design of proposed system, maintenance agreement, and

all items specified in this RFP.

After the bids are evaluated, the top-rated bidders may be invited to make a presentation, if deemed necessary by Police Department staff.

PAYMENT TERMS

The bidder/vendor that receives the award will submit correct invoices. Payments terms of those correct invoices are net 30 days.

TERMS AND CONDITIONS:

Signed Submission of Bids

The supplier with his/her usual signature must sign the submission of bids in longhand. Submission of bids by partnerships must be signed with the partnership name by the principal partner, followed by the signature and designation of the partner signing; submission of bids by corporations must be signed with legal name of the corporation of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

Late Submission of Bids

Any submission of bids received after the due date and time specified in this RFP **will not be considered.**

Bid proposals shall be accompanied by a proposal guarantee in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities. All such amounts are subject to forfeiture, in accordance with RCW 47.28.100, if successful bidder fails to enter into contract and bond.

Withdrawal of Submission of Bids

Any service provider may withdraw his submission of bids, either personally or by written or facsimile request at any time prior to the time set for the bid opening, provided that written confirmation of any facsimile withdrawal of the signature of the service provider is placed in the mail and postmarked prior to the time set for the opening thereof. Negligence on the part of the service provider in preparing his/her submission of bid confers no right of withdrawal or modification of his/her submission after such submission has been opened.

Addendum to the RFP

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be provided in writing to all bidders. All addenda issued during the time of bidding will be incorporated into any resulting contract.

Letters of Objections

Any supplier believing that any part of the RFP, including the specifications and/or the evaluation procedures, is discriminatory against the supplier or precludes the supplier from being given reasonable consideration in the evaluation process must submit a letter seven (7) calendar days prior to the scheduled opening date specified in the Call for Bids or Request for Proposal. The letter shall be submitted to the County's Public Works Director clearly stating the specific objection and the areas of concern to the supplier and including a proposed method for resolution of such objections. Suppliers are cautioned that any such objections not timely raised in the manner specified herein shall not be considered. The County, upon timely receipt of any such letter of objection, shall consider the supplier's objection and, when in the opinion of the County, a modification of the RFP shall serve the best interest of the County, revisions to the RFP, in the form of a written addendum shall be issued to all suppliers.

Rejection of Submission of Bids

The RFP does not commit Skamania County to award any contract. The County reserves the right, at its sole discretion, to reject any or all bids without penalty, to waive irregularities in any bids or in the RFP procedures, and to be the final judge as to which is the responsible, qualified bid. Any bid which contains items not specified, items which are incorrect, which does not complete all the items scheduled or does not respond to items in the manner specified in this RFQ, may be considered non-responsive and may be rejected on these bases in the sole discretion of the County. Bids offering less than 90 days for acceptance from the proposed closing date may be considered non-responsive and may be rejected. Non-acceptance of any bid will not imply any criticism of the bid or convey any indication that the bid was deficient. Non-acceptance of any bid will mean that another bid was deemed to be more advantageous to Skamania County, or that no bid was deemed acceptable.

Public Information

All materials received relative to this RFP will become public information and be available for inspection after the award of bid. The County reserves the right to retain all bids submitted, whether or not the bid was selected or judged to be responsive.

Bid Validity Period

Submission of the bid will indicate that the pricing, terms and conditions stated in the Vendor's response remain valid in 90 days from the date of submittal of the bid to the County.

Award of Contract

Award of any contract arising from any bid submitted as a result of this RFP will require approval by the Board of County Commissioners. Buyer's standard terms and conditions shall govern any contract awarded. If, after award of contract, Vendor provides additional terms or conditions, contract shall be void. Skamania County reserves the right to award a contract for services described in this RFP in part or in whole to a single bidder or to multiple bidders; whichever may be deemed in the best interest of the County. The award will be made in writing to the responsible bidder whose bid is determined to be the most advantageous for the County, taking into account all the evaluation criteria set forth in this RFP.

Supplier Selection

Goods and services procured by the County shall be from the lowest responsible bidder. In addition to price, the "lowest responsible bidder" will be determined by consideration of the following factors:

1. The quality, availability, and suitability of the supplies, equipment, or services to the particular use required.
2. The ability, capability and skill of the bidder to perform the services required.
3. Whether the bidder has the financial resources and facilities to perform or provide the services promptly, or within the time specified without delay or interference.
4. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
5. The bidder's record of performance on previous contracts or services, including compliance by the bidder with laws and ordinances relative to such contracts or services.

Conflict of Interest

Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of Skamania County may not accept gratuities, entertainment, meals or anything of value whatsoever from current or potential suppliers. The offer of such gratuity to an employee of the County shall be cause for declaring such supplier to be an irresponsible service provider and preventing him/her from bidding.

Permits and Licenses

The successful service provider and all of his/her employees or agents shall secure and maintain in force such licenses and permits as are required by law.

Assignment

The contractor shall, under no circumstances, assign any contract issued as a result of this bid by any means whatsoever, or any part thereof to another party without express written permission of Skamania County.

Independent Contractor Status

It is expressly understood that the contractor named in any contract entered into by the County is acting as an independent contractor and not as an agent or employee of Skamania County.

Agreement to Conditions and Additional Requirements

Bids submitted without comment to the specified terms and conditions are deemed to agree with those conditions. Contractors acknowledge that due to the type of service requested a formal contract may be required. The attached "Statement of Non-Collusion by Contractor" form must be filled out and returned with the bid. The County reserves the right to reject any or all bids.

Cancellation

The County may terminate its agreement with the supplier at any time by giving at least 30 days' notice in writing. If the County terminates the agreement, the supplier will be paid for the time provided and expenses incurred up to the termination date. The County shall assume no additional liability.

Endorsements

The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

(a) Additional insureds: "Skamania County and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with the County; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor."

(b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to County."

(c) Other insurance: "The Contractor's insurance coverage shall be primary insurance as respects Skamania County, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the County shall be excess and not contributing with the insurance provided by this policy."

(d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to Skamania County, its officers, officials, agents, employees, and volunteers.

(e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by County.

Certificates of Insurance

Contractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement.

Non-limiting

Nothing in this Section shall be construed as limiting in any way the indemnification provision contained in this Agreement.

ATTACHMENTS

- A. Locations of county facilities.
- B. Bid Pricing Sheet

Attachment A

County facilities to receive duress alarms:

1. County Courthouse, 240 NW Vancouver Ave., Stevenson, WA
2. County Courthouse North Annex Building – 240 NW Vancouver Ave., Stevenson, WA
3. Public Works Building – 170 NW Vancouver Ave, Stevenson, WA
4. Hegewald Center - 710 SW Rock Creek Drive, Stevenson, WA

Attachment B

Bid Pricing Sheet

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
<i>Example</i>	<i>Vacuum Cleaner</i> <i>Brand Bid: _____</i> <i>Model Bid: _____</i>	2	<i>each</i>		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Total Project Costs		
	Total Material Costs	\$
	Total Labor Costs	\$
	Total Project Cost	

BOND FORM

Know all men by these presents, that _____
of _____, as Principal, and, _____
as Surety, are jointly and severally held and bound unto the County of Skamania, State of Washington,
in the penal sum of _____ dollars (\$ _____)
for the payment of which we jointly and severely bind ourselves, our heirs, executors, administrators,
and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such that whereas, on the _____ day of _____,
_____, the said _____ Principal, herein, executed a certain
contract with the County of Skamania, State of Washington by the items, conditions and provisions of
which contract the said _____ Principal, herein agree to furnish all
material and do certain work, to-wit: That _____
_____ will undertake and complete the construction of

according to the maps, plans, and specifications made a part of said contract, which contract as so
executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a
part hereof as fully for all purposes as if here set forth at length. The bond shall cover all approved
change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the
terms, conditions and provisions of said contract in all respects, and shall well and truly and fully do
and perform all matters and things by _____ undertaken to be
performed under said contract, upon the terms proposed therein, and within the time prescribed therein,
and until the same is accepted, and shall pay all laborers, mechanics, subcontractors, material men, and
all persons who shall supply such contractor or subcontractor with provisions and supplies for the
carrying on of such work, and shall in all respects faithfully perform said contract according to law, then
this obligation to be void, otherwise to remain in full force and effect.

WITNESS our hands this _____ day of _____, _____.

Principal

Attorney-in-fact, Surety

Address of local office and agent of Surety Company

SEAL

Approved:

Chair

**Representing the BOARD OF COUNTY
COMMISSIONERS OF SKAMANIA COUNTY,
WASHINGTON**

Date: _____, _____

ATTEST:

Surety Bond Number
Contract Number

Clerk of the Board