BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON

REQUEST FOR PROPOSALS TO PROVIDE CAMERA AND VIDEO SYSTEM UPGRADES AT THE LEWIS COUNTY YOUTH SERVICES CENTER	))))	**RESOLUTION NO. 16-250**

WHEREAS, the Lewis County Youth Services Center has a requirement to upgrade the security cameras and recording systems from outdated legacy analog equipment to a current technology digital equipment system; and

WHEREAS, Lewis County has authorized a 1/10 of 1% sales tax to provide funding for jail and juvenile detention construction and periodic equipment replacement; and

WHEREAS, an RFP was issued for said project and no responsive submissions were received and therefore all proposals were rejected;

NOW THEREFORE, BE IT RESOLVED, by the BOCC, that the County hereby issue a revised RFP for the Upgrade of the Camera and Video Recording Systems at the Lewis County Youth Services Center;

BE IT FURTHER RESOLVED, that the BOCC instruct the Director of Central Services to process with all appropriate and necessary notifications to advertise for said purpose.

PASSED IN REGULAR SESSION THIS 26th DAY OF September, 2016.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

By: ~~Glenn Carter,~~ Deputy Prosecuting Attorney

ATTEST:

(interim Clerk)
Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

P.W. Schulte, Chair

Gary Stamper, Vice Chair

Edna J. Fund, Commissioner

Lewis County Facilities

351 NW North Street
Chehalis WA 98532

REQUEST FOR PROPOSALS

FOR

LEWIS COUNTY YOUTH SERVICES CENTER CAMERA SYSTEM UPGRADE

SUBMIT TO:

LEWIS COUNTY
DEPARTMENT OF CENTRAL SERVICES
FACILITIES DIVISION
351 NW NORTH STREET
CHEHALIS, WASHINGTON 98532

PROPOSAL OPENING:

WHERE: BOCC Office, 351 NW North St., Room 210
Chehalis WA 98532
DATE: October 19, 2016
TIME: 2 PM

REQUEST FOR PROPOSALS ADVERTISEMENT

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that Lewis County will open sealed Proposals and publicly read them aloud at 2 pm., on October 19, 2016 at the Lewis County Historic Courthouse – 2nd floor, BOCC Meeting Room, 351 NW North Street, Chehalis, Washington, for:

LEWIS COUNTY YOUTH SERVICES CENTER CAMERA SYSTEM UPGRADE

Sealed proposals must be delivered to the BOCC's Office (2nd Floor, Lewis County Historic Courthouse, 351 N.W. North St. CMS-01, Chehalis, WA. 98532) by 9:30 a.m. on the date specified for opening in an envelope clearly marked

"PROPOSAL FOR – LEWIS COUNTY YOUTH SERVICES CENTER CAMERA SYSTEM UPGRADE

Each proposal shall be in accordance with the proposal requirements, scope of work, and instruction to proposer documents now on file with the Lewis County Department of Central Services, Facilities Division, 571 Prindle St., Chehalis, WA 98532-1900. Contact person is Doug Carey, Facilities Manager (360) 740-1192.

The BOCC reserves the right to reject any or all proposals and to waive all informalities.

DATED this ____ day of _____, 2016

_____
Clerk of the Board
Board of County Commissioners
Lewis County, Washington

PUBLISH: East County Journal, Sept 28, Oct 5

REQUEST FOR PROPOSAL REQUIREMENTS

REQUEST FOR PROPOSAL REQUIREMENTS

The Lewis County Department of Central Services, Facilities Division is requesting proposals for Lewis County Youth Services Center Camera and Video Recording System Upgrade Project. Sealed Proposals shall be delivered to the Lewis County Board of Commissioners, 351 NW North St., Room 210, Chehalis, WA, 98532-1900 no later than 9:30 am on the date specified for opening. Proposals shall be clearly marked-

"PROPOSAL FOR: LEWIS COUNTY YOUTH SERVICES CENTER CAMERA SYSTEM UPGRADE"

Proposals shall be received no later than 9:30 am, October 19, 2016 at the address above.

Delivery Requirements:

Any proposals received after the stated date and time will not be considered. It shall be the sole responsibility of each proposer to have their proposals delivered to the Lewis County for receipt on or before the stated date and time. If a proposal is sent by mail, the proposer assumes the risk and responsibility for its timely delivery to Lewis County.

Clarification and Addenda:

Each proposer shall examine requests for proposal documents and shall judge all matters relating to the adequacy of such document. Any requests concerning clarification, interpretation, or additional information pertaining to the RFP shall be made to Doug Carey, Facilities Manager, Lewis County Department of Central Services at (360) 740-1192.

If any addenda are issued to this proposal, the Department shall attempt to notify all prospective proposers. However, it shall be the responsibility of each proposer, prior to submitting the proposal, to contact the Department to determine if any addenda were issued and to make such addenda part of the proposal.

Request for Substitutions:

For products specified with only one product or manufacturer, bidder must submit a request for substitution for products not specifically named. Submission shall include technical information showing how proposed products operation and performance is equal to named product, including repair parts and operating software.

Miscellaneous:

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall possess the legal authority to bind the proposer to the submitted proposal.

All expenses for making proposals to the County are to be borne by the proposer, with the express understanding that no claims against the County or the Department for

reimbursement will be accepted. All proposals become the property of the County and will not be returned to the proposer.

Reserved Rights:

The County reserves the right to accept and/or reject any and/or all proposals, to waive irregularities and technicalities, issue addenda, or take whatever other action it deems in its best interest. There is no obligation on the part of the County to award a contract to the lowest proposer.

The County, with the assistance and advice of its Department of Central Services, shall be the sole judge of a proposal and its decision shall be final. The County also reserves the right to make such investigation, as it deems necessary, to determine the ability of any proposer to perform the work or services provided. Information the County deems necessary shall be provided by the proposer. The County reserves the right to reject any or all bids, waive informalities, and to contract as the best interests of the County may appear. In making awards, consideration will be given to factors of prices quoted, delivery, quality of service and suitability for County purposes. The County will have the final authority to name the successful proposer.

SCOPE OF WORK

Scope of Work

Scope:

This project will include: the replacement of existing analog cameras with digital cameras (42 existing cameras), 13 additional cameras to cover blind spots, and the system's conversion from analog to digital (IP-based). It also will include replacement monitors and the expansion of monitoring at the Control Room and reception.

The display controllers shall be integrated through software to the control touchscreens and the replacement system shall fully replicate the existing switching of cameras based on actions on the touchscreen (door selections, alarms, etc.).

Selected units will have capability to be "pixelated" to provide privacy screen in toilet and shower areas on a portion of the view. This pixelated screen will be shown on both the live and recorded views.

The following is a schedule of the 55 cameras at completion of the project (42 existing, plus 13 new), with an option for 5 additional cameras (60 total).

NEW CAMERAS – BASE PROPOSAL
Install the following thirteen (13) new cameras, already surveyed for position. Types follow:
Corner PTZ Dome 2 (mounted on building corner under existing corner camera) (corner adapter, pendant, and wall arm)
Indoor Dome 6 (surface mounted)
Outdoor Dome 4 (wall-arm mounted)
V-Cell 1 (corner mounted)

ADDITIONAL NEW CAMERAS – OPTION 1
As an option, install five (5) additional new cameras. Types follow:
Indoor Dome 2 (surface mounted)
V-Cell 3 (corner mounted)

REPLACEMENT OF EXISTING CAMERAS
Replace all 42 existing cameras as follows:
Corner PTZ Dome 2 (corner adapter, pendant, and wall arm)
Pole PTZ Dome 1 (pole adapter, pendant, and wall arm)
Indoor Dome 24 (surface mounted)
Outdoor Dome 4 (wall-arm mounted)
Outdoor Pole 3 (pole adapter, pendant, and wall arm)
V-Cell 8 (corner mounted)

CABLING & RACEWAY
All new cabling will be run in conduit or approved cable raceway or shall be plenum rated if open air run is required due to space limitations. All open air runs shall be approved in advance of installation.
Existing Cameras- Provide new Category 6 cabling inside ¾" minimum electro-metallic tubing (EMT) or approved cable tray.
New Cameras – Base Proposal. New Category 6 data cabling will be installed inside ¾-inch-minimum, EMT conduit or approved cable tray – concealed wherever possible, but

potentially surface-mounted in many areas that may be inaccessible. Challenging areas that will require special treatment for raceway include:
One camera on the "portable classroom." This will require weather heads on each side, aerial support, and outdoor cable to span the gap between buildings.
Building corners will require revision/ addition to existing mounts and possible reuse of existing penetrations. Otherwise new penetrations with new weather heads will be needed.
Cameras on the fenced walkway to the "modular" and in the greenhouse. To prevent digging, these will require exposed raceway mounted to the fence posts and fabric.

RECORDERS
Existing DVRs will be replaced with Vicon network video recorders (NVRs) ViconNet 8 with integral back up storage – RAID5, meaning that one disk can fail without losing data (two failures will lose data).
Recording Parameters (1080p). The proposed recording system shall have a minimum 60-day recording storage capacity and will continuously record 24/7 at 1080p resolution and 15 frames per second. This results in two (2) NVRs with a total usable storage capacity of 76 TB.

MONITORS
Control Room. Replace and expand the Control Room monitors as follows:
Two (2) Virtual Matrix Display Controllers – each capable of driving four monitors. These will be tower-mount models located under the Control Room counter.
Two (2) 23-inch quad-view monitors under touchscreen control driven by one of the VMDCs.
Three (3) 23-inch quad-view monitor under keyboard control driven by the other VMDC. Control keyboard with joystick for PTZ control of the VMDC.

Software will be modified to replicate existing functionality of video switching with the new digital video system. All current video control functions from the touchscreen will be replicated, so that no functionality is lost with the transition.

Detention Manager's Office. Replace the existing administrative station with one new tower personal computer pre-loaded with ViconNet workstation software and one (1) 23-inch monitor.

Reception. Provide a new tower personal computer pre-loaded with ViconNet workstation software and connect to the following monitors:
One (1) 23-inch at the desk
One (1) 32-inch on the wall.

All 23-inch and 32-inch monitors will be LED models with 1080p HD resolution (1920 x 1080); 16:9 aspect ratio, HDMI input, and stereo speakers (not utilized).

HEADEND EQUIPMENT
Within the electronics rooms racks, provide two (2) 48-port network switches that provide PoE+ power over Ethernet to power the new cameras. Switches will be HP Procurve Layer 2, fully managed models, with 48 10/100/1000 ports and 4 GbE SFP slots.
Add new patch panels for the expanded data cabling.

Performance Expectations:

Selected cameras shall have capability to have a portion of the view "pixelated" to provide privacy areas for shower and toilet areas. This shall be shown on both the live and recorded views.

Camera lens shall be of high quality construction, lens power and view equivalent to existing equipment , unless otherwise noted, and shall have auto iris capability where required. PTZ cameras shall have appropriate lens to interface with control system.

Persons working within the Youth Services Center on this project shall satisfactorily pass a background check prior to access being granted.

Instructions to Proposers

The "COUNTY" is the owner and at all times acts through its Board of County Commissioners. The contact representative for the COUNTY will be the Central Services Director or his designee.

1. Examination of Site

It is mutually agreed that submission of a proposal shall be considered evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered, and as to the requirements of the specifications and other contract documents.

Failure to take this precaution will not release the successful bidder from entering into contracts nor excuse him from performing the work in strict accordance with the terms of the contract. CONTRACTOR shall employ, so far as possible, such methods and means in the carrying out of his work as will not cause and interruption or interference with any other contractor

2. Interpretation of Proposed Contract

If any person contemplating submitting a proposal for the project is in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he may submit to the COUNTY a written request for an interpretation thereof. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The COUNTY will not be responsible for any other explanations or interpretations of the proposed documents. All requests for interpretations shall be received by the COUNTY not later than seven (7) calendar days prior to bid opening time.

3. Laws and Regulations

The bidder is assumed to be familiar with all Federal, State and County laws and regulations which in any manner affect those engaged or employed in the work, or in the materials and equipment used in the proposed work or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

Should the bidders discover any provision in the specifications or other contract documents which are contrary to or inconsistent with any law, they shall notify the contract representative and any such correction to the specifications or other contract documents resulting will be answered by addendum addressed to all bidders.

4. Evidence of Qualifications

A bidder whose proposal is under consideration shall furnish satisfactory evidence of his financial resources, his experience, and the organization and equipment he has available for the performance of his contract. The contacted bidder will furnish: (1) Similar contracts performed in the last 12 months, (2) Contact name and number for those contracts, (3) Evidence of adequate equipment and personnel for timely completion of work, (4) List of 5 references, including governmental references if available.

5. Prohibition of Alterations

Except as otherwise provided herein, proposals which are incomplete, or which are conditioned in any way, or contain erasures, alteration, or items not called for in the proposal, or which are not in conformity to the laws, may be rejected as informal.

6. Execution of Proposal Forms

The bidder shall submit his proposal on the forms furnished in the specifications. All blank spaces in the proposal form shall be properly filled in. Any sum of money shown on the proposal form shall cover all work included in the bidding documents together with any addenda thereto, and/or any unit prices called

for and/or any alternates called for shall include all items of labor, material, equipment, overhead and compensation to complete all of the work under each particular heading.

Any sum of money shown on the proposal form and any agreed variations thereof shall include all taxes imposed by law, excepting Washington State Sales Tax.

If a proposal is made by a partnership or co-partnership, it shall contain the names of each partner and shall be signed in the firm name, followed by the signatures of the partners. If the proposal is made by a corporation, it shall be signed in the name of the corporation, followed by the written signature of the officer signing, and the printed or typewritten designation of the office he holds in the corporation. The address of the bidders shall be typed or printed on the proposal in the space provided. Bidder's Contractor's License registration number must be stated.

7. Modifications of the Proposal

Modifications of proposals already received will be considered only if the request for the privilege of making such modifications is granted and the modification is made prior to the scheduled closing time for the receipt of the proposals. All modifications must be made in writing over the signature of the bidder.

8. Withdrawal of the Proposal

At any time prior to the scheduled closing time for receipt of proposals, any bidder may withdraw his proposal, either personally or by written request (on the bidder's letterhead signed by the bidder). If withdrawal is made personally, the person making the withdrawal shall present written request and give proper receipt. No telephonic request for withdrawal of proposal will be considered. After the scheduled closing time for the receipt of proposals, or before award of the contract, no bidder will be permitted to withdraw his proposal unless said award is delayed for a period exceeding that noted in the proposal form. Any bids received after the said scheduled closing time for receipt of bids shall be returned to the bidder unopened.

9. Receipt of Proposals

Proposals will be received at the time and place stated in the Advertised Request for Proposals. At the time and place set for opening and reading of proposals, each and every proposal (except those which may have been withdrawn in accordance with "Withdrawal of Proposal") received prior to the scheduled closing time for receipt of proposals will be publicly opened and read aloud, irrespective of any irregularities or informalities in such proposals.

10. Submission of Proposals

No oral, telephonic or telegraphic proposals will be considered. Each proposal, together with bid information, shall be completely sealed in a separate envelope marked as indicated in the Request for Proposal.

11. Acceptance or Rejection of Proposal

The COUNTY reserves the right to reject any and /or all proposals. The COUNTY also reserves the right to waive any informalities in connections with said proposal or bid.

12. Contract Documents

Upon acceptance of the successful bidder's proposal, the COUNTY shall prepare, and the successful bidder shall execute, a contract for the work. A general example of contract language is included for reference as Exhibit A.

13. Protection of Persons and Property

It shall be the responsibility of the CONTRACTOR to comply with all requirements of the Occupation Safety and Health Act of 1971 (OSHA) and the Washington Industrial Safety & Health Act (WISHA). The methods of compliance with safety and health precautions are the responsibility of the CONTRACTOR and are not shown on the contract specifications.

CONTRACTOR shall be governed at all times by applicable provisions of Federal, State and County law(s).

Contractor shall furthermore indemnify and hold harmless the COUNTY and their agents and employees from and against all fines or penalties levied by any public authority for any failure by the contractor to comply with all applicable laws, ordinances, rules, regulations and orders relating to public safety and health.

14. Evaluation of Proposals

Evaluation of proposals will be based upon economic factors and (1) experience and responsibility, (2) ability prosecute the work in a timely manner, (3) other factors as outlined in Section (4) above.

15. Insurance

The CONTRACTOR shall not commence work under this contract until he has obtained all insurance required hereunder, nor shall the CONTRACTOR allow any sub-contractor to commence work on this contract until all insurance required of the sub-contractor has been so obtained. Each and every CONTRACTOR and sub-contractor shall maintain all insurance required under this article during the life of this contract, and for not less than one (1) year thereafter.

The CONTRACTOR shall furnish a "Certificate of Insurance" on the Lewis County form, based on the coverage outlined herein. This certificate must have a "Notice of Cancellation" clause stating the following: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will deliver 30 days written notice to Lewis County". Furthermore, the Certificate of Insurance must also state that "This Certificate does not amend, extend or alter the coverage of the policies below". The required Certificate of Insurance document, with the appropriate wording is attached. The Certificate of Insurance shall state that all liability policies are issued on an "occurrence basis" and not on a "claims made" basis. Each and every policy shall contain an endorsement stating that the insurance company will not, prior to completion of the project or any policy expiration date shown on the policy and certificate, whichever occurs first, terminate the policy or change any coverage therein without first delivery, by registered mail, written notice of such action at least thirty (30) days prior to the termination or change, to the COUNTY at whose request the policy and certificate are issued.

The insurance required is as specified below and in the amount indicated:

a) Workmen's Compensation and Employer's Liability Insurance Statutory: Amounts and coverage as required by law of the place of work.

   Employers Liability: $100,000 each accident.

b) Comprehensive General Liability Insurance, other than automobile: Including premises, elevators, products, completed operations and contractual; limits not less than those stated below.

   Bodily Injury Liability: $250,000 each person, $1,000,000 each occurrence.

   Property Damage Liability, including XCU (explosion, collapse and underground damage): $50,000 each occurrence, $250,000 aggregate.

c) Comprehensive Automobile Liability Insurance, including owned, non-owned and hired vehicles; with limits not less than:

   Bodily Injury Liability: $250,000 each person, $500,000 each occurrence

   Property Damage Liability: $50,000 each occurrence.

d) The valuation of fire, extended coverage and vandalism insurance shall be in an amount equal to one hundred percent (100%) of cost of replacement at time of replacement, state sales tax and COUNTY'S fees.

Coverage shall include liability arising from water damage to property in care, custody and control of CONTRACTOR and personal injury liability.

The COUNTY assumes no risk of loss by fire to any portion of the work or equipment thereof, whether complete, in process of construction or installation, or stored on the premises during the life of any contract for any portion of the work. The making of partial payments to the CONTRACTOR shall not be construed as creating and insurable interest by or for the COUNTY, or as relieving the various contractors or their sureties of responsibility for loss by fire or other casualty occurring prior to final acceptance of the project. The entire work of the CONTRACTOR shall be at the sole risk of the CONTRACTOR until same shall be promptly repaired, replaced or rebuilt by the CONTRACTOR after any loss or damage.

It is understood that the whole of the work under this contract is to be done at the CONTRACTOR'S risk, and that he has familiarized himself with the conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he is to assume the responsibility and risk of any loss or damage to material or work which may arise from any cause whatsoever prior to completion.

The Loss Clause shall be made payable to the Lewis County Treasurer as trustee for the insured.

The inception date of this policy will be the date the CONTRACTOR is ordered by the COUNTY to proceed with the contract.

PROPOSAL SUMMARY SHEET

Name of Proposer: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

UBI or Contractor License # _____

Name of authorized representative of the above named company: _____

Title: _____

Signature: _____

Camera Replacement Project Total Cost $_____

Unit Pricing

Item	Qty. Required	Price per Unit
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(add more lines if necessary)

Responsibility Criteria

It is the intent of the Owner to award a contract to the low responsible proposal. In determining the bidder's responsibility, the Owner shall consider an overall accounting of the items listed below. The bidder must submit the following information, demonstrating that they meet the listed criteria:

1. Capacity

Category	Required Information / Criteria
❒ Current Workload	On a separate sheet, list all the major projects your firm has in progress or are projected to commence during the next 6 months, giving the name of project, Owner, architect, contract amount, percentage complete and scheduled completion date. Failure to list all major projects shall render the bid non-responsive. List the current or projected workload for the next 12 months including this Contract, expressed in total contract value. $_____ List actual contracted workload for the previous 12 months, expressed in total contract value. $_____ The bidder's current or projected workload, during the life of this contract, shall not exceed 150% of the actual contracted workload over the previous 12 months unless the bidder can demonstrate to the Owner's satisfaction that it has the capacity to assume the additional work of this project, provide adequate staffing, and meet project demands.

2. Previous Experience

Category	Required Information / Criteria
❒ List of Completed Projects	On a separate sheet, list all the major projects ($75,000 and above) your firm has completed in each of the past five (5) years, giving the name of project, Owner (contact name and phone numbers, architect (contact name and phone numbers), contract amount, date of completion and percentage of the cost of the work performed with your own forces. This information will be used for references.

❒	Experience of Superintendent or Project Manager	Submit resume and references if different than above, of the person proposed by the bidder to superintend the work. This person shall have managed projects of similar complexity and similar size, and successfully completed the project within the last three (3) years. Superintendent and/or Project Manager shall not be replaced on the project without full consent of the Owner.
❒	Equipment	Submit affidavit that firm has equipment necessary to perform all phases of work, including all installation and test equipment..
❒		

3. Ability to Perform Within Time Specified

	Category	Required Information / Criteria
❒	Contractor's Ability to Meet the Project Schedule	On a separate sheet, list the project titles, original contract time, and change order time extensions for three specific projects. Bidder shall document that it achieved substantial completion of three previous projects of similar size and scope within no more than 105% of the final contracted time for completion (including change ordered adjustments).

4. References

	Category	Required Information / Criteria
❒	References from Owners of Previous Projects	Owner will check references by contacting owners of previous projects on bidder's performance over the last five years. On average, such references shall be satisfactory or better on a five category scale with "satisfactory" at mid scale. A reference score sheet will be utilized for rating completed projects of similar scope and value.
❒	Public Agency Debarment	Bidder shall not have been debarred by any Public agency within the last two (2) years.

If the Owner determines that the apparent low bidder is not responsible, the Owner will notify the bidder of its preliminary determination in writing. Within three (3) days after receipt of the preliminary determination, the bidder may withdraw its bid or may request a hearing. The Owner will schedule a hearing within three (3) working days of receipt of the bidder's request. The Owner will issue a Final Determination after reviewing information presented at the hearing. The Owner's Final Determination is specific to this project, and will have no effect on other or future projects.