

City of Nampa

REQUEST FOR PROPOSAL (RFP)

Nampa Public Library Access Control System

Issue Date: August 25, 2014

TABLE OF CONTENTS

		PAGE
ADMINISTRATIVE INFORMATION		1
PART I	OVERVIEW	
1-1	SYSTEM SCOPE	4
1-2	REQUIRED SYSTEM FUNCTIONS	4
1-3	SELECTION PROCESS.....	4
1-4	AWARD	4
PART II	GENERAL TERMS AND CONDITIONS	
2-1	GENERAL CONDITIONS.....	6
2-2	PREPERATION OF PROPOSALS.....	6
2-3	DESCRIPTION OF SUPPLIES AND/OR SERVICES.....	6
2-4	SUBMISSION OF BIDS	7
2-5	ADDENDA	7
2-6	REJECTION OF BIDS	7
2-7	WITHDRAWAL OF BIDS	8
2-8	LATE BIDS AND MODIFICATIONS	8
2-9	CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS	8
2-10	INVOICING AND PAYMENT	8
2-11	DISCOUNTS	8
2-12	COMPETENCY OF BIDDERS	9
2-13	TERMINATION OF CONTRACT	9
2-14	EMPLOYEES	9
2-15	BID PROTESTS	10
2-16	DISQUALIFICATION OF BIDDERS.....	10
2-17	LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS.....	10
2-18	COLLUSION.....	10
2-19	NO BID STATUS.....	11
2-20	PATENTS AND COPYRIGHTS.....	11
2-21	PUBLIC RECORDS LAW	11
2-22	INFORMATION	11
2-23	REQUEST FOR PROPOSAL	11
2-24	CONFLICT IN SPECIFICATIONS.....	12
2-25	EXCEPTIONS TO PROPOSAL	12
2-26	HOLD HARMLESS AGREEMENT	12
2-27	COPELAND "ANTI-KICKBACK" ACT	12
2-28	INSURANCE	12
2-29	DURATION OF AGREEMENT.....	13
2-30	CONTRACT RENEWAL	13
2-31	SUBCONTRACTORS	13
2-32	PUBLIC ENTITY CRIMES	13
2-33	SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY	13
2-34	LITIGATION DISCLOSURE.....	14
2-35	SOLICITATION, RECRUITING AND EMPLOYMENT OFFERS.....	14
PART III	SPECIAL CONDITIONS	
3-1	SUBMISSION REQUIREMENTS	16
3-2	DELIVERY OF PROPOSAL	16
3-3	PROPOSAL COSTS.....	16
3-4	ACCEPTANCE	16
3-5	INQUIRIES	17

3-6	PRE-PROPOSAL DEMONSTRATIONS	17
3-7	REJECTION	17
PART IV	PROPOSAL FORMAT	
4-1	PROPOSAL FORMAT	18
4-2	EXECUTIVE SUMMARY:	19
4-3	COMPANY BACKGROUND AND PROFILE	19
4-4	CLIENT REFERENCES	19
4-5	COST QUOTATIONS	20
4-6	CONTRACT TERMS AND CONDITIONS	20
4-7	OTHER INFORMATION	20
4-8	MANDATORY SUBMITTALS	20
4-9	ADDENDA	20
PART V	TECHNICAL SPECIFICATIONS	
5-1	EQUIPMENT AND LICENSES NEEDED	22
PART VI	EVALUATION OF PROPOSALS	
6-1	EVALUATION METHOD	25
6-2	SELECTION CRITERIA.....	25
PART VII	MANDATORY SUBMITTALS	
	BID SIGNATURE PAGE FOR CORPORATION	26
	BID SIGNATURE PAGE FOR SOLE PROPRIETOR OR PARTNERSHIP	27

INCLUDED: FLOOR PLANS and CONTRACT

ADMINISTRATIVE INFORMATION

RFP Title:	Access Control and Video Security System
RFP Project Description:	Install an Access Control and Video Security System at the New Nampa Public Library.
RFP Lead:	Mark Davis Network and Security Engineer 820 2 nd Street South Nampa, ID 83651 davism@cityofnampa.us Phone: 208-468-5481 Fax: 208-468-4439
Pre-Proposal Conference:	
Location:	New Nampa Public Library 215 – 12 th Avenue South Nampa, ID 83651
Deadline To Receive Questions:	September 1, 2014
RFP Closing Date:	September 8, 2014
RFP Opening Date:	10:30 a.m. Mountain Time the day of closing.
Initial Term of Contract:	1 (One) year.

BACKGROUND

PROPOSAL PURPOSE

The City of Nampa (“CITY”), is soliciting proposals for supplying and installing an Access Control and Video Security system for the new Nampa Public Library.

Any proposed solution must provide complete and seamless compatibility and integration with an existing Lenel OnGuard system already in place at the CITY. Compatibility with the existing Access Control and Video Security system components is of paramount importance and any proposed solutions that does not provide 100% seamless integration, networking and compatibility with the existing solution will immediately be disqualified.

Ideally, the CITY would like to acquire the hardware, software and licenses as one integrated solution from one vendor. However, the CITY realizes that this may not be entirely possible; therefore, Vendors that provide only some of the hardware, software and licenses are encouraged to submit proposals as well.

THE CITY OF NAMPA

Nampa is located in Southwestern Idaho in Canyon County. The Nampa Public Library is a full-service library to a population of approximately 82,000 and the CITY is a municipality with a staff of approximately 550 full-time employees.

CURRENT SYSTEMS

Current systems in use at the CITY include:

- Lenel OnGuard 2010 (Upgrading to 2013)
- Lenel Network Video Suite
- Lenel LNL-220 Access Panels
- Lenel LNL-500 Access Panels
- Axis IP Cameras
- Sony IP Cameras
- IQinVision IP Cameras
- Lenel IP Cameras

Current technologies used at the CITY include:

- TCP/IP switched network
- 100MB/1GB to the desktop
- 1GB/10GB to the servers
- WAN Network utilizing T1 and Fiber connected to remote locations
- Multiple subnets/vLan within organization separated by firewalls
- Windows servers
- Microsoft Exchange
- Microsoft Internet Explorer 8.x + at the desktop
- Microsoft Windows XP SP3, and Windows 7 SP1 at the desktop
- Microsoft Office at the desktop
- Microsoft SQL Server

PART I OVERVIEW

1-1 SYSTEM SCOPE

CITY is seeking proposals for an Access Control and Video Security System for the new Nampa Public Library. Additionally, the proposed solutions must include implementation services, hardware warranty replacement services and technical support (“Solution”) for a term of no less than 1 (one) year.

The CITY desires a “Turn Key” solution that will be fully supported by the Vendor. The Vendor will be responsible for the following:

- Installing hardware and software products
- Implementation testing
- Training of IT staff on use of system administration tools
- Providing administrator documentation

1-2 REQUIRED SYSTEM FUNCTIONS

The CITY has defined its general equipment requirements. These are listed in Part V of this RFP.

1-3 SELECTION PROCESS

At its discretion, the CITY may require the Contractor to make an oral presentation of their proposal, to provide demonstrations, or to submit further written literature. These presentations provide an opportunity for the Contractor to clarify the proposal for the CITY. The CITY will schedule any such presentations or requests for information. Representatives of the CITY may want to visit a client reference to observe the applications in an actual working environment. The award/negotiation sequence will be based on a formal methodology established by the CITY.

1-4 AWARD

Once the proposals are opened, a committee selected by the CITY will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. The CITY, sole judge in evaluation considerations, may make an award to the Contractor(s) who submit the proposal judged by the CITY to be most advantageous. A recommendation may be presented to the Nampa Library Board of Trustees and the Nampa Development Corporation, which will be in the best interest of the CITY as determined by the Evaluation Committee.

Nampa reserves the right to award on an all-or-none basis. The award will only be to responsible Contractor(s) qualified by experience to perform the services specified herein. *All proposals submitted shall be valid for a period of ninety (90) calendar days from the date of the proposal opening.*

PART II GENERAL TERMS AND CONDITIONS

2-1 GENERAL CONDITIONS

Bidders are required to submit their proposals upon the following express conditions:

- A. Bidders shall thoroughly examine the specifications, schedules, instructions, and all other contract documents.
- B. Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance, by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the CITY or the compensation to the bidder.

2-2 PREPARATION OF PROPOSALS

Proposals will be prepared in accordance with the following:

- A. All information required by the specifications shall be furnished. Each Proposal shall be signed by someone who has legal authority to obligate the company.
- B. Alternate proposals may be submitted, but they must stand alone.
- C. Proposed time schedules shall be included when applicable.
- D. CITY is exempt from payment to its vendors of State of Idaho sales tax and, therefore, such taxes should not be figured into the bid. However, this exemption does not transmit to suppliers to the CITY in their (supplier) purchases of goods or services, used in work or goods supplied to the CITY. Contractors are responsible for any taxes, sales or otherwise, levied on their purchases, subcontracts, employment, etc. An exemption certificate will be signed where applicable, upon request. The CITY will pay no sales tax.

2-3 DESCRIPTION OF SUPPLIES AND/OR SERVICES

Any manufacturers' names, trade names, brand names, or catalog numbers used in these applications are for the purpose of describing and

establishing minimum requirements or level of quality, standards of performance, and design required, and are in no way intended to prohibit the bidding of other manufacturers items of equal material, unless specifications state "NO SUBSTITUTIONS."

Bidders must indicate any variances to the specifications, terms, and conditions, no matter how slight. If variations are not stated in the Proposal, it shall be construed that the bid fully complies with the Specifications, Terms and Conditions.

Bidders are required to state exactly what they intend to furnish.

Bidders will submit, with their proposal, necessary data (factory information sheets, specifications, brochures, etc.) to evaluate and determine the quality of the item(s) they are proposing, if applicable.

The CITY shall be the sole judge of quality and its decision shall be final.

2-4 SUBMISSION OF BIDS

Bids and Addenda thereto shall be enclosed in sealed envelopes addressed to the RFP Contact listed in section I.

Please include the following items, marked conspicuously on the sealed envelope:

- The name and address of the bidder
- The date and hour of the bid closing
- "CONTRACT PROPOSAL – RFP - (Project or RFP name)"

E-mail and facsimile bids will not be considered, but are acceptable as notice of intent to not bid on this project. Bidders shall have sole responsibility for delivery of bids on time and to the proper location.

2-5 ADDENDA

Bidder shall be responsible for monitoring the e-RFP web site for any addenda that may be issued. No addenda will be issues as of 7 business days prior to bid closing.

2-6 REJECTION OF BIDS

The CITY reserves the right to reject any proposal for any reason, including but not limited to:

- A. The Bidder fails to acknowledge receipt of an addendum, or if

- B. The Bidder misstates or conceals any material fact in the bid, or if
- C. The bid does not strictly conform to the law or requirements of bid, or if
- D. The bid is conditional; except that the bidder may qualify his bid for acceptance by the CITY on an "all or none" basis. An "all or none" basis bid must include all items upon which bids are invited.

The CITY may, however, reject all bids whenever it is deemed in the best interest of the CITY to do so, and may reject any part of a bid unless the bid has been qualified as provided in paragraph 2-6(D) above. The CITY may also waive any minor informalities or irregularities in any bid.

2-7 WITHDRAWAL OF BIDS

- A. Bids may not be withdrawn for a period of 180 days after the time set for the bid opening.
- B. Bids may be withdrawn prior to the time set for the bid opening. Such request must be in writing.

2-8 LATE BIDS AND MODIFICATIONS

Only bids or proposals received as of the opening date and time will be considered timely. Bids and modifications received after the time set for the bid opening will be rejected as late.

2-9 CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents or any part thereof, he/she may submit to the CITY Contact on or before seven days prior to the scheduled opening a request for clarification. All such requests for clarification shall be made in writing, and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving an Invitation to Bid. The CITY will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the CITY Contact on or before ten days prior to the scheduled opening.

2-10 INVOICING AND PAYMENT

All invoices should be sent to the Nampa Development Corporation, ATTN: NDC, 9 – 12th Avenue South, Nampa, ID 83651.

2-11 DISCOUNTS

- A. Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes.
- B. Bidders may offer a discount to encourage payment before a target fiscal goal, such as fiscal year-end; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation.
- C. In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

2-12 COMPETENCY OF BIDDERS

- A. Pre-award inspection of the Bidder's facility may be made prior to the award of a contract. Bids will be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this Bid(s); have a record of performance for a reasonable period of time; and have sufficient financial support and equipment to insure that they can satisfactorily deliver the material and/or services if awarded a Contract under the terms and conditions herein stated. The terms "equipment" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry and as determined by the proper authorities of the CITY.
- B. The CITY may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Bidder, including past performance (experience) with the CITY in making the award in the best interest of the CITY.

2-13 TERMINATION OF CONTRACT

- A. The CITY may, by written notice to the Contractor, terminate the Contract if the Contractor has been found to fail to perform his services in a manner satisfactory to the CITY as per specifications, including delivery as specified. The date of termination shall be stated in the notice. The CITY shall be sole judge of non-performance.
- B. The CITY may cancel the Contract upon 30 days written notice for cause or reasons other than cause.

2-14 EMPLOYEES

All employees of the Contractor shall be considered to be at all times the sole employees of the Contractor, under the Contractor's sole direction,

and not an employee or agent of the CITY. The Contractor shall supply competent and physically capable employees; the CITY may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable, or whose presence on CITY property is not in the best interest of the CITY.

2-15 BID PROTESTS

The CITY shall provide notice of its decision to award or reject to all bidders by U.S. mail. If bidders wish to protest a decision of award, they must file a notice of protest in writing to the CITY Contact within three (3) working days after receipt of the notice of the CITY's decision of award and shall file a formal written protest within 5 days after filing the notice of protest. The notice of protest must be either hand delivered to the CITY Contact or sent via Certified U.S. mail, return receipt requested. Failure to file a protest within the time specified herein shall constitute a waiver of all rights to protest the CITY's decision regarding the award of bid.

2-16 DISQUALIFICATION OF BIDDERS

A bidder may be disqualified temporarily or permanently and his/her bid(s) rejected for:

- A. Poor performance or default, in the CITY's opinion, on previous contracts with the CITY.
- B. Poor performance or default, in the CITY's opinion, on previous contracts with other public entities.

2-17 LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state and federal directives, orders and laws as applicable to this bid and subsequent contract(s), including but not limited to:

- A. Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this contract.
- B. Occupational Safety and Health Act (OSHA) as applicable to this contract.

2-18 COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm or corporation, making a bid for the same items, or the initiating CITY

department, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

2-19 NO BID STATUS

To protect your status as an active bidder, please write the CITY Contact a letter indicating the reason for "No Bid" at this time. Email is acceptable.

2-20 PATENTS AND COPYRIGHTS

It shall be understood and agreed that by the submission of a proposal, the bidder, if awarded a contract, shall hold harmless and fully indemnify the CITY and any of its officers or agents from any and all damages that may, at any time, be imposed or claimed for infringement of any patent right, trademark, or copyright, of any person or persons, association, or corporation, as the result of the use of such articles by the CITY, or any of its officers, agents, or employees, and of which articles the contractor is not the patentee, assignee, licensee, or owner, or lawfully entitled to sell same.

2-21 PUBLIC RECORDS LAW

Pursuant to Idaho State Statute 9-338 (1), public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. Sealed Bids and Proposals become subject to this statute, notwithstanding bidders' or proposers' requests to the contrary, at the time the CITY provides notice of a decision or intended decision, or 10 days after bid or proposal opening, whichever is earlier.

Financial statements submitted in response to a request by the CITY are confidential and exempt from disclosure. Data processing software obtained under a licensing agreement that prohibits its disclosure is also exempt.

2-22 INFORMATION

Further information, if desired, may be obtained from the CITY's contact.

Questions or requests for clarification of the specifications shall be in writing and received by the CITY at least seven days prior to the date and time of the bid opening. They may be mailed, e-mailed, or faxed.

2-23 REQUEST FOR PROPOSAL

Should these "General Conditions" be used in the specifications for a Request for Proposal, every reference to a bid shall be and mean the same as proposal.

2-24 CONFLICT IN SPECIFICATIONS

Where there appears to be a variance or conflict between the General Conditions and the Special Conditions or Technical Specifications outlined in the Bid Package, the order of preference shall be Technical Specifications, Special Conditions, then General Terms and Conditions.

2-25 EXCEPTIONS TO PROPOSAL

The bidder shall on a separate sheet of paper include any exceptions to the conditions of this Bid Proposal. This sheet shall be labeled, "Exceptions to Proposal Provisions," and shall be attached to the Bid Proposal. If no exceptions are stated, it will be understood that all General, Special and Technical Conditions will be complied with, without exception.

2-26 HOLD HARMLESS AGREEMENT

The awarded bidder agrees to indemnify and hold the CITY harmless from any and all claims, suits, actions, damages, causes of action, or attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or services supplied.

The awarded bidder agrees to indemnify and hold the CITY harmless from any and all claims, suits, actions, damages, causes of action, or attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the negligence of the contractor/supplier, his employees, agents, or assigns.

2-27 COPELAND "ANTI-KICKBACK" ACT

Contractor and all subcontractors will comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

2-28 INSURANCE

Successful Bidder shall not commence work under the Contract until proof of all required insurance has been submitted to the CITY, and approved by the CITY.

- A. Workers' Compensation Insurance for all employees of the Contractor as required by Idaho Code §§ 72-101 (1). In the event any work is sublet, Contractor shall require the sub-contractor similarly to provide Workers' Compensation insurance, unless such employees are covered by the protection afforded by the Contractor.

- B. Comprehensive General Liability in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. The CITY must be shown as an additional insured with respect to this coverage.
- C. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Idaho.
- D. Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the CITY.

2-29 DURATION OF AGREEMENT

Unless otherwise stated, the prices and conditions stated in this bid shall be in effect for a period of six-months from the date of the issuance of a letter of award, or date of executed contract, whichever is later.

2-30 CONTRACT RENEWAL

Any contract or agreement executed in conjunction with the award of a bid may be renewed for additional six-month period if agreed to in writing by both parties.

2-31 SUBCONTRACTORS

Bidder shall submit a list of any subcontractors that the bidder proposes to use in the execution of the work covered in these specifications. Should there be any change in this list during the contract; the Contractor shall inform the CITY. The CITY reserves the right of approval of such subcontractors.

2-32 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of 36 months from the date of being placed on the convicted vendor list.

2-33 SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Bidders understand that by signing and submitting the attached signature form(s) at the end of this document, they are indicating understanding and compliance with the CITY and State's policies prohibiting solicitation and acceptance of gifts by public officers, employees, or candidates.

Failure to submit this signed form will result in your bid being declared non-responsive; provided, however, that the low bidder may be given the opportunity to submit the form to the CITY within five calendar days after notification by the CITY, if this is determined to be in the best interest of the CITY.

2-34 LITIGATION DISCLOSURE

Prior to the final ranking of Contractors by the CITY's Evaluation Committee, the CITY reserves the option to request that the three highest ranked Contractors disclose any instance in which the Contractor has been involved in litigation in regards to the services provided by the Contractor. If the Contractor is representing a third party that will provide services for this project, the Contractor must also disclose any instances in which the third party has been involved in litigation in regards to the services provided by the third party.

2-35 SOLICITATION, RECRUITING AND EMPLOYMENT OFFERS

Bidders understand that by signing and submitting the attached signature page at the end of this document, they are indicating understanding and agreement to not solicit an employee from the Organization or to conduct any operations that have the intended purpose of enticing an employee of the Organization to exit the Organization with the intent to go to work for the Contractor or any of its subcontractors or assigns for a period of 2 years from the date signed.

Part III SPECIAL CONDITIONS

3-1 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals, the original proposal, 1 (one) identical copy, and all attachments containing responses to the functional/technical requirements, shall be submitted to the office of the CITY Contact. The original shall be clearly marked "original". The proposal shall be prepared with a straightforward, concise delineation of the Contractor's capabilities to satisfy the requirements of this RFP.

3-2 DELIVERY OF PROPOSAL

Each proposal must be received by the date and time set for closing receipt of offers. The envelope shall be identified as defined in section 2-4 above, the envelope must also show the name of the Contractor, and the date and time of closing.

Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

The CITY cautions Contractors to assure actual delivery of mailed or hand-delivered proposals **directly to the CITY's Contact** by the established deadline. A proposal received by the CITY Contact after the established deadline will be considered non-responsive.

3-3 PROPOSAL COSTS

This RFP is not a commitment by the CITY to fund any development, to lease or purchase any equipment, products, services or any other materials from the Contractor. Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the CITY to reimburse any individual or firm for any costs that the Contractor may incur in the preparation, production and/or submission of a response to this RFP, providing additional information when requested by the CITY, for participating in any selection interviews, **or for any subsequent sales, due diligence, or negotiation costs.**

3-4 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

3-5 INQUIRIES

For general and technical questions about the proposal, interested Contractors may contact the RFP identified contact from the 'Administrative Information' section of this RFP above.

The CITY Contact will also receive written requests for clarification concerning the meaning or interpretations of this RFP until seven (7) business days prior to the submittal date.

3-6 PRE-PROPOSAL DEMONSTRATIONS

Any interested parties are invited to propose an optional on-site demonstration of their solution. All CITY representatives who will be involved in the decision-making process will attend these demonstrations and be available to answer questions. Web-based demonstrations will not be considered.

3-7 REJECTION

The CITY reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

Part IV PROPOSAL FORMAT

4-1 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, Contractors are required to prepare their proposals in accordance with the instructions outlined in this section. Each Contractor is required to submit the proposal in a sealed package. Contractors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the CITY.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

Section	Title
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Company Background and Profile
3.0	Client References
4.0	Cost Quotations
5.0	Contract Terms and Conditions
6.0	Other Information
7.0	Mandatory Submittals

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Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

4-2 EXECUTIVE SUMMARY:

(Section 1.0): This part of the response to the RFP should be limited to a brief narrative highlighting the Contractor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

4-3 COMPANY BACKGROUND AND PROFILE

(Section 2.0): Contractors must provide the following information about their company so that the CITY can evaluate the Contractor's stability and ability to support the commitments set forth in response to the RFP. If the proposal will include components from third party vendors or contractors, the Contractor must include the same information specified here for each party involved in the proposed solution. The Organization, at its option, may require Contractor or a vendor to provide additional support and/or clarify requested information.

The Contractor should outline the company's background, including:

- How long the company has been in business.
- A brief description of the company size and organization and its history.
- A description of the client base of the company, including, but not limited to size and number of existing customers and how many customers are state/local government customers.
- Whether the company is a public or private company
- The primary business focus of the company
- Any other focus of the company outside sales and support of telecommunications hardware and software
- Company culture and beliefs
- Achievements
- Target market
- Annual Sales or Revenue

4-4 CLIENT REFERENCES

(Section 3.0): Contractors should provide a list of at least 2 local installations during the past five years that have utilized the proposed system in a comparable environment. Where possible, at least one such reference should be in the state of Idaho. Submit references for fully completed installations to the extent possible. List the "breadth" of the solution (e.g., Digital, VoIP, Reporting, Conferencing, etc.).

4-5 COST QUOTATIONS

(Section 4.0): Please provide a detailed, itemized cost of ownership for all components, licenses, support, training and implementation supplies and services being proposed.

4-6 CONTRACT TERMS AND CONDITIONS

(Section 5.0): Provide a copy of the Contractor's standard Terms and Conditions contract or use the attached CONTRACT.

4-7 OTHER INFORMATION

(Section 6.0):

- Indicate the complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s), their respective telephone numbers (including area codes) and their e-mail addresses.
- Provide any additional information that you feel would distinguish your firm in its service to the CITY.
- The CITY may make such investigations it deems necessary to determine the ability of the Contractor to perform the work proposed. The Contractor shall furnish the CITY, within five (5) days of request, all such information and data for this purpose as may be required. The CITY reserves the right to reject any proposal if the evidence submitted or investigation of the Contractor fails to satisfy the CITY that the Contractor is properly qualified to fulfill the obligation of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

4-8 MANDATORY SUBMITTALS

(Section 7.0): Contractor must complete and include forms (found in Part VII) in this section:

- **Bid Signature Page for Corporation, or**
- **Bid Signature Page for Sole Proprietor or Partnership**

4-9 ADDENDA

If revisions become necessary, the CITY will provide written addenda through the online e-RFP site. **All addenda issued by the CITY must be so noted on any proposals that are submitted to the CITY.**

Contractors shall be responsible for monitoring the e-RFP site to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal.

Part V

TECHNICAL SPECIFICATIONS

GENERAL REQUIREMENTS

Requirements defined in this section contain the overall general functions of the CITY's desired Access Control and Video Security System.

5-1 EQUIPMENT AND LICENSES NEEDED

The following equipment and license will be needed:

Access Control System (City is already using the Lenel OnGuard System, the below equipment will integrate with this system.) SEE ATTACHED FLOOR PLAN FOR LOCATIONS

- All controllers/doors/readers will be programed into the CITY's existing Lenel OnGuard System
- Access Levels will be programed by owner
- 1st Floor
 - 4 (four) doors controlled by Card Readers. Doors: 120A, 120B, 107A and 101A (Only one side)
 - 3 (three) locations on a lock/unlock schedule. Locations: 101A, 101B and 102A (Both doors at each location)
 - 3 (three) doors with Alarms above door that sounds if opened. Doors: 100A, B2 and B3
 - 1 (one) location will have card readers on both sides of door to control the Alarm. If proxy card is presented at readers the alarm will not sound. Location: B2
- 2nd Floor
 - 1 (one) door controlled by Card Reader. Doors: 220A
 - 1 (one) door with Alarm above door that sounds if opened. Door: 200A
 - 1 (one) location will have card readers on both sides of door to control the Alarm. If proxy card is presented at readers the alarm will not sound. Location: 200A
- 3rd Floor
 - 2 (two) doors controlled by Card Readers. Doors: 320A and 313A (Only one side of door)
 - 1 (one) door with Alarm above door that sounds if opened. Door: 300D
 - 1 (one) location will have card readers on both sides of door to control the Alarm. If proxy card is presented at readers the alarm will not sound. Location: 300D
- Elevator
 - Card Reader in elevator will allow access to staff side doors (back) on all 3 (three) floors

- Door locking hardware will be provided by owner for the following doors: 120A, 102B, 107A, 220A, 320A and 313A
- Door power supplies will be provided by owner for the following doors: 120A, 102B, 107A, 220A, 320A and 313A
- Electrical power provided by owner
- All wiring in open area ceiling will be hidden when possible
- Most areas of building have an open ceiling
- Owner has the following spare parts that can be used (contractor will need to install and program):
 - 15 ea. Maxiprox Proximity Readers – 5355AGN00
 - 3 ea. Miniprox Proximity Reader – 5365BGP00
 - 3 ea. Lenel LNL-2220 Controller cards (2 (two) have communications daughter boards)

Video Security System (All cameras will integrate with Lenel OnGuard using Lenel Network Video Suite)

- 1st Floor (7 - IP cameras with Lenel license)
 - 4 (four) interior wall mounted IP cameras. Grid Locations: F/5.6, A/5, B/1 and D/4
 - 1 (one) exterior wall mounted IP camera. Grid Location: A/4
 - 2 (two) interior pole ceiling mounted IP camera (open ceiling). Grid Locations: C/7 and B/4
- 2nd Floor (2 - IP cameras with Lenel license)
 - 2 (two) interior pole ceiling mounted IP camera (open ceiling). Grid Locations: A/5 and C/6
- 3rd Floor (7 - IP cameras with Lenel license)
 - 5 (five) exterior wall mounted IP camera. Grid Locations: A/1, F/2, F/4 and F/7.8
 - 2 (two) interior pole ceiling mounted IP camera (open ceiling). Grid Locations: C/7 and B/5
- 1U Rack Mount Server running Windows 7 Pro 64bit OS, 8GB RAM, 4TB Drive Space
- Network switches, routers, hubs and racks provided by owner.
- Cameras will be added and programmed into Lenel OnGuard by owner
- Camera focus and direction will be coordinated with owner
- Camera Specifications (minimums):
 - Interior:
 - 1.3MP resolution (1280 x 1024)
 - 30 fps
 - Day/Night
 - Motion Detection
 - PoE 802.3af Class 1
 - Exterior:
 - 1.2MP resolution (1280 x 960)
 - 30 fps

- Day/Night
- Motion Detection
- PoE 802.3af Class 1

Part VI

EVALUATION OF PROPOSALS

6-1 EVALUATION METHOD

The CITY will evaluate all proposals deemed responsive to this request by a committee selected by the CITY. The initial evaluation will consider only the qualifications and demonstrated experience of each respondent. Following the evaluation committee's analysis of the written proposals and discussions, the responses will be ranked to establish the highest score. Contractors may be asked to provide on-site demonstrations. Discussions and negotiations may take place with the short list of Contractors to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the CITY.

6-2 SELECTION CRITERIA

The intention of the CITY is to procure functionally complete, cost effective, and integrated solution that maintains 100% integration and compatibility with the existing Access Control and Video Security System. Responses to this RFP will be evaluated according to the following criteria:

- 100% integration with the existing Lenel OnGuard system, including, but not limited to, the existing hardware, software and network infrastructure
- Quality, clarity and responsiveness of proposal in conformance with instructions, conditions, and format contained herein
- Functional and Technical requirements (RFP Section V)
- Installation and implementation plans
- Contractor financial stability
- Cost and quality of implementation plans and services
- Potential on-site demonstrations and visits to client sites

Part VII

Mandatory Submittals

BID SIGNATURE PAGE FOR CORPORATION

The officers of the Corporation are as follows:

	<u>NAME</u>	<u>ADDRESS</u>
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Registered Agent	_____	

The full names and residences of stockbrokers, persons, or firms interested in the Foregoing Bid, as principals, are as follows:

Address _____ _____	BIDDER: _____ (CORPORATE NAME) _____ PRESIDENT'S SIGNATURE
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Is this corporation incorporated in the state of Idaho? ATTEST: _____

YES [] NO [] SECRETARY

If Yes, give address of principal place of business: _____

If no, give state of incorporation and address: _____

_____ TELEPHONE	_____ FAX
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BID SIGNATURE PAGE FOR SOLE PROPRIETOR OR PARTNERSHIP

The full names and residences of persons, partners or firm interested in the foregoing Bid, as principals, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

BIDDER:

Witnesses:

(SEAL)

(FIRM NAME)

SIGNATURE

PRINT NAME

WITNESS SIGNATURE

_____ Title: (Sole Proprietor or Partner)
WITNESS SIGNATURE

Address:

State of incorporation or state in which
fictitious name is registered:

_____ TELEPHONE & FAX