Request for Proposal

DESIGN AND INSTALLATION OF FACILITIES ACCESS CONTROL AND SURVEILLANCE SYSTEMS

for

Capital Area Career Center
2201 Toronto Road
Springfield, Illinois 62707

Attention: Jodi Ferrell, jferrell@caccschool.org

2015
REQUEST FOR PROPOSAL  
Design & Install of Facilities Access Control & Surveillance Systems

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I. PROJECT DESCRIPTION / GENERAL SCOPE OF WORK

General Scope: CACC is soliciting proposals from security/IT cabling/hardware vendors to design and install a complete fully unified system for controlling access to the facility, video surveillance throughout the facility and recording intercom audio events directly in association to entry events.

Server Equipment

Provide Server(s) for proper system functionality with the capability to archive video, audio & access events for no less than 30 days. Video retention is based on the following design listed below:

There will be 28 cameras reporting to the proposed server(s)  
There will be 22 existing analog cameras and 6 3MP cameras  
Axis: 2 0542-004 (P7216) 16 CH Encoder (One with 16 channels being used & One with 6 channels being used)  
Arecont: 6 AV2256PMIRS 3 MP (Outdoor)  
Synergis Access: 8 Reader Locations  
Sepelia Intercom: 8 0673-001 (A8004-VE) Network Video Door Station  
Client Interactive Viewing Stations: 4

5 frames per second 24 hours/day  
Boost to 15 frames/sec  
Anticipate 60% motion.  
Cameras will be set to always record at highest resolution available.

Structured Cabling

The Main Distribution center will be located on the second floor functioning as the current server room for CACC. Several additional IDF’s are located throughout the facility and can be utilized to network the proposed equipment. Each entry point, video surveillance, intercom or any combination of the 3, will need sufficient network cabling (Category 6 Plenum) to support the components. Review and confirmation of the totals will be made at time of the walk through. Some entry points may require that 110v be installed. Review and confirmation of the totals will be made at time of the walk through.

Networking Equipment

All vendors are required to design, install, program all equipment necessary for this request and train IT staff on managing proposed equipment. (Ports have been allotted on existing CACC POE switches to support the proposed equipment and networking requirements. Vendor will be expected to work in cooperation with CACC IT staff during the initial configuration of the switches and networked equipment.)
USP (Universal Security Platform)

Please see the attached USP A&E requirements. The proposed will meet or exceed all requirements listed.

II. PROJECT REQUIREMENTS

A. Each Security/IT Vendor responding to this RFP represents that (i) this document has been read and fully understood, (ii) it has visited the proposed site and has included in its bid all appropriate labor, material, and cost provisions to account for site conditions, and (iii) that the proposal submitted is based upon a full understanding of the requirements and specifications described in this RFP.

B. CACC reserves the right to accept or reject any or all proposals in part or in whole, or to negotiate separately with any source whatsoever in any manner necessary to best serve CACC, and makes no representation, implied or expressed, that it shall accept any proposal submitted to it. CACC will not be liable for any cost incurred by the bidders in preparing responses to this RFP or negotiations associated with award of a contract. CACC reserves the right to waive any minor informality or irregularity.

C. CACC reserves the right to immediately terminate any contract resulting from this RFP based upon the selected Security/IT Vendor’s failure to correct deficiencies. As they are identified, CACC shall give written notice to the selected Cabling Vendor stating any and all deficiencies to be corrected within five (5) working days.

D. CACC reserves the right to require the replacement of the Security/IT Vendor’s project manager or any employee at any time during the contracted period.

E. All work shall be in accordance with all guidelines specified by the latest EIA/TIA Building Telecommunications Wiring Standards, and manufacturer/vendor installation guidelines. These documents and standards form the basis for the installation, testing, and acceptance of the Access Control & Surveillance systems.

F. Security Vendor must be a reputable company having a minimum of ten (10) years experience designing and installing Access Control & Surveillance systems.

G. The selected Security/IT Vendor shall comply with all applicable laws, ordinances, rules, regulations and orders of the Municipal, Federal, and other governmental authorities having jurisdiction affecting any work to be done to provide the services required. The Security/IT Vendor shall provide all necessary safeguards for safety and protection, as set forth by the U.S. Department of Labor, Occupational Safety and Health Administration.
H. Security/IT Vendor shall supply all necessary labor, tools, equipment, and permits required to execute the design and installation of the scope of work required by this RFP and by the best industry standards. In the event of a conflict, the most stringent and highest standard shall be applied for the benefit of CACC.

I. Some of CACC’s existing surveillance equipment will be relocated and/or reused during the installation. Some of CACC’s existing door strikes will be relocated and/or reused during the installation. The system proposed must be flexible in integrating existing security components into its platform.

J. Include overtime for after-hours and weekends which may be required to complete the installation, migration, and cut-over.

K. Security/IT Vendor will not subcontract services or labor without the express knowledge and consent of CACC.

L. The Main Distribution Frame.

M. Security/IT Vendor will be responsible for the daily clean-up of debris from its work to a central location on the floor.

N. Security/IT Vendor shall make all wall penetrations & entry way modifications necessary to complete the work and will be responsible for patch, repair, and overall acceptable aesthetics related to same. Security/IT Vendor will be responsible for fire sealing/acoustical sealing all penetrations in floors or walls made by and/or used by the Security/IT Vendor in the execution of its work.

III. SCOPE OF SERVICES

The anticipated scope of work to be addressed under this proposal is described as follows.

**Phase 1 – Planning Tasks**

A. Mandatory Walk-Thru of facility: October 6, 2015 meeting at Center Administrative Office at 9:00am. Meet with selected CACC representatives and the Program Manager to discern and document requirements.

B. Review Existing Physical Conditions: Inspect the premises, and the architectural plans of the facility.

C. Standards Development: Develop design criteria based upon information gathered from client interviews. Prepare a narrative description of the system architecture.

D. Regulatory Approvals: Identify applicable regulatory approval requirements.
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E. **Questions:** May be submitted through 5pm, October 9, 2015 to Ed Russell at edr@computer-dept.com

   **Phase 2 – Design Documentation Tasks**

F. **Regulatory Approvals:** Secure all necessary regulatory approvals.

   **Phase 3 – Installation**

G. Coordinate installation with the CACC so as to not conflict with class schedule.

H. Install/program/integrate all access entry points, surveillance video, & intercom audio based on final design of the system. Allow for (4) Client Stations located throughout the facility based on design. Allow for each individual entry point to include but not limited to (1) Camera, (1) Intercom, (1) Access Reader. In some cases (2) Intercoms and (2) Access Readers will be needed to accommodate for handicap accessibility.

I. Provide all labeling and documentation of all horizontal and vertical cabling installed. Handwritten labels are not acceptable.

   **Phase 4 – Project Close-out**

J. **Testing:** Provide a copy of testing procedures. The Security/IT Vendor shall define a start-up acceptance period and a start of warranty period beyond same. Cables that fail any of the parameters will be re-terminated and re-tested, or removed and reinstalled.

K. Provide a statement of warranty on the installation of the Category 6 networking cabling, video/broadcast reception cabling, surveillance, access and intercom components, and server(s). The materials, devices, components and the installation shall be warranted for a minimum of one (1) year.

L. Provide a guaranteed maximum of twenty-four (24) hour response time to repair/replace defective cables or system components. This guarantee shall apply to all materials and installation performed under the contract. Provide a guaranteed maximum four (4) hour response time for emergencies.

M. **Final Documentation:** Provide one (1) set of cut sheets of all installed equipment, certificates, guarantees and warranties.

IV. **SPECIFICATIONS**

A. Each entry discussed in the walk thru will have a minimum of (1) camera & (1) reader. Some entries discussed in the walk thru will have as many as (2) cameras, (2) readers, (1) intercom. All entries points discussed must be integrated into (1) USP allowing the system to archive events and control access from any of the (4) System Base Stations. voice/data duplex outlet will be supported by (at least) two (2) dedicated 4-Pair CMP Category 6
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cables rated for exposed use in ceiling plenums.

B. All cabling shall be “CMP” rated for use in air conditioning plenum spaces without conduit. Bridle ring or “Caddy” sling horizontal distribution shall be used for cable runs above ceilings. Quantity and installation techniques in distribution of the cable runs shall comply with system manufacturer’s specifications.

C. All horizontal/vertical cabling shall be:

C.1 Category 6 compliant, in accordance with the most current EIA/TIA standards.

C.2 less than one hundred (100) meters in length.

C.3 free of splices to fulfill the requirements of this specification and be terminated in accordance with the most current EIA/TIA standards.

C.4 routed to be concealed within walls and ceilings where possible, except in transfer closets, or secured to structure above.

C.5 placed parallel and perpendicular to the building lines and follow cable tray pathways and hallways where practical from the MDF and IDF’s to the station termination outlets.

D. Category 6 CMP Data Cabling Testing: All cable shall be tested to EIA/TIA 568A, (proposed TSB 67) Category 6 specifications and standards. At a minimum, test all Category 6 UTP cabling for wire map, length, near-end crosstalk (NEXT), PS NEXT, Return Loss, and attenuation, and provide a detailed report of all cable tests.

V. PROJECT SCHEDULE
Time is of the essence in the development of this project. All consultants, contractors, and vendors will be expected to expedite the completion of each task by committing to applying sufficient resources as required to meet the milestones identified below.

Provide estimated durations for the following phases:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration (weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I - Planning</td>
<td></td>
</tr>
<tr>
<td>Phase II – Design Documentation Tasks</td>
<td></td>
</tr>
</tbody>
</table>
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| Phase III - Installation | | Phase IV – Project Close-out |

VI. INSURANCE REQUIREMENTS

The Cabling Vendor shall be required to obtain and maintain such insurance types with minimal coverage as follows.

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Coverage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workmen’s Compensation and Employer’s Liability Insurance</td>
<td>Statutory Amount</td>
</tr>
<tr>
<td>Comprehensive Automobile and Commercial General Liability (per occurrence)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Errors and Omission and Professional Liability Insurance (per occurrence)</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

The cost for all such insurance coverage shall be included within the lump sum proposal.

VII. CONTRACT

CACC ultimately intends to enter into a lump sum contract with a Security/IT Vendor. CACC is under no obligation to accept any proposal received.
VIII. BIDDING AND CONTRACT REQUIREMENTS

A. SUBMISSION OF BID PROPOSAL

1) Bids will be received at: Capital Area Career Center, Center Administrative Office, 2201 Toronto Road, Springfield, Illinois 62703 and must be submitted by 2:00pm local time on October 13, 2015.
2) Proposals received after the time specified or unsigned will be returned to the Bidder and will not be considered.
3) Bidders will be held strictly to the Proposals as submitted. Withdrawal by the Bidder of any quotation following submission of the document will result in disqualification of the Proposal.

B. PROPOSAL FORM

1) Proposals must be submitted in duplicate in a sealed opaque envelope marked “PROPOSAL - CACC – Structured Communications Cable Systems”.
2) All bids must be line itemized typewritten or prepared in ink.
3) All bids must be signed by a legally qualified person to sign such documents. By signing the Proposal Form, the bidder forms the contract, understanding that said “contract” includes all portions of the Specifications and Drawings.
4) All prices are to be F.O.B. Capital Area Career Center, Business Office, 2201 Toronto Road, Springfield, Illinois 62703 freight prepaid. Prices submitted on this document shall be considered firm for a period of sixty (60) days from the due date as stated in this document.

C. TAX EXEMPTIONS

1) The Contractor is advised that CACC is subject to the tax exemptions of Rule 15 of the Illinois Revenue Code. This exemption applies to all materials, which are incorporated into the structure, but does not apply to labor, materials and equipment necessary and utilized by the Contractor, which are not incorporated as a part of the final structure.

D. OPENING OF BIDS

1) Bids will be opened at the District Office of CACC, 2201 Toronto Road, Springfield, Illinois 62703 on October 14, 2015 at 2:00 p.m.
2) CACC reserves the right to waive any informalities in Bids received, determine the lowest responsible Bidder, or reject any or all Bids.
3) CACC reserves the right to make such investigations as are necessary to assure itself that Bidder is properly qualified and competent to fulfill bid requirements.

E. AWARD OF CONTRACT
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1) The Bids shall be submitted on a sixty 60) day firm basis and the Contract will be awarded within thirty (30) days after the Bids are opened, unless all Bids are rejected or irregularities occur in the bidding process.

2) Award of successful bid shall be accomplished by acceptance of the bid by CACC and the execution of a purchase order to the successful Bidder.

F. REGULATORY GUIDELINES

1) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the performance of the Contract including, but not limited to: laws pertaining to bid-rigging or bid rotation, safety, wage rates, discrimination, intimidation of employees and preference to citizens of the United States and the State of Illinois. Provisions of said Acts are hereby incorporated by reference and become a part of these Specifications.

2) Should it be necessary, an Asbestos Contractor hired by CACC shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work and properly execute all notices required by regulatory bodies.

3) CACC is required to file a building permit application with the City of Springfield, if work meets threshold standard for permit application. There may be municipal permit application fees associated with the project. CACC will file a building Permit Application with the Regional Office of Education (at no cost to the Contractor).

G. INSPECTION

1) Upon completion of the work under this Contract, a person designated by CACC shall make final inspection, and finding the work to be in compliance with all requirements set forth, will recommend acceptance of the work by CACC. If any defects or omissions in the work are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the work, the Contractor shall immediately correct and make good the same upon written notice by CACC, and if he fails, refuses or neglects to do so, CACC may correct and make good the same and the Contractor hereby agrees to pay on demand the cost and expense of doing such work.

H. DAMAGE AND NEGLIGENCE

1) The Contractor agrees to indemnify and save harmless CACC and its employees from any and against all loss, including costs and attorneys’ fees, by reasons or liability imposed by law upon CACC for damages because of Bodily injury, including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or continued to be said owner or its employees.

I. BIDDER INFORMATION & SIGNATURE
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Company Name: _______________________________________

Address: ____________________________________________

City, State, Zip: _______________________________________

Telephone #: _________________________________________

Facsimile #: __________________________________________

Contact Name: _________________________________________

Contact Email: _________________________________________

The UNDERSIGNED:

Acknowledges receipt of this bid document, has examined the site and bidding documents, including all drawings and specifications, and agrees to hold this bid open until sixty (60) calendar days after bid opening date or as otherwise noted. The UNDERSIGNED certifies he is not barred from bidding on public contracts for bid-rigging or bid rotation and further agrees to enter into and execute a contract with CACC, if awarded on the basis of this bid, and in connection therewith to accomplish the work in accordance with the Contract and complete the work within the contract time herein specified, which is hereby stated as: Complete all work by December 31, 2015.

Certifies: A) the bidder has not received any citations, complaints, summons, decisions, determinations, judgments or other allegations for findings of any violation from OSHA, FLMA, FLSA, ADA, ADEA, NLRA, the Federal Civil Rights Act, the Illinois Human Rights Act, the Illinois Wage and Hour Law or the Prevailing Wage Act within the last three (3) years and B) the bidder is an active participant in the respective apprenticeship and training programs approved by and registered with the United States Department of Laborer’s Bureau of Apprenticeship and Training for each trade or classification of work as referenced and defined by the Prevailing Wage Act.

Signature of Authorized Agent: _____________________________

Printed Name of Authorized Agent: __________________________

Title of Authorized Agent: _________________________________

Signature Date: __________________________________________
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