



Request for Proposal and Specifications

**Project: Access Control & Surveillance Systems RFP
Bid ID# RFP-S003**

Issued: 2/26/2018

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NOTICE TO VENDORS

PROJECT: MANISTEE COUNTY SHERIFF'S OFFICE
Access Control & Surveillance Systems RFP
Bid ID# S003

OWNER: MANISTEE COUNTY
415 Third Street
Manistee, MI 49660-1624

BID PROPOSALS ARE REQUESTED AND WILL BE RECEIVED AS A "SINGLE LUMP SUM PROPOSAL" ON OR BEFORE FRIDAY, APRIL 6, 2018 – 4:30 PM.

SEPARATE SEALED BID PROPOSALS FOR THE ABOVE CATEGORIES MUST BE RECEIVED ON OR BEFORE THE BID OPENING DATE AND TIME. BIDS ARE TO BE SUBMITTED TO:

MANISTEE COUNTY – ADMINISTRATION BLDG.
415 Third Street
Manistee, MI 49660-1624
Attn: Mr. Bruce Schimke

Introduction

Purpose of the Request for Proposal

Manistee County (hereinafter referred to as “County” or the “County”) is soliciting bids to install new Access Control & Surveillance Systems at the County Sheriff’s Office Facility. The County’s Operations Manager, Mr. Bruce Schimke will be in charge of this project for the County. The system will be comprised of an IP-based Access Control and Surveillance Systems that will operate over the County’s wide-area-network (WAN) in the Manistee County Sheriff’s Office. The name of this proposal/project is **Manistee County Access Control & Surveillance Systems RFP**.

The County requests proposals for this RFP are described in the attached specifications and drawings by interested persons (hereinafter known as “Vendor” or the “contractor”). Prices quoted shall be all-inclusive and represent complete installation at the sites shown on the attached drawings and in the attached specifications. Any addendums that are issued will be on the County’s web page and/or emailed to Vendors that have attended the Vendor walk thru and submitted the Vendor Election to Bid Form by the deadline date. The selected Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely install, configure, test, and turnover for acceptance to the County the Access Control and Surveillance Systems detailed herein unless otherwise notified by Manistee County. There may be some components that the County will supply. This will be covered at the **mandatory** Vendor Meeting on **Friday, March 16, 2018 10:30 am**.

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses, coordination of the overall installation, renovation, etc., and a final schedule will be established prior to contracting with the successful Vendor.

Event	Time	Date
Release and Issuance of the RFP	8:00am	March 2, 2018
Mandatory Vendor Conference/Walk -Thru	10:30am	March 16, 2018
Mandatory Vendor Election to Bid Deadline	4:30pm	March 21, 2018
Question Deadline	4:30pm	April 3, 2018
Responses Due	4:30pm	April 6, 2018
Vendor Demonstrations/Interviews	10:00am	April 10-11, 2018
Bid Award	9:00am	April 24, 2018
Installation Start	To Be Determined	To Be Determined
Review and Testing	To Be Determined	To Be Determined
Final Punch List	To Be Determined	To Be Determined
Project Completion	4:30 pm	September 3, 2018
Acceptance by County	To Be Determined	To Be Determined

SECTION I – GENERAL TERMS AND CONDITIONS

Response Submission

Responses to this RFP must be submitted in sealed packages and delivered by either USPS, express delivery, or personally on or before 4:30pm, Friday, April 6, 2018 to Manistee County, 415 Third Street, Administration Building, Manistee, 49660-1624. The response packages received will be collected and opened at a later date. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Bid packages received after 4:30pm on Friday, April 6, 2018 will not be accepted. It is the responsibility of the respondents to email, fax or mail the **Mandatory Election to Bid Form no later than 4:30pm on Wednesday, March 21, 2018 (Appendix A – REQUIRED FORMS).**

There are two primary areas of work within the RFP. The first will be the Surveillance System and the second is the Access Control System.

A Certified Check, Cashier's Check, Treasurer's Check, Surety Bond or bank draft from an authorized State or nation Banking institution representing five percent (5%) of the total amount of the Vendor's response must accompany the response package. The

The Vendor must submit *two (2)* copies and one magnetic copy on a USB flash memory module of their response along with sample installation and maintenance contracts.

Please use the following mailing label to ensure proper delivery.

TO: Manistee County
ATTN: Bruce Schimke
415 Third Street
Manistee, MI 49660-1624

TECHNOLOGY BID – Access Control & Surveillance Systems RFP
Technology Bid ID#: S003

Costs Associated with Preparation of the Vendor's Response

The County will not be liable or responsible for any cost incurred by the respondents in preparing responses to this RFP, providing demonstrations of systems or negotiations associated with award of a contract.

County's Right to Reject Proposals

The County reserves the right to reject any and/or all RFP's submitted for any reason. This RFP, as well as the Vendor's response will become contractual obligations of the selected Vendor. Additionally, by bidding on this RFP, Vendors accept and acknowledge that the County may accept any or all proposals, ultimately waive some bid specifications where in its sole discretion it is appropriate, and not necessarily award the contract to the lowest cost proposal. Additionally, Vendors accept and acknowledge that the decision of the County is final and that the Vendors waive any recourse against the County or other Vendors which may otherwise exist for action occurring during the course of this bid solicitation process.

The County at its discretion may award different sections to different vendors, if in their opinion it is in the best interest of the County.

The County at its discretion may use design concepts from any Vendor response without remuneration or obligation.

In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this Request for Proposal shall take precedence.

All documents constituting the entire present Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

Vendors' Conference

A mandatory Vendors' Conference will be held on Friday, March 16, 2018 at 10:30am, EST, at the Manistee County Sheriff's Office, 1525 E. Parkdale Ave, Manistee, Michigan 49660 for the purpose of reviewing the RFP and receiving questions from the Vendors that intend to respond to this RFP. **Attendance at this conference is MANDATORY.** Due to space allocations and security concerns, only two representatives from each Vendor will be allowed to attend. The Vendors will be required to sign in to verify attendance. Subcontractors will not be allowed to represent the Vendor. An employee of the Vendor firm planning to respond must attend. The second person can be a subcontractor.

Interpretation and Additional Information

Interpretations, clarifications, corrections and/or changes to the RFP will be made by an ADDENDUM. Interpretations, clarifications, corrections and/or changes to the RFP made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, clarifications, corrections and/or changes. The County can only issue interpretations, clarifications, corrections and/or changes to this RFP. Addenda will be emailed and or delivered to all who are known to have attended the Vendors' Conference. Addenda will be posted at the following sites: ***Manistee County web page (<http://www.manisteecountymi.gov/>)***

Addenda will also be emailed to all Vendors that have turned in their Election to Bid form. Addenda will be issued as expeditiously as possible. If you think that addenda were not emailed to you, please contact Bruce Schimke (bschimke@manisteecountymi.gov). *It is solely the responsibility of the Vendors to determine whether all addenda have been received.*

It will be the responsibility of all respondents to contact the County prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda WITH their response to the RFP.

Questions

Questions regarding this RFP must be submitted in writing or email Tuesday, April 3, 2018 - 4:30pm. Responses to all questions received in proper time frames will be made in writing and distributed to all Vendors in attendance. Only those vendors that have submitted an Intent to Bid Form and have attended the mandatory Bidder's Meeting can submit questions to the County.

Proposal Binding Period

Prices quoted in the Vendor's response for all labor and materials will remain in effect for the entire installation and warranty period.

Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

Payment Conditions

Payment shall be made upon a formal acceptance of the job by the County. Acceptance shall be defined by the County. Acceptance will be deemed "in full" upon receipt by the Vendor of a Notice of Acceptance issued by the County upon beneficial use and full implementation of the Terms and Conditions and Technical Specifications of the Contract. Upon receipt of the Notice of Acceptance, the Vendor shall notify the County in writing of a release of all liens for all materials and services associated with this project. The County may retain 10% of the total Vendor bid until acceptance by the County has been issued.

Warranty

Materials and workmanship hereinafter specified and furnished shall be fully guaranteed by the Vendor/Manufacturer for one year from transfer of title against any defects. **Defects that may occur as the result of faulty materials or workmanship within one year after installation and acceptance by the County shall be corrected by the Vendor at no additional cost to the County.** The Vendor/Manufacturer shall promptly, at no cost to the County, correct or re-perform (including modifications or additions as necessary) any nonconforming or defective work within one year after completion of the project of which the work is a part. The period of

the Vendor's or Manufacturer's warranty (ies) for any items herein are not exclusive remedies, and the County has recourse to any warranties of additional scope given by the Vendor to the County and all other remedies available at law or in equity. The Vendor/Manufacturer's warranties shall commence with acceptance of/or payment for the work in full.

If the Vendor procures equipment or materials under the Contract, the Vendor shall obtain for the benefit of the County equipment and materials warranties against defects in materials and workmanship to the extent such warranties are reasonably obtainable.

The Vendor shall pass along to the County any additional Manufacturer warranties, at no additional cost to the County. Vendor should include all costs associated with extended Manufacturer's warranties and applicable discounts for multiple year options as alternates, should said warranties extend beyond the *one-year* period specified herein.

This warranty shall in no manner cover equipment that has been damaged or rendered un-serviceable due to negligence, misuse, acts of vandalism, or tampering by the County or anyone other than employees or agents of the Vendor. The Vendor/Manufacturer's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at the Vendor/Manufacturers option. Insurance covering said equipment from damage or loss is to be borne by the Vendor/Manufacturer until full acceptance of equipment and services. The County reserves the right to refuse any and all equipment if it is not new and proof of manufacturing sources.

The Vendor/Manufacturer will warrant the installation and all the parts contained in the proposal for a period of not less than one year after the receipt of a signed copy of acceptance the County.

The Vendor/Manufacturer is responsible for the replacement of any part due to a manufacturing defect or installation defect.

The Vendor/Manufacturer is responsible for the configuration of the original system and any changes requested by the County during the testing period (first thirty days of operation).

The Vendor/Manufacturer will provide same day, onsite service for the diagnosis and testing to keep the system operating at optimal levels.

If the proposed system fails during the first 90 days after installation and has to be re-programmed the Vendor/Manufacturer will have to do so at their expense.

The Vendor/Manufacturer will be responsible for same day response to any reported outage of the main system components of the Surveillance System.

Vendor will clearly state all Manufacturer warranties on the proposed components.

Inspection, Acceptance, and Title

Inspection and Acceptance will be at destination and upon successful installation unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of

the successful Vendor until acceptance by the County, unless loss or damage results from negligence by the County. If the materials or services supplied to the County are found to be defective or do not conform to the specifications, the County reserves the right to cancel the contract upon written notice to the Vendor and return products at the Vendor's expense, based upon the terms of the Contract.

The County shall at all times have access to the work wherever it is in preparation or progress, and the Vendor shall provide proper facilities for such access and for inspection.

The Vendor shall notify the County in writing when the work is ready for inspection. The County will inspect the work as expeditiously as possible after receipt of notification from the Vendor.

Price Stability

Contract prices and discounts shall be fixed at the time the contract is signed and deemed "approved" by the County and the Vendor. In the event of price changes, replacement equipment shall be purchased at the lower of contract or then current market price. In no case shall a price higher than contract price be paid for equipment proposed.

In the event that the County desires to purchase equipment or services not contained in the contract, future purchases will be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order.

In the case of a discrepancy in computed proposal prices, the lowest combined value of individual unit costs shall prevail. In no case shall the price exceed the favored Vendor prices.

Variation in Quantities and Configurations

Use and capacity requirements are the best estimates currently available. The County reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell the County the revised quantity of items at the unit price as stated in the RFP regardless of quantity changes.

Project Manager

The Vendor will provide an on-site, full-time, Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make on-site decisions regarding the scope of the work and any changes required by the work. The Project Manager must be on the job at any time work is being performed or workers are present.

Meetings

On-site project coordination/progress meetings will be held as needed throughout the life of this Project. The Vendor must supply a project timeline and keep it updated during the life of this project. It is expected that there will be a "cut over" meeting for the building.

Vendor should be prepared to discuss work accomplished and project work to be done within the next two weeks from the date of the meeting. Vendor will adhere to any directives from the Consultant and will coordinate activities appropriately.

Questions

Questions regarding this RFP must be submitted in writing, facsimile or e-mail previous to the question deadline. All questions will be answered as expeditiously as possible and distributed to all Vendors that have signed an **INTENT TO BID FORM** by the deadline. Vendors may elect to bid only the Surveillance System or just the Access Control System and that is allowed.

The Vendor Qualifications

1. Experience

The selected Vendor shall be fully capable and experienced in the Surveillance System installation as specified. To ensure the system has continued support, the County will contract only with Vendors having a minimum of three years sales, installation, service, and support of the proposed systems.

The Vendor must indicate the number of trained service personnel qualified to maintain the proposed system, including the location(s) of the service locations and include proof of manufacturer's certifications of said system(s).

2. Vendor References

The County may, with full cooperation of the Vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through the Vendors; however, the Vendor personnel shall **not** be present during discussions with references. The Vendor must provide a minimum of **three (3)** reference accounts at which similar work, both in scope and design, have been completed by the Vendor within the last **two (2)** years. (See **REFERENCE FORM** in Appendix A REQUIRED FORMS.)

3. General Vendor/Sub-Contractor Information

Vendor is required to complete the **General Vendors/Sub-Contractor Information** form in Appendix A REQUIRED FORMS.

Prime Vendor

If multiple Vendors want to submit a joint response to this RFP, a single Vendor shall be identified as the Prime Vendor. Prime Vendor responsibilities shall include performing overall project administration and serving as a focal point for the County to coordinate and monitor plans and schedules, maintain project budget and status information, administer changes required, preside over other Vendors participating or present at the County meetings, and oversee preparation of reports and presentations. Prime Vendor shall also prepare and present a consolidated invoice for work performed. The County shall issue only one (1) check for each consolidated invoice. Prime Vendor shall remain responsible for performing tasks associated with installation and implementation of Prime Vendor's portion of the contract.

All subcontractors partnering together under a single proposal are also required to complete the General Vendors/Sub-Contractor Information and request for references. Failure to do so may disqualify the bid.

The County would prefer a “single-bid solution”: wherein vendors are encouraged to partner together to formulate a single-bid submission with one bid bond and performance bond. Vendors are reminded to use the current “scale” rate for their classification of work to be performed.

Subcontractors

Should the Vendor use subcontractors for portions of the work, the County reserves the right to reject any subcontractor without explanation or recourse by the Vendor or subcontractor.

Each subcontractor shall agree to be bound to the Vendor by the terms of this RFP. Subcontractors are bound by all terms and conditions of the RFP. Subcontractors are required to supply the forms in Appendix A – REQUIRED FORMS. All subcontractors will be subject to the same finger-printing and background checks as the primary vendor.

Equal Employment Opportunity

In connection with the execution of this Contract, the Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

Compliance with Laws and Regulations

The Vendor performance of the work shall comply with applicable federal, state, and local laws, rules, and regulations. The Vendor shall give required notices, shall procure necessary governmental licenses, permits and inspections, and shall pay without burden to the County, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the Vendor shall pay all fines and penalties, including attorney’s fees and other defense costs and expenses in connection therewith.

Regulations, Codes, Standards, and Ordinances Compliance

All work specified within this document shall comply with the applicable requirements of:

- ✓ The latest edition of the National Electrical Code®
- ✓ The latest edition of the National Electric Code, the State of Michigan and local Building Codes and Ordinances, as applicable.
- ✓ ANSI/TIA/EIA-568-B.1 through ANSI/TIA/EIA-568-B.3. (Any exceptions will be noted).

- ✓ ANSI/TIA/EIA-569-A
- ✓ ANSI/TIA/EIA-606.
- ✓ All equipment requiring Federal Communications Commission approval shall have received such approval and shall be identified appropriately.
- ✓ BICSI Telecommunications Distribution Methods Manual
- ✓ National Fire Protection Association
- ✓ OSHA (Standards-29 CRF) Telecommunications-1910.268
- ✓ UL 294

Safety

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning “OSHA” and all applicable state labor laws, regulations, and standards. The Vendor shall indemnify and hold harmless the County from and against all liabilities, suits, damages, costs, and expenses (including attorney’s fees and court costs), which may be imposed on the County because of the Vendor, subcontractor, or supplier’s failure to comply with the regulations stated herein.

Patents and Royalties

The Vendor, without exception, shall indemnify and hold harmless the County and its employees from any liability of any nature or kind, including costs and expenses for, or on account of, any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by the County. If the Vendor or subcontractor uses any design, device, or materials covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

Indemnification

The Vendor shall indemnify and hold harmless Manistee County, Gracon Services, Inc., (GSI) and its employees from or on account of any injuries or damages, received or sustained by any person or persons, during or on account of any operation connected with this Contract; or by consequence of any negligence (excluding negligence by the County, its agents, Consultant or employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or employees. The Vendor further agrees to indemnify and hold harmless the County, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the County's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the County which may result from the operations and activities under this Contract whether the installation operations be performed by the Vendor, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

Cancellation

In the event any provisions of this RFP are violated by the Vendor, the County may give written notice to the Vendor stating the deficiencies. Unless deficiencies are corrected within five (5) working days, recommendations will be made to the County for immediate cancellation. The County reserves the right to terminate immediately any contract resulting from this RFP for failure to correct deficiencies.

All the policies described herein shall include an endorsement stating the following "It is understood and agreed that Thirty (30) Days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Bruce Schimke, Manistee County, 415 Third Street, Manistee, MI 49660.)

If any of the required licensing or coverage's during the term of this contract, the Contractor shall deliver renewal licensing and/or policies to Manistee County at least ten (10) days prior to expiration date.

Advertising

The Vendor agrees not to use the results from this RFP as a part of any commercial advertising without prior written approval of the County.

Documentation

Compile product data and related information appropriate for County's maintenance and operation of products furnished under this RFP. Prepare the data in the form of an instructional manual for use by County's IT personnel.

Format:

1. Size: 8-1/2" x 11"
2. Paper: white, for the typed pages.
3. Text: Manufacturer's printed data.
4. Drawings:
 - a. Provide reinforced punched binder tab.
 - b. Fold larger drawings to size of the text pages.
5. Provide fly-leaf for each separate product, and major component parts of equipment.

6. Provide indexed tabs.
7. Cover: MANISTEE COUNTY – Project: Surveillance System Bid ID#: RFP-S0003.
8. Binders must be commercial grade.
9. Provide a complete copy of the manual and all drawings, invoices, etc. on USB flash media.

Vendor shall provide a document describing the County's responsibilities for maintaining the surveillance system's certification and warranty for one year. Vendor is required to submit "as-builts" and testing results for any cabling installed during the course of this project. The Vendors "as-builts" are considered confidential property exclusively of Manistee County.

Insurance

Liability and Insurance

The Vendor shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance while providing services to the County under the requirements of this RFP and any addendum.

Insurance Coverage

The Vendor shall be fully liable to provide and maintain in force during the life of this Contract, such insurance, including Public Liability Insurance, Product Liability Insurance, Auto Liability Insurance, Worker's Compensation, and Employer's Liability Insurance as will assure to the County the protection contained in the foregoing indemnification provision undertaken by the Vendor. Such policies shall be issued by United States Treasury-approved companies authorized to do business in the State of Michigan and having agents upon whom service of process may be made in the County and shall contain as a minimum, the following provisions, coverage, and policy limits of liability.

General Liability

General Liability Insurance shall protect Manistee County, subcontractor, agents, and employees from claims for damages. General Aggregate shall not be less than Two Million Dollars (U.S. \$2,000,000.00) and it shall apply in total to this project only. Products – Comp/GP Aggregate shall not be less than Two Million Dollars (U.S. \$2,000,000.00). Personal & ADV Injury shall not be less than One Million Dollars (U.S. \$1,000,000.00). Each Occurrence shall not be less than One Million Dollars (U.S. \$1,000,000.00). Fire Damage shall not be less than Fifty Thousand Dollars (U.S. \$50,000.00) on any one (1) fire. Medical Expense shall not be less than Five Thousand Dollars (U.S. \$5,000.00) on any one (1) person. Broad Form Property Damage coverage shall include completed operations.

Product Liability

Product Liability or Completed Operations Insurance shall have bodily injury limits of liability of not less than Five Hundred Thousand Dollars (U.S. \$500,000.00) per person;

Five Hundred Thousand Dollars (U.S. \$500,000.00) per occurrence, and Five Hundred Thousand Dollars (U.S. \$500,000.00) aggregate.

Auto Liability

The Umbrella Form of Auto Liability Insurance shall be provided. Each occurrence shall not be less than One Million Dollars (U.S. \$1,000,000.00) over primary insurance. The Aggregate shall not be less than One Million Dollars (U.S. \$1,000,000.00) over primary insurance. Self-Insured Retention (SIR) shall not be greater than Ten Thousand Dollars (\$10,000) for each occurrence.

Workers' Compensation and Employer's Liability

Workers' Compensation and Employer's Liability Insurance shall meet minimum requirements set by the State of Michigan, but in no case less than Five Hundred Thousand Dollars (U.S. \$500,000.00). The Disease Policy Limit shall not be less than Five Hundred Thousand Dollars (U.S. \$500,000.00).

Proof of Insurance

The Vendor shall furnish to the County a Certificate of Insurance or duplicate policies of insurance described above which specifically protect the County. Manistee County, is identified as additional insured on the General Liability policy form. Manistee County, 415 Third St., Manistee, MI 49660-1624 is the Certificate Holder.

Such certification must contain a provision for notification of the County thirty (30) days in advance of any material change in coverage or cancellation.

Notification shall be in writing and signed in ink by a duly authorized officer of the Insurer.

Insurance Companies are subject to approval and may be rejected by the County without stated cause.

Claims

In any and all claims against Manistee County, or any of their agents or employees by any employee of the Vendor, any subcontractor, or anyone directly or indirectly employed by any of the contracting parties, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or types of damages, compensation acts, disability benefit acts, or other employee benefit acts.

Bonding

Performance and Payment Bonding

Within fourteen (14) working days after notice of award, the Vendor is required to have a valid Performance and Payment Bond **in force covering the work performed up to the acceptance by the County**. The Bond must be in the amount of one hundred (100) percent of the Contract amount, guaranteeing to the County the completion and performance of the work covered in such as well as full payment of all suppliers, agents, laborers, or subcontractors employed in the performance of the project. Such Bond shall be in a form and with a surety acceptable to the County and shall provide for the protection of all persons supplying labor or materials used for the performance of the work. Purchase order(s) will not be issued until 100 percent payment bond is received.

The Vendor agrees to keep such Bond, or a replacement thereof, in force at all times during the course of the performance under this project. In addition to the foregoing requirements, such bond shall contain the provision, whether by attaching endorsements or supplemental agreements, guaranteeing to the County the successful completion of the project. The Vendor may comply with the requirements of this provision by causing said Bond to specifically name the County as one of the parties to whom the protection afforded by said Bond is extended or as an alternate, may furnish the County with a separate Performance Bond meeting the same criteria.

Qualification of Surety

The Performance and Payment Bond must be executed by a Surety Company of recognized standing, authorized to do business in the State of Michigan and having a resident agent in the same state as the County. The Surety Company shall hold a current certificate of authority as acceptable surety on Federal Bonds, in accordance with U.S. Department of Treasury Circular 570, Current Revision.

1. Response Security

A Surety Bond, Certified Check, Cashier's Check, Treasurer's Check, or bank draft of any State or National Bank representing five (5) percent of the total amount of the Vendor's response must accompany the response package. The bonding company must appear on the U.S. Treasury list. Proposal securities will be retained until after award. No response will be considered unless response security is submitted with the response package.

2. Release of Lien

Request for payment must be accompanied by a Contractor's Affidavit and Certificate to be executed with the Purchase Order.

3. Bids will be evaluated as follows:

Compliance with bid documents

Completeness of bid
Contractor qualifications
Price
References

4. *Right to Reject*

The County reserves the right to reject any or all bids for any reason.

This RFP as well as the Vendor's response will become contractual obligations of the chosen Vendor. Additionally, by bidding on this RFP, Vendors accept and acknowledge that the County may accept any or all proposals, ultimately waive some bid specifications where in its sole discretion it is appropriate, and not necessarily award the contract to the lowest cost proposal from a Vender. Additionally, Vendors accept and acknowledge that the decision of the County is final and that the Vendors waive any recourse against the County, Consultant or other Vendors which may otherwise exist for action occurring during the course of this bid solicitation process.

The County at its discretion may award different sections to different vendors, if in their opinion it is in their best interest.

In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this Request for Proposal shall take precedence.

All documents constituting the entire present agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

Special Conditions

The Manistee County Sheriff's Office and the Manistee County Building Facilities Department is seeking to work with a Vendor to replace its existing analog camera surveillance system comprised of 96 cameras and 6 controllers and the coax wiring plant that it runs at the Sheriff's Office.

This facility is a secure county government facility that provides services to the incarcerated of Manistee County and is a 24 hour per day x 7 days per week operations. Secure operation of the Correction Facility must be a priority while working thru this project. As such, activities in all buildings are critical to the provisioning of services to the public, legal and County staff and shall not be interrupted by the Vendor's work activities.

For safety and security reasons, a background check will be performed (by the Manistee County Sheriff's Office at its own expense) on all Vendor staff performing work inside the secured portions of the Correctional Facility. The Vendor and any sub-contractor's employees must pass the background check prior to being allowed to enter the secured portions of the Correctional Facility. (e.g. "Jail"). Vendor personnel will have to be screened and possibly finger-printed for background checks to work within this correctional facility.

Secure operation of the Justice Center facility must be a priority while working thru this project. It may dictate the contractor or Vendor works thru the project sequentially based on how long it takes to demo an old camera location and configure it for a new camera. In other words, the cameras need to be brought online as quickly as the old cameras are removed. The computer systems and network associated with this work will not be taken off-line or removed from service during normal working hours. Arrangements must be made by the Vendor to coordinate any such activities.

The Vendor will be required to work around all of the conditions listed above, as well as working with the County's staff and correctional residents to minimize disruptions to normal County activities. An egress into the jail facility has to be cleared by an authorized Sheriff's representative prior to work being performed.

Recognizing the environment in which work is to be done, smoking, consumption of alcoholic beverages and inappropriate language are not acceptable. Smoking is not permitted anywhere on County property. Bringing any contraband inside the facility may result in immediate termination of the contract by the County.

Installation Guidelines

All work performed on this project will be installed in accordance with the current edition of the *National Electrical Code*[®], the current edition of the *National Electrical Safety Code*[®], the current issue of the ANSI/NECA/BICSI-568 *Standard for Installing Commercial Building Telecommunications Cabling*, the current edition of the BICSI *Telecommunications Distribution Methods Manual*, the current edition of the BICSI *Cabling Installation Manual*, the latest issue of the ANSI/TIA/EIA Standards as published by Global Engineering Documents as ANSI/TIA/EIA Telecommunications Building Wiring Standards, and all local codes and ordinances.

Vendor must supply all testing results of all cabling installed to the County in paper and magnetic format.

All work that is to be performed within the response of this RFP that falls under building and construction guidelines are subject to review by local compliance personnel and vendors by responding are affirming compliance with local building and electrical regulations.

Permits, Fees and Certificates of Approval

The Vendor shall be responsible for all permit and application fees required by the State of Michigan and local regulatory agencies if applicable.

Submittals

Vendor shall submit:

1. Manufacturer's technical documentation on all cable and devices used in the cabling system.
2. Shop drawings, product data, and samples as a complete set within thirty (30) days of award of contract.

3. As built drawings shall also be provided.
4. Bill of materials, noting long lead-time items.
5. Project schedule including all major work components that materially affect any other work on the project.

SECTION II – BASIC ENVIRONMENT AND INSTRUCTIONS

Working Environment

It is preferred that all Vendor employees wear an identification badge with photograph. This badge should have the Vendor company name and employee name as a minimum. Shirts with a company logo will be accepted as an alternate means of identification. Employees of the Vendor and subcontractor may be subject to a background check.

All work will be performed in a neat and workman like manner in accordance with the latest edition of the *National Electric Code*, the *ANSI/NECA/BICSI-568 Standard for Installing Commercial Building Telecommunications Cabling*, the *BICSI Telecommunications Cabling Installation Manual*, and all *ANSI/TIA/EIA* standards documents relevant to this installation. All methods of construction, details of workmanship that are not specifically described or indicated shall be subject to approval by County.

All effected computer and network equipment and furniture shall be covered during the project to keep down the debris residue.

Daily clean-up is required of all site areas. All tools and materials have to be removed from the facility daily. There are no exceptions to this.

Equipment, cables, tools and personnel shall not be in hallways during the installation. Vendor personnel access will be strictly controlled by the Sheriff's Office. Any areas that may become a safety concern should be cordoned off to restrict access.

All equipment and supplies will be stored in County designated areas and removed daily.

Any disruption in service (data, phone, video, etc.) must be scheduled and coordinated with the County.

Vendor is responsible for following all OSHA guidelines and those work stipulations put forth by the General Contractor.

Ceilings and Walls

1. Vendor must carefully remove existing ceiling tiles as required. Store the removed tiles in a location specified by County.
2. The ceiling grid should not be modified in any way.
3. Vendor can submit a waiver of responsibility for ceiling tiles that are already broken, brittle or discolored. Vendor must make the County aware of same before work is started.
4. Any tiles that are damaged during the installation process must be replaced and installed by Vendor. New tiles must match the type and design of the adjacent area.
5. All wall surfaces shall be restored to their original finish, matching the adjacent area.
6. Vendor is responsible for replacing any broken ceiling tiles.
7. Vendor is responsible for painting areas that are newly exposed, have been marred by the installation process, etc. The County will have the final say on what areas need to be painted or re-painted.
8. Any drilling of holes for cabling egress must be "fire-patched" as part of this project.

Abandoned Cables

1. Vendor will remove all unused or abandoned cables in the ceiling and riser areas. Vendor should check with the County for the recycling instructions pursuant to the unused or abandoned cabling prior to disposal.
2. The Vendor will remove the debris and dispose of in a receptacle stipulated by the County.
3. All open wall penetrations that result from the removal of abandoned cables shall be properly sealed and fire-stopped.

Fire-stopping

1. Vendor will supply the appropriate sleeves for any new penetration of building surfaces for this project.
2. New penetrations shall be fire-stopped where they penetrate new or existing building construction.
3. Fire-stopping shall be accomplished by using a combination of materials and devices, including penetrating raceway, sleeves, or cables, required to make up a complete fire-stop.
4. Vendor shall verify that cabling and other penetrating elements and supporting devices have been completely installed and temporary lines and cables have been removed.
5. Vendor shall select the appropriate type or types of through penetration fire-stop devices or systems appropriate for each type of communications penetration and base each selection on criteria specified herein.
6. Vendor shall perform all necessary coordination with other trades constructing floors, walls, or other partitions of building construction with respect to size and shape of each opening to be constructed and device or system approved for use in each instance.
7. Use materials that have no irritating or objectionable odors when fire-stopping is required in existing buildings and areas that are occupied.
8. Provide damming materials, plates, wires, restricting collars, and devices necessary for proper installation of fire-stopping. Remove combustible installation aids after fire-stopping material has cured.
9. Existing raceways, cable trays, and cabling that penetrate existing building construction shall be fire-stopped to the extent necessary to fill cavities that may exist between existing building construction and existing communications penetration or existing conduit sleeve, and between existing conduits and existing conduit sleeve.

Sleeves

1. Provide sleeves for new conduit and cable penetrations of building construction if necessary.
2. Use galvanized rigid conduit sleeves for penetrations through exterior masonry/concrete walls and foundations, concrete floor slabs on grade and above grade, and concrete-filled decks.
3. For fire-rated walls, only fire-rated listed assemblies for the type of sleeve being installed through CMU walls or gypsum walls for communications penetrations. Sleeve type shall be galvanized rigid conduit.

4. Secure sleeves firmly in place using filling and patching materials (grout) that match with the adjacent areas.
5. In wall penetrations, cut sleeves flush with wall surface and use metal escutcheon plates in finished interior areas.
6. Seal voids between sleeves and building construction with joint sealants. Make allowances for and coordinate the work with installation of fire-stopping, conduit insulation, and waterproofing, as applicable.
7. Vendor shall be responsible for final and correct location of sleeves. Sleeves that are omitted or incorrectly located or installed in existing building construction shall be corrected and provided by the Vendor at no charge to County.
8. EMT sleeves with bushings may be used in non-fire rated penetrations.

Grounding

1. Grounding shall conform to ANSI/TIA/EIA 607-A – Commercial Building Grounding and Bonding Requirements for Telecommunications, National Electrical Code© and manufacturer’s grounding requirements as minimum.
2. Vendor shall ground equipment racks, housings, messenger cables and raceways.
3. Connect cabinets, racks, and frames to single-point ground that is connected to the building ground system via #6 AWG (minimum) copper grounding conductor.
4. Any connection to building steel must be annotated on the as-built drawings.
5. Vendor shall ground all points of contact on building steel prior to fastening grounding lugs.

SECTION III - TECHNICAL SPECIFICATIONS

Background

The County has a network infrastructure with a 1GbE fiber connection. The County has standardized on Hewlett Packard Enterprise switches equipment for its infrastructure. The County will be responsible and insure there are an adequate number of Power-over-Ethernet (PoE+) ports for the connections of all surveillance cameras and network interconnects.

The Manistee County Sheriff's Office was last updated in 2011. The Jail was updated prior to that. The Manistee County Department and Jail Facility has a closed-circuit analog system (CCTV) for 96 cameras via 6-16 port controllers. The existing will be replaced with an IP-based video surveillance system that is expandable.

The Jail Facility is comprised of 68 certified beds with plans to expand to 82 in the future. It also has 32 remotely controlled door locks.

There are two main components of this RFP.

Surveillance

The County currently has a surveillance system based upon analog technology installed in the Manistee Sheriff's Office. The new digital surveillance system will be replacing all of the existing surveillance software, storage and cameras. Vendors will be responsible for the removal of the old surveillance equipment, cameras and cabling to the satisfaction of the County. The surveillance has been extended to some "out" buildings behind the main facility.

Access Control

The County has an out-of-date access control system currently in operation. The existing access control system is controlled by a Programmable Logic Controller by Simplex-Grinnel system which is no longer being manufactured nor supported. There is central control via a Pelco Matrix switch and a Wonder Board logic adapter in the Control Room with multiple displays. This controls thirty-two (32) doors, including all jail and Sally-port doors and (XX) intercom locations. The County would like to update the Access Control systems and the control panel(s). The new Access Control System will involve updating or replacing and adding some new interlocking mechanisms and installing a new exterior electronic gate control.

Building Location

Manistee County Sheriff's Office
1525 E Parkdale Ave. • Manistee, MI 49660

General

Surveillance

This Section specifies the requirements for the new Surveillance System for the County. Manistee County, as a governmental institution can purchase servers and video storage components through the State of Michigan contracts. Every Vendor responding should quote a full solution with server and storage unit(s) enough to facilitate their solution with 20% growth

without additional server and storage hardware. Vendors should stipulate whether the proposed software will run and is supported on standard Intel-based server and storage components. Vendors should clearly state that the proposed solution will run and is manufacturer supported to operating in a Microsoft Hypervisor environment (virtualized server environment). The Manufacturer of the Surveillance System should be one of the following:

- ExacqVision Enterprise from Tyco
- Milestone
- Sony
- Panasonic
- ONNSI

Please note that due to the latest security concerns as stated by U.S. Department of Homeland Security (DHS), certain foreign manufactured items of cameras and software will not be entertained as viable for installation within this facility. Vendors are specifically directed not to promote the following cameras or software from the following manufacturers:

- Hakau
- Hikvision

Any manufacturer who has a rated CVSS score of 9.0 or higher (rated by the US DHS) in the past 3 years will not be considered as viable for this project **and should not be presented**.

The following specifications are required, vendors should note any exceptions in their responses to the RFP:

- HTTPS support is required for all cameras and supporting software.
- The County will be using strong password enforcement.
- There should be automatic locking of camera access upon failed logins.
- IR illumination should be integrated into the cameras in vendor responses. The County will use acceptable performance as a final gauge of proper camera function.

If a Vendor has another manufacturer that it would be interested in supplying a proposal for please make sure this is stipulated as an alternate in their responses (See Page 42 ALTERNATE COUNTY WIDE SURVEILLANCE and ACCESS CONTROL SUMMARY OF COSTS). Manistee County would prefer a solution that will run on hardware manufactured and support by the following manufacturers (in alphabetical order):

Hewlett Packard Enterprise
Dell
Lenovo

Vendor is responsible for the removal of all the existing video cabling. All existing camera equipment should be returned to the County as it is removed and un-installed. **Please make sure the all requirements in the Special Conditions Section are reviewed prior to any work being performed on the Surveillance and Access Control Systems.**

Category 6 Cables

Testing shall conform to ANSI/TIA/EIA-568-B.2-1 standard. Testing shall be accomplished using Level III test unit. Vendor will record the testing of each cable installed. The testing results will be recorded on magnetic format and given to the County.

1. If horizontal cable contains bad conductors or outer sheath and/or shielding damage, Vendor will be required to remove and replace the entire cable at no additional costs to the County.
2. The County will supply the jumper cables. Vendor should clearly mark and distinguish the “punch downs” or ports by function. County wants to be able to quickly differentiate between standard network cabling and surveillance cabling. Vendor will work with the County’s IT personnel and Consultant to correctly install the appropriate jumper cabling as follows:

Function	Jumper Cable Color
Network cable	Blue
Wireless Access Point	Yellow
Access Control	Red
Surveillance	Green

3. Known manufacturers of structure cabling systems will be used. Acceptable manufacturers are:
 - a. Belden
 - b. Berk-Tek
 - c. Mohawk
 - d. General Cable
 - e. Panduit
 - f. Corning/Siecor

Fiber Cabling

The Vendor is expected to install 50 micron laser-optimized multi-mode cable that will extend from the MDF to the respective IDFs as identified on the drawing of the facility (see Addendum 1). The Vendor should replace the existing fiber terminations with LC connectors. The installed cable must comply with ITU-T G.651 and ISO/IEC 793-2 type A1b or A1a, respectively.

Existing fiber tray(s) may be re-used if possible.

Surveillance Cabling

The Vendor is expected to install a Category 6 cable from the nearest IDF to each of the camera locations that is location within the drawings.

Vendor will provide all equipment, materials, labor and services, not specifically mentioned or shown, which may be necessary to complete or perfect all parts of the installation. Vendor will ensure that they are in compliance with the requirements stated or reasonably inferred by the RFP and other contract documents supplied by County.

Vendor is expected to create more access channels and install appropriate “sleeves” where necessary. Vendors should carefully inspect these access channels into the “Hub Rooms” during the Vendor’s walk-thru.

Installation

The Vendor is responsible for furnishing all necessary materials, and the installation of all equipment, unless otherwise noted. The installation process shall include and is not limited to:

- Receive equipment approved to be purchased.
- Provide an inventory receipt certifying all equipment is new and under manufacturer’s warranty.
- Store all equipment in a secure location made available by the County.
- Provide cabling to all camera locations as depicted on the attached addendum that denotes the desired camera locations. The cabling should be category 6 cable and green in color.
- Configure all locations as necessary for the proper installation and operation.
- Quote and install any additional punch-down equipment that may be necessary for the shielded category 6 cabling (if required).
- Vendor must be able to demonstrate the successful operation of all mounted cameras.
- Provide training to the designated County employees in the operation and management of the Surveillance System and its components.
- Should the externally mounted cameras require cabling that is shielded this must be clearly stated in the Vendor’s response to the RFP.
- The Vendor is responsible for removal of the existing analog cameras and cabling and will coordinate this with the County.
- The Vendor will supply all green “jumper” cables for this project for connection at the patch panels.

- Install multi-mode fiber optic cabling between the MDF and IDF locations as designated on the addendum provided. This fiber should be terminated into fiber trays with the rack equipment in the facility.
- Install fiber-optic cable to the out-building and connection trays for linking to network switching equipment. The County would prefer single-mode fiber type with external protection for underground burial.

Voluntary Alternatives

The County is expecting that the Vendors may recommend different types of cameras that may reduce the number of actual cameras to be installed. The County expects and encourages Vendors to present Voluntary alternatives to the provided camera layouts. Vendors can present alternate camera layouts but should include any cabling costs associated with same. The County encourages Vendors to provide improved camera coverage and Voluntary alternatives will be accepted. It is expected that the Vendor will explain in detail while the Voluntary Alternate Bid response is superior to the proposed Surveillance System "layout". Vendor Bid responses should include the base bid products as specified and the necessary services to complete the installation and training. Evaluation of the voluntary alternates will be made post-bid-opening. **The County reserves the right to select the solution that best fits its requirements.**

Products Delivered

1. All components shall be current manufactured models and not scheduled for end of life for at least three years.
2. The manufacturer shall guarantee support for all components for a period of not less than five years.
3. All components or appliances of the Surveillance System will be new and not re-manufactured or re-furbished.
4. Each component or appliance of the system will adhere to all EIA/TIA, ISO, NEC, NFPA, and ANSI standards that can apply.
5. The system will be installed with the latest hardware, software and firmware release as it is put into production.
6. Vendor will be required to supply all necessary grounding straps, rack mounts, etc. as necessary or mandated by equipment manufacturers.
7. All Surveillance camera equipment compliant to IEEE 802.3af, 15.4 watts on all switch ports.
8. Any products replaced during the warranty period and under the manufacturer's warranty must be new, not re-manufactured or refurbished.
9. The Vendor should include any licensing required to setup up to 10 client monitoring stations.

SECTION IV – Build of Materials Description

Surveillance System

Description: Manistee County has had success with Hewlett-Packard equipment and is soliciting only responses from vendors that can supply and service the software and equipment listed within the Build of Material FORM. Vendors are expected to provide government discounts to all appropriate hardware and materials in the response. If the Vendors recommend software will run in a Microsoft Hypervisor environment vendor should clearly state such and provide complete details server specifications as a part of the Bid response.

Network Video Recorder Server

As was previously stated the County has standardized on Hewlett Packard Enterprise server, storage and network switching and wireless equipment throughout the County. Other vendors that may be considered are as follows (in alphabetical order):

Dell
Lenovo

This means that the Vendor proposed solution must run on industry-standard Tier 1 manufacturer's equipment. The pricing of the HPE, Dell or Lenovo server and storage equipment should be included in the Table 3 – SHERIFF'S OFFICE SURVEILLANCE SUMMARY OF COSTS.

Network Video Recorder and Storage Server Specifications

The server and storage will be located in Manistee County Sheriff's Office MDF Room located behind the training room. **Vendors responding with their own Video Recording Server/appliance and storage components as long as it they meet or exceed acceptable performance and storage capacity requirements should show the complete build of materials and associated costs on Page 37 ALTERNATE SHERIFF'S OFFICE SURVEILLANCE SUMMARY OF COSTS. The County expects to retain at least 90 days of video recording for the County Building and camera locations.**

Video Management System Software

This software shall be used to view live and recorded video from network cameras and video encoders connected to the County's wide area network (WAN). Multiple client workstations must have concurrent access to the Video Management System (VMS). **Vendor must submit all server and camera licensing and support costs for 3 years.** It is anticipated that software upgrade protection and support are included in the support costs.

The Vendor will coordinate with the County on the installation and configuration of the Surveillance System operating system. The Vendor must complete the following installation tasks:

1. Remove all the existing camera equipment and cabling and place within a designated location specified by the County.

2. Install the server and camera licensing.
3. Configure the camera ID and description (using Building and location number).
4. Configure the camera frame and compression rates.
5. Configure the camera resolution.
6. Configure the motion detection sensitivity (where appropriate).
7. Configure the active and archive storage areas.
8. Configure the Surveillance System software to retain 90 days of recordings.
9. Include the cost of a planned service call 30 days after installation to “re-configure” the installed cameras to adjust recording times, frame rates, motion sensitivity, etc. to reduce storage usage and improve the overall system.

Vendor should be an authorized reseller or partner of the promoted software and have references for installing their proposed solution.

Camera Specifications

The desired camera coverage and function is outlined in the Building Table. The Vendor should specify what will do the best recording for the County at the designated locations.

The standard interior cameras will be 2MP and 1080P HDTV resolution at a minimum. The exterior fixed cameras with IR will be 5MP cameras as standard. Vendors requiring any additional environmental requirements for external cameras with IR capability, such as power, or shielded cabling should state that in the Notes area in the Table 1.

The County required the codec must meet H.265 standards. Smart codecs are required in all cameras requested by the County.

All inside facility cameras should have full-duplex audio capability where noted in the table.

There will be particular areas where the County will want “partial or restricted” viewing ability and Vendor should clearly state that their surveillance solution is capable of performing same.

A remote infrared device **may** be required to add illumination to some targeted areas. This will be discussed during the Vendor walk-thru. If Vendor recommends a specific IR device for this solution it should be included in the pricing submitted.

Camera and Hardware

Vendor should refer to the RFP drawings for camera mounting locations. Each camera is indicated on the following table by number which coincides with a map location. Vendor is responsible for all mounting hardware, brackets and accessories as required by manufacturer and/or site conditions to successfully place the cameras were designated. Refer to RFP drawings for locations and additional notes Vendor must contact the County in order to change the location of a camera.

Camera Cabling

The Vendor is required to install all new Category 6 cabling for the cameras. It is anticipated that all cameras will operate as Power-over-Ethernet (PoE+) devices. The Vendor will be responsible for properly terminating the Ethernet cabling. Vendors should also show the estimated charge per cable drop. The County acknowledges this is an estimate only. The Vendor should recommend any signal “booster” should cable length from wiring closet to camera location extended beyond the recommended distance.

Camera Mounts

Each camera shall be provided with the appropriate mounting hardware for its installation location. Mounting hardware shall be the same manufacturer as the camera equipment. Indoor locations in lay-in ceiling locations shall be recessed. Cameras in open ceiling areas shall be surface mounted. Cameras installed in locations exposed and accessible by the public or “open areas” must be protected. Vendors should include the costs of “cages or sealed enclosures” to protect the cameras in the Bid responses if necessary.

All Outdoor camera fasteners must be stainless steel. Outdoor cameras shall be mounted at heights indicated during Vendor walk thru. All Outdoor mountings must be fully moisture-sealed and caulked to manufacturer specifications. Vendor is responsible for all wall coring, external conduits and/or surface boxes if required.

Camera Cabling Termination

Vendor is responsible for the proper termination of all camera-side cabling connections. Vendor will be required to supply any additional cabling drops as specified in the RFP. **Cabling drops installed by the Vendor must include a maintenance loop of not less than 25 feet from the locations show on the diagrams provided.** Vendor will use **green** category 6 cable for new camera cabling drops. Vendor will provide a general cable drop cost as part of the Bid response. The County realizes that the actual cabling cost may differ than the general cabling cost provided.

Camera Adjustments

Vendor is responsible for adjusting the zoom, focus and iris settings of all cameras to optimize the cameras operation during both daylight and night operation. Vendor will provide adjustments to all cameras for free for the first 90 days of the Surveillance System operation. Vendor will instruct or train multiple operates in the ability to “re-focus” and reset cameras where applicable.

IP Addressing

The County will coordinate with the Vendor on the selection of the IP addresses that will be assigned to the server and camera equipment. The IP addresses will be permanently assigned and reserved within the County’s DHCP services.

Camera VLAN

The building will have a dedicated VLAN for camera “traffic”. This VLAN is already established by the County. The Vendor is required to provide a “port definition table” as part of the installation. This will provide the exact ports used on which switches within the IDF and MDF of the Sheriff’s Office.

Camera Placement and Functions

Table 1 – Sheriff’s Office Cameras				
Camera #	Indoor/Outdoor	Location	Audio	Notes
1	Indoor	Main Entrance		Camera must capture activity in and out of the main entrance doors.
2	Indoor	On South wall of entrance foyer	Y	Camera must capture the entire foyer activity.
3	Indoor	Foyer Area in East Annex	Y	Camera must capture the entire foyer activity.
4	Indoor	Main Hallway		Camera must capture hallway activity.
5	Indoor			This is a replacement for an existing camera.
6	Indoor	Evidence		
7	Indoor	Interrogation	Y	Hidden Camera
8	Indoor	Copier Room		
9	Indoor	Main hallway		Camera must capture hallway activity.
10	Indoor	Front hallway		Camera must capture hallway activity.
11	Indoor			
12	Indoor	Front hallway		Camera must capture hallway activity.
13	Indoor	Hallway		Camera must capture hallway activity.
14	Indoor	Hallway		Camera must capture hallway activity.
15	Indoor			Camera must capture 360 surrounding area.
16	Indoor			Camera must capture 360 surrounding area.
17	Indoor	Training Room		
18	Indoor	MDF		Camera must capture activity within the MDF.
19	Indoor			Camera must capture 360 surrounding area.
20	Indoor			Camera must capture 360 surrounding area.
21	Indoor	Hallway		Camera must capture hallway activity
22	Indoor	Female Housing		Camera will need “blocking”
23	Indoor	Female Housing		Camera will need “blocking”
24	Indoor	Female Housing		Camera must capture the activity in the hallway.
25	Indoor	Hallway		Camera must capture the activity in the hallway.
26	Indoor	Hallway		Camera must capture the activity in the hallway.
27	Indoor	Hallways		Camera must capture the activity in the hallway.
28	Indoor	Hallway		Camera must capture 360 surrounding area.
29	Indoor			Camera must capture 360 surrounding area.

Table 1 – Sheriff’s Office Cameras

Camera #	Indoor/Outdoor	Location	Audio	Notes
30	Indoor			
31	Indoor			Camera must capture 360 surrounding area.
32	Indoor			Camera must capture 360 surrounding area.
33	Indoor			Camera must capture 360 surrounding area.
34	Indoor			Camera must capture 360 surrounding area.
35	Indoor			Camera must capture 360 surrounding area.
36	Indoor			Camera must capture 360 surrounding area.
37	Indoor			Camera must capture 360 surrounding area.
38	Indoor			Camera must capture 360 surrounding area.
39	Indoor			Camera must capture 360 surrounding area.
40	Indoor	Food Storage	Y	Camera must capture 360 surrounding area.
41	Indoor	Kitchen		Must operate below 32°
42	Indoor	Kitchen		Must operate below 32°
43	Indoor	Kitchen	Y	
44	Indoor	Kitchen	Y	
45	Indoor	Kitchen	Y	
46	Indoor	Kitchen		Must operate below 32°
47	Indoor			Camera must capture 360 surrounding area.
48	Indoor			Camera must capture 360 surrounding area.
49	Indoor			Camera must capture 360 surrounding area.
50	Indoor			Camera must capture 360 surrounding area.
51	Indoor			Camera must capture 360 surrounding area.
52	Indoor			Camera must capture 360 surrounding area.
53	Indoor			Camera must capture hallway activity.
54	Indoor			Camera must capture 360 surrounding area.
55	Indoor			Camera must capture 360 surrounding area.
56	Indoor			Camera must capture 360 surrounding area.
57	Indoor	Hallway		Camera must capture activity in the hallway.
58	Indoor	Hallway		Camera must capture activity in the hallway.
59	Indoor			Camera must capture 360 surrounding area.
60	Indoor			Camera must capture 360 surrounding area.
61	Indoor			Camera must capture 360 surrounding area.
62	Indoor			Camera must capture 360 surrounding area.
63	Indoor			Camera must capture 360 surrounding area.
64	Indoor	Hallway		Camera must capture activity in the hallway.
65	Indoor	Hallway		Camera must capture activity in the hallway.
66	Indoor			Camera must capture 360 surrounding area.
67	Indoor			Camera must capture 360 surrounding area.
68	Indoor			Camera must capture 360 surrounding area.
69	Indoor			Camera must capture 360 surrounding area.

Table 1 – Sheriff’s Office Cameras

Camera #	Indoor/Outdoor	Location	Audio	Notes
70	Indoor			Camera must capture 360 surrounding area.
71	Indoor			Camera must capture 360 surrounding area.
72	Indoor			Camera must capture 360 surrounding area.
73	Indoor			Camera must capture 360 surrounding area.
74	Indoor			Camera must capture 360 surrounding area.
75	Indoor			Camera must capture 360 surrounding area.
76	Indoor	Detox#3	Y	Camera must capture 360 surrounding area.
77	Indoor	Detox#2	Y	Camera must capture 360 surrounding area.
78	Indoor	Holding #1	Y	Camera must capture 360 surrounding area.
79	Indoor	DATA MASTER/FINGER PRINT ROOM	y	Camera must capture 360 surrounding area.
80	Indoor		y	Camera must capture 360 surrounding area.
81	Indoor	Sally Port	Y	
82	Indoor	Sally Port	Y	
83	Indoor	Hallway		Camera must capture activity in the hallway.
84	Indoor	INTAKE/BOOKING ROOM	Y	Camera must capture 360 surrounding area.
85	Indoor	Officer Side Booking	Y	Camera must capture 360 surrounding area.
86	Indoor			Camera must capture 360 surrounding area.
87	Indoor	Holding Cell Hallway	Y	Camera must capture 360 surrounding area.
88	Indoor	INMATE VISITING	N	Camera must capture activity in the hallway. No audio capability on the camera.
89	Indoor	Control Room	N	Camera must capture 360 surrounding area.
90	Indoor	INMATE VISITING	N	Camera must capture 360 surrounding area. No audio capability on the camera.
91	Indoor	INMATE VISITING	N	Camera must capture 360 surrounding area. No audio capability on the camera.
92	Indoor	Hallway		
93	Indoor	Hallway		
94	Indoor	Hallway		
95	Indoor	Hallway		
96	Outdoor			Camera facing parking lot, pick up traffic flow.
97	Outdoor			Camera facing road should pick up traffic flow.
98	Outdoor			Camera facing parking lot, pick up traffic flow.
99	Outdoor			Camera facing parking lot, pick up traffic flow.
100	Outdoor			Camera facing back parking lot, pick up traffic flow.
101	Outdoor			Camera facing back parking lot, pick up traffic flow.
102	Outdoor			Camera facing back parking lot, pick up traffic flow.
103	Outdoor			Camera must capture traffic and parking lot activity.
104	Outdoor			Camera must capture traffic and parking lot activity.
105	Outdoor			Camera must capture traffic activity.
106	Outdoor	Pole Barn		Camera must capture 360 and operate in cold environment.

Table 1 – Sheriff’s Office Cameras

Camera #	Indoor/Outdoor	Location	Audio	Notes
107	Outdoor	Pole Barn		Camera must capture 360 and operate in cold environment.
108	Outdoor	Service Garage		Camera must capture 360 and must operate in cold environment.
109	Outdoor	Service Garage		Camera must capture 360 and operate in cold environment.
110	Outdoor	Service Garage		Camera must capture 360 and operate in cold environment.

Access Control System

The County is expecting to replace the current system with a more current state-of-the-art locking control, PLC system, computer control stations, software and all systems relays and components. The Vendor will provide a comprehensive pre-test of the existing Access Control system to determine any malfunctioning components and a site-survey.

The Vendor will:

- Furnish and install the necessary number of touchscreen workstations for the Access Control operations in the Control Room.
- Provide a secondary touchscreen workstation/control point for the Access Control operations at a specific backup control location.
- Install fiber optic communications network between all PLC locations.
- Provide replacement PLC hardware and software as necessary to accomplish the control of all existing and proposed security devices including:
 - Forty-nine (49) door controls
 - Forty-nine (49) intercoms
 - Lighting Controls (TBD)
- Specify what existing low voltage cabling can be re-used and/or provide replacement pricing for upgraded cable installation.
- Use lock relays, power supplies, terminals and fuses as required for their proposed solution.
- Provide an Event Recording System as a part of the systems.
- Supply alarm notifications on doors with security timer requirements.
- Have the ability to take control of the Access Control System away from the secondary location backup control location.
- Identify all required networking equipment required by the Access Control hardware and software. The County reserves the right to supply the networking equipment for this project, the Vendor will identify the requirements of same.
- Provide a solution that will allow for future expansion of the Access Control system.
- Provide a replacement price for all existing intercom equipment and proposed new.
- Reuse existing racks, panels raceways and cabinets where possible.
- Furnish updated schematics and wiring diagrams that accurately reflect the new Access Control System.
- Provide a UPS system capable of keeping the core system up and running for at least thirty (30) minutes to assure a successful switch to building generator based power.
- Provide training for all current County Sheriff's personnel currently involved with Access Control system. The training will include documentation of the software configuration, including maintenance and backup procedures.
- Provide additional training on PLC and other device hardware as necessary to fully maintain operations.
- Develop a "take over" capability at the direction of the County Sheriff's Office in the event of an emergency. The default "failure" position of the Access Control System is "lock secure" with key use to unlock the facilities door systems individually.
- Provide a maintenance schedule and plan to maintain the proposed system.

Note: There is a serious concern about audio quality that is able to be heard in the current environment. Vendors may be required to implement a secondary discreet audio system if the default audio equipment is insufficient for recording and clarity.

Table 2 – Jail Door System				
Door #	Indoor/Outdoor	Location	Audio	Notes
1	Outdoor	Sally-Port	Y	On Post
2	Indoor	Door 2	Y	Audio Both sides of door
3	Outdoor	Door 3	Y	Audio Both sides of door
4	Indoor	Door 4	Y	Audio Both sides of door
5	Indoor	Visiting	Y	Audio Both sides of door
6	Indoor	Control	Y	
7	Indoor	Interrogation	Y	Audio Both sides of door
8	Indoor	Jail Entrance	Y	Audio Both sides of door
9	Indoor	Visiting Room	Y	Audio Both sides of door
10	Indoor	Main Entrance	Y	
11	Indoor	Hallway Entrance	Y	
12	Indoor	Interrogation Room	Y	Audio Both sides of door
13	Outdoor	South Entrance Back Driveway	Y	
14	Indoor	Hallway	N	
15	Indoor	Interrogation Room	Y	Audio Both sides of door
16	Indoor	A-block Main Door	Y	Audio Both sides of door
17	Indoor	A-1	Y	Voice activated
18	Indoor	A-2	Y	Voice activated
19	Indoor	E-Block hallway	Y	Audio Both sides of door
20	Indoor	E- Seg	Y	Audio Both sides of door
21	Indoor	E- Seg #1	Y	
22	Indoor	E-Seg #2	Y	
23	Indoor	E-Gen	Y	Audio Both sides of door
24	Indoor	Door 24	Y	
25	Indoor	Housing unit post	Y	
26	Indoor	B-block main	Y	Audio Both sides of door
27	Indoor	B-1	Y	Voice activated
28	Indoor	B-2	Y	Voice activated
29	Indoor	C-block Main Door	Y	Audio Both sides of door
30	Indoor	C-1	Y	Voice activated
31	Indoor	C-2	Y	Voice activated
32	Indoor	C-3	Y	Voice activated
33	Indoor	C-4	Y	Voice activated
34	Indoor	C-5	Y	Voice activated

Table 2 – Jail Door System

Door #	Indoor/Outdoor	Location	Audio	Notes
35	Indoor	C-6	Y	Voice activated
36	Indoor	C-7	Y	Voice activated
37	Indoor	C-8	Y	Voice activated
38	Indoor	C-9	Y	Voice activated
39	Indoor	Rec-Room	Y	Audio Both sides of door
40	Indoor	Work-out room	Y	Audio Both sides of door
41	Indoor	D-block	Y	Audio Both sides of door
42	Outdoor	D-block Emergency Exit	N	
43	Outdoor	D-block Emergency Gate	N	
44	Indoor	Security Gate	N	New Door Strike
45	Indoor	Maintenance Room	N	Possible New Door Strike
46	Indoor	Kitchen	Y	New Door Strike
47	Indoor	Laundry room	Y	Possible New Door Strike
48	Indoor	?	Y	Audio Both sides of door
49	Outdoor	?	Y	Audio Both sides of door

SECTION V – Project Specifications

General Description of Work

This section defines the expected work to be performed by the selected Vendor.

The Vendor will provide all materials, equipment and labor necessary to install, test and migrate to the new surveillance system. This includes, but is not limited to, delivery, unloading, insuring (while onsite but not installed), installation, inspection and the testing of all system components and the management of any subcontractor personnel. All subcontractors are required to adhere to all conditions, rules and policies of Manistee County.

All of the equipment proposed in the Vendors response will be tested at least two days prior to installation with a detailed checklist, which will be dated and presented to the County.

The Vendor will be responsible for all system programming and setup for the new Surveillance System. The Vendor will interface and work with the County's current network support company personnel to insure the proper system-wide configuration of Surveillance and Access Control Systems implementation on the County's WAN. The Vendor will be responsible for providing the County with a complete electronic copy of all the system configuration information including but not limited to, server IP addressing, exact camera locations, makes and models, warranties, special maintenance requirements, etc. The Vendor will provide the County will a complete Access Control System diagram including details of the access control wiring, control panel configuration and settings, detailed mechanical drawings of any added electronic lock set installed, intercom specifications and wiring and other requirements that may come up during the installation of the Access Control System.

The Vendor will notify the County when the Vendor has finished their installation and configuration of the proposed systems. The completion of the installation of the systems will be determined by the County and/or its technology consultant, Gracon Services, Inc. The systems will be tested for a period of 90 days during which time the Vendor will make all required changes, modifications and enhancements as required per the County's specifications within this RFP at no additional charge to the County.

The County, as its sole discretion, reserves the right to include or exclude that value statement in its determination of the successful Vendor.

The Vendor is required to remove the existing surveillance system cameras and cabling and place in a pre-designated location as directed by the County. The Vendor will be required to remove existing Access Control System wiring that is determined to be detrimental to the functional operation of the new system.

The County will provide a network engineer for the successful vendor to coordinate the configuration requirements of the new systems. The network engineer and/or technology consultant will provide any necessary switch, VLAN, existing IP addressing information, etc., to the Vendor.

It is the Vendor's responsibility to alert the County to any malfunctioning outlet or switch ports. The County will be responsible for addressing the repair/replacement.

Training

End-User Training

The County will provide training facilities for the successful Vendor. The County will require the ability to conduct additional end-user training via webinar, downloaded presentations etc., at its facility after the preliminary training has been conducted. All training will be conducted onsite using the installed Surveillance System software.

The successful Vendor will train the designated personnel as designated by the County on the general use of the proposed systems, specifically on the operation of the cameras and recordings. The training should cover the equipment and software that the end user will be exposed to. The Vendor will train the designated personnel on how to make changes to the Surveillance System and camera recording, including frame-rate, motion sensitivity, light settings, viewing configuration modifications and to fully maintain operations of the systems.

The successful Vendor will train the designated County personnel on how to program and make system modifications to the Access Control System. This includes but is not limited to how to modify the default door systems, change "door lock out" combinations, door lock timings, and other requirements that may come up during the system training session(s). The designated personnel will be trained on "lock-out" and emergency lock-down and over-ride mechanisms within the Access Control System. The Vendor will provide end-user training and documentation of software configuration, including maintenance and backup procedures. Provide additional training on PLC and any other device hardware as necessary to fully maintain operations.

The successful Vendor will provide "handouts or cheat sheets" on the common uses for the Surveillance and Access Control systems.

Services

It is important that the Vendor specifically point out in the response what is and is not covered under the Manufacturer's warranty onsite, complete with manufacturer's service technicians. As was previously stated, the County expects a minimum of one-year Vendor/ Manufacturer's warranty on all items proposed. **The County is also expecting three-year maintenance coverage for all components of the Surveillance and Access Control Systems, server, software, camera licensing, etc.**

Vendors should provide a call free 800 number service for authorized County personnel to contact 24 hours per day by 7 days a week for direct technical assistance. Vendors will be required to keep a complete log of all service requests during the warranty and maintenance periods.

Vendor should identify response levels for issues or failures of the systems through the term of the maintenance agreement(s).

Pricing should include all charges including travel. Vendor should state where the nearest Manufacturer's service office is located to the County.

Vendors should also include any costs for an "adjustment" service call onsite at the County Administration Building within the first six (6) weeks following the installation.

VENDOR COST SUMMARY

Manistee County – Surveillance System

Vendor is expected to separate the costs in the response according to this table.

It is expected that all Vendor responses will include a detailed "Build of Materials" so that the County has access to how the Vendor Cost Summary was completed by the Vendor.

TABLE 3 – SHERIFF’S OFFICE SURVEILLANCE SUMMARY OF COSTS				
Building	Camera Cost	Installation Costs	3YR. License Costs	Total
County Sheriff’s Office	\$	\$	\$	\$
Surveillance Server & Storage				
Cabling Costs				
TOTAL				\$

TABLE 3A - ALTERNATE SHERIFF’S OFFICE SURVEILLANCE SUMMARY OF COSTS				
Building	Camera Cost	Installation Costs	3YR. License Costs	Total
County Sheriff’s Office	\$	\$	\$	\$
Surveillance Server & Storage for Proprietary Manufacturers				
Cabling Costs				
TOTAL				\$

Additional Items to Include

Network Equipment

The County will provide all the necessary PoE+ ports necessary for the camera connections.

Cabling Drop

Vendor estimate charge for average cable drop installation \$ _____

Optional Additional Cameras \$ _____

Additional Service Options – Informational ONLY

Optional Extended Manufacturer Service Agreement

4 Year Service Contract \$ _____

5 Year Service Contract \$ _____

VENDOR COST SUMMARY

Manistee County – Access Control System

Vendor is expected to separate the costs in the response according to this table.

It is expected that all Vendor responses will include a detailed "Build of Materials" so that the County has access to how the Vendor Cost Summary was completed by the Vendor.

TABLE 4 – SHERIFF’S OFFICE ACCESS CONTROL SUMMARY OF COSTS				
Building	Access Control System PLC, System Costs	Installation Costs	3YR. License Costs (if appropriate)	Total
County Sheriff’s Office	\$	\$	\$	\$
Cabling Costs				
TOTAL				\$

TABLE 4A - ALTERNATE SHERIFF’S OFFICE ACCESS CONTROL SUMMARY OF COSTS				
Building	Access Control System Additional Door Costs	Installation Costs	3YR. License Costs (if appropriate)	Total
County Sheriff’s Office	\$	\$	\$	\$
Cabling Costs				
TOTAL				\$

Additional Items to Include

Network Equipment

The County will provide all the necessary PoE+ ports necessary for the camera connections.

Cabling Drop

Vendor estimate charge for average cable drop installation \$ _____

Optional Additional Hardware Costs \$ _____

Additional Service Options – Informational ONLY

Optional Extended Manufacturer Service Agreement

5 Year Service Contract \$ _____

Appendix A – REQUIRED FORMS

Mandatory Election to Bid Form – WEDNESDAY, MARCH 21, 2018 – 4:30PM

Company Name _____

Address _____

Contact Name _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Web Site Address _____

With the Election to Bid Form filled out the Vendor will be notified of any addendum, changes, additions and/or deletions that may impact this product.

Please submit form to:

Bruce Schimke
Manistee County
415 Third Street
Manistee, MI 49660-1624
bschimke@manisteecountymi.gov

Bid Bond Form

FOR ALL BID PROPOSALS IN AN AMOUNT OF \$17,932.00 OR LESS

- a. Bid security is not required.
- b. All Vendors must be bondable and shall indicate on their Proposal Form the cost for furnishing Labor Material Payment Bond and Performance Bond each in the penalty amount of 100% of the proposal total. Do not include bond premiums in the proposal amount. Bonds shall name Manistee County. Forms and conditions of the bonds shall be the latest edition of AIA Document A312/CM.

FOR ALL PROPOSALS IN AN AMOUNT OF MORE THAN \$17,932.00 AND LESS THAN \$100,000.

- a. Bid security in the amount of 5% of the proposal total is required. Security may be presented in the form of the certified check, bank draft, and irrevocable bank letter or credit or surety bond.
- b. Bid bonds from all vendors will be held until award of the contract and execution of the required contract for the respective bid category.
- c. All Vendors must be bondable and shall indicate on their Proposal Form the cost for furnishing Labor and Material Payment Bond and Performance Bond each in the penalty amount of 100% of the proposal total. Do not include bond premiums in proposal amount. Bonds shall name Manistee County. Forms and conditions of the bond shall be the latest edition of AIA Document A312/CM.

FOR ALL PROPOSALS IN AN AMOUNT OF \$100,000 OR MORE

- a. Bid security in the amount of 5% of the proposal total is required. Security may be certified check, bank draft, and irrevocable bank letter or credit or surety bond.
- b. Bid bonds from all vendors will be held until award of contract and executions of the required contract for the respective bid category.
- c. All Vendors must be bondable and shall indicate on their Proposal Form the cost for furnishing Labor and Material Payment Bond and Performance Bond each in the penalty amount of 100% of the proposal total. Do not include bond premiums in proposal amount. Bonds shall name Manistee County. Forms and conditions of the bond shall be the latest edition of AIA Document A312/CM.

Bonds must be used by a Surety authorized by the State of Michigan. The Surety must be listed in the current Federal Register or have an A.M. Best rating of B+ or higher. The amount of the Bonds must not exceed the limit listed in the Federal Register nor be more than 10% of the Surety's capital. All Bond forms must be properly executed and include a valid Power of Attorney. Persons signing bonds must type their name and title. Failure to meet these requirements may be cause for the rejection of the bid proposal.

Bid Bond in the amount of: _____ Dollars and (\$ _____), payable to Manistee County, which is agreed, shall be retained as liquidated damages, not as a penalty, by the County if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated in the Contract Documents.

If awarded the contract, the undersigned agrees to commence Work within one day after date of issuance of written notice of selection for award of a Contract, which shall be considered as the notice to proceed, and agrees to complete the Work by the completion date contained in this RFP.

The cost for furnishing the Labor and Material Payment Bond is \$_____.00

Respectfully submitted,

Company Name

Address

Authorized Signature

Typed name

Title

Phone

Fax

E-mail

General Vendor/Sub-Contractor Information

Name of Company			
Will your company agree to provide a 90-day time period from the date the material is installed to allow a trial period to ensure that the material is operational and compatible before final payment is made?	YES	NO	
Where is the closest Manufacturer's support facility?			
Where is the Vendor's closest support facility?			
Where is your headquarters?			
Is your company an equal opportunity employer?	YES	NO	
How long has your company been in business?			
How many total employees does your company have?			
How many support staff available over the phone to troubleshoot problems?			
How many Countys does your company currently service?			
How many are county government installation?			
Please list your company's approximate annual sales for:			
2015			
2016			
2017			
Do you have a toll-free support line?	YES	NO	
Do you maintain a 24 X 7 call in center for problems?	YES	NO	
Has your company ever been involved in a law suit pertaining to the proposed services?	YES	NO	
If yes, explain the condition and resolution:			

Current Work Information

If your company is currently working on (or maybe working on during the course of this project) active projects in providing the proposed services, please list below:

County Name	Contact Person	Phone Number	Project \$\$\$	Completion Date

List any differences or capabilities that would set your company apart from other vendors.

Vendor Review Form (Filled out by Vendor and any Sub-Contractors)

Name of Company: _____

Item	Warranty Coverage	Vendor Maintenance Contract	Time & Materials
Average Response Time			
Emergency Services			
After Hours Rate			

Sub-Contractor Information

Name of Sub-Contractor	Contact Number	Type of Work	Warranty

Vendor References – Surveillance System

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Authorized Signature

Title

Date

Printed Name

Vendor References – Access Control System

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Company Name	
Address	
City/State/Zip	
Contact Name	
Contact Title	
Phone Number	
Email	
Scope of Work	
Project Date	

Authorized Signature

Title

Date

Printed Name

Conflict of Interest Affidavit

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, sub-paragraph (d), as listed below:

- (3) The advertisement for bids (and proposals) shall do all of the following:
 - (d) State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the vendor and any member of the board, Intermediate School County Board, or the Board of Education or the Superintendent of the Manistee County. The County shall not accept a bid that does not include this sworn and notarized disclosure statement.

Furthermore, this affidavit also binds the Vendor to the Manistee County *Conflict of Interest* provision as listed below:

Conflict of Interest – The vendor shall disclose and describe any business, financial, pecuniary or familial relationship existing between the Vendor (or any officer, agent, or employee of the Vendor) and any officer, employee, agent or board member of the Manistee County.

In the space provided below, list and describe all existing conflicts of interest; OR check the box, indicating that there are no known conflicts of interest.

To the best of my knowledge, no conflict of interest exists.

Print name of Vendor Signor: _____

Signature: _____

Name of Company: _____

City: _____ State: _____

NOTARY - State of Michigan, County of _____

Sworn to and subscribed before me, a notary public in and for the above state, on this _____ Day of _____, 2018.

Notary Public _____

My commission expires: _____

IRAN LINKED BUSINESS AFFIDAVIT

All bids must be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of _____ (the Vendor), pursuant to Michigan Pubic Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the Manistee County Request for Proposal hereby represents and warrants that the Vendor, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the even Vendor is awarded a contract as a result of this RFP, the Vendor will not become an "Iran Linked Business" at any time during the course of performing under the contract. The Vendor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the County investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Request for Proposals (RFPs) for three years from the date that is determined that the person had submitted the false certification.

There is not an "Iran Linked Business that exists within the Vendor and or owners, officers, directors and employees.

Vendor: _____
(Company Name)

By: _____
(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County, on this ____ day of _____, 2018,

(Notary Public Signature)

SS:

My Commission expires on: _____

Acting in the County of _____

Vendor Compliance List

Vendor understands that by completing this form and filing it with their response Vendor is acknowledging compliance with each and every point of this RFP in Section 1 General Terms and Conditions, Section II Basic Environment and Instructions, Section III Technical Specifications, Section IV Project Specifications, Addendums and any other specifications as provided by the County. Any point(s) that Vendor specifically cannot agree to should be submitted with their response on a separate sheet of the Vendor's Letter Head and signed by an authorized representative of same.

Required Forms:

Election to Bid Form	_____
Proof of Insurance	_____
Bid bond	_____
Cost analysis forms with line item pricing and component part numbers	_____
Additional Items to Include	_____
Vendor Information Form	_____
References Form	_____
Conflict of Interest Affidavit	_____
Iran Linked Business Affidavit	_____
Addendum No. _____	_____
Addendum No. _____	_____
Addendum No. _____	_____
Addendum No. _____	_____
Addendum No. _____	_____

We hereby acknowledge all listed requirements of this RFP and specifications herein and accept and provide our acknowledgement of same.

Vendor Signature

Date

Typed or Written Name

Position