



Rockingham County
Engineering & Maintenance Services
116 North Road — Brentwood, NH 03833-6614
Telephone: 603 679-2256, ext. 9150
Fax: 603 679-9380
www.co.rockingham.nh.us

**Request for Proposal
Access Control / Driscoll Building
11 FEBRUARY 2019**

You are hereby invited to submit a proposal to provide all labor, materials and services necessary for the upgrade of the Access Control system as specified in the attachments of this Request for Proposal.

The information necessary to complete the proposal is listed below and in the attachment of this invitation.

Questions on bidding procedures can be directed to the Commissioners Office at (603) 679-9350.
Questions on the specifications of the Request for Proposal may be addressed to Jude Gates, Director of Facilities, Planning & IT at (603) 679-9350 or jgates@co.rockingham.nh.us.

Proposal Instructions:

Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a **sealed envelope** marked "Access Control/Driscoll" and delivered to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Friday, 08 March 2019**, to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked "**RFP – Access Control/Driscoll**". Envelopes/packages and thumb drives not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Mandatory Site Visit:

Vendors submitting proposals are required to attend a mandatory site visit on **Thursday, 21 February 2019**, at 9:30am, at the Engineering & Maintenance Services office, 116 North Road, Brentwood, NH. Proposals from vendors who have not made a site visit will be considered invalid.

Proposal Opening:

Proposals will be opened publicly at a regular scheduled Meeting of the Board of Rockingham County Commissioners in the Commissioners' Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. on **Tuesday, 12 March 2019, at 10:00AM**. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://co.rockingham.nh.us>.

RFP Prices:

RFP prices are to remain in effect for a period of ninety (90) days from opening date of the proposals and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within thirty days of written notice from either party, the successful awarded proposer/Rockingham County shall have the option of canceling the proposal.

The successful awarded provider acknowledges that all work performed on County property will be done so in accordance with the standard safety rules and guidelines of OSHA. Please include with your Proposal a copy of your safety rules and guidelines and/or acknowledgement of your compliance with OSHA.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with County legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal, and will be evaluated accordingly.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. The insurance certificate submitted ***must*** show the certificate holder as;

The Rockingham County
119 North Road
Brentwood, NH 03833

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,



Jude Gates, Director of Facilities, Planning and IT
Engineering & Maintenance Services

JG:lt

Attachment A

I. General Requirement for Proposing and Instructions to Providers

A. INTRODUCTION AND BACKGROUND

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, a nursing home and a correctional facility.

Rockingham is seeking written proposals from qualified contractors to enter into a contract with the purpose of supplying such services as noted in section B, exceptions shall be noted specifically and are subject to approval of the owner (Rockingham).

B. SCOPE OF WORK

GENERAL

This bid package is for an extension of the campus wide access control system for an additional 50 (fifty) to/from doors located in the Driscoll Building of the Rockingham County Complex. Please be aware that this work may be separated into phases.

Contractor will furnish, install and test the Access Control system components including cables, connectors, Wireless Prox card reader, door controller, door controller surface mounted box with cover, access control software licenses, door contact, request to exit (REX), support devices, UPS and all other materials necessary to provide a complete, operation and tested Access Control system.

Access Control system shall be connected to the owner's existing RS2 ACS network and must be configured as such with the owner's provided network settings.

SYSTEM MATERIAL

- Access Control Cabinet shall be RS2 NCL-12 or NCL Kit A.
- Door Access Controller shall be RS2 EP1502
- Power Supply's shall be Altronix AL400ULACM
- Access Control Readers shall be Allegion AD400 Networked Wireless Electronic Lock
- Access Control PIMMs shall be Allegion PIMM400-485
- Composite Access Control cable to support (Door Contact, REX, Keypad Reader, Push to Open, and Electric Door Strike) shall be Belden (PM# 658AFS) or equivalent.
- Door Contact shall be GE Security 1078CN, GE 1085TN or equivalent.
- REX shall be Bosch Security (PN# DS16MDF closet 0) or equivalent.
- Delayed Egress at selected doors shall be ASSA ABLOY Model 7100FSecureX Delayed Egress Exit Device.
- Any/all software licensing required.

MANUFACTURERS

- Acceptable manufacturers include the following;

RS2 – Allegion AD400 Wireless Networked Lock – General Cable – Belden – Altronix – ASSA ABLOY

EXAMINATION AND SITE CONDITIONS

- Vendors/Contractors are responsible for examination of the drawings, details and all other Sections of this specification and the General Contract which affect Work under this Section
- Vendors/Contractors will meet with parties for coordination and review of the overall project and the site conditions prior to commencement of Work.

WORK BY OTHERS

- Network connectivity to ACS server
- All network settings for connection to existing RS2 ACS system.
- AC Power at MDF closet locations.

CABLE RUNS

- All PIM communications shall be RS485 communications cable Belden 9841 or equal.
- All Access Control Cables from Door Controller shall extend to the POE supported Access Control Server on a separate network.

GROUNDING, BONDING AND FIRE BARRIER

- The Vendor/Contractor shall furnish and install all grounding and bonding and anchoring materials for all systems, racks and cabinets. Grounding and bonding shall meet National electrical Code (NEC), State and Local codes and ANSI-J-STD-607-B2011 requirements.
- All conduits and sleeves are to be sealed with fire barrier compound. This work must be performed prior to site inspections for acceptance by Owner.

CLEANING

- Each Vendor/Contractor will provide complete trash removal each evening. Dumpster and all related costs are the responsibility of the Contractor. Equipment surfaces and surrounding areas will be cleaned, ceiling tiles, if removed or broken, will be replaced and general area left in clean condition.

IDENTIFICATION AND LABELING

- Permanently label all cable (both ends), frames, patch panels, termination points and other associated equipment in accordance with the nomenclature and numbering system as presented in the Working drawings and this specification.
- All labels are to be typed or printed using standard marking strips. Hand prepared labeling is unacceptable.

SYSTEM TESTING

- Vendors/Contractors shall furnish all test equipment necessary to test copper cable and components and Systems specified in response to this document.
- Test equipment must be certified and calibrated within a year of its utilization. Certificates of certification and calibration are to be presented with the test results.
- Test results presented shall be within the accepted range as shown on the highlighted cut sheets presented in the submittal to this specification.
- Test results shall be presented in an electronic format.

TECHNICAL SUPPORT, START-UP, TRAINING AND MAINTENANCE

- Systems configuration review and start-up will be arranged and coordinated with the General Contractor and the owner and representative.
- The Vendor/Contractor will provide up to 8 hours of technician coverage/instruction during the start-up process and live use of each system. Coverage requirements will be determined and scheduled with the owner/representative and coordinated with the General Contractor so as to include and/or not interfere with the overall time table of the project.
- The Vendor/Contractor will provide additional technical support/training, on site, at a cost quoted for a given period agreed upon in the Contract.

SYSTEM ACCEPTANCE

- System acceptance will be determined by a period of five (5) consecutive business days of trouble free operation following system turnover.
- Punch listed adjustments will be resolved in a timely fashion and will not constitute troubles qualified for rejection.

QUALITY ASSURANCE/WARRANTY

- System(s) shall be installed by factory trained, RS2 certified and licensed technicians. Factory certification of the technicians to be providing the installation **must be** submitted as part of this RFP.
- Each Vendor/Contractor **must provide** 900MhZ site survey prior to start of work to show that the installed system design will not interfere with other onsite equipment operating in the same band. This survey will be performed at the data closet location of the RS2 control/PIM location/s. Survey shall show screen shots of all channels of the 900MhZ band presently in use with s/n ratio and signal strength. The screen shots will represent the min and max signal levels of the existing equipment over a period of two hours. Screen shots of the proposed channel for installed equipment shall be provided with s/n ratio and signal level of the closest and furthest wireless lock from each PIM. As part of this RFI the software and equipment to perform this survey must be included. **A sample of such must be included as part of this RFP.**

D. SPECIAL CONSIDERATIONS

- a. Provide comprehensive, turnkey proposal which will include the design, project management, installation, training and ongoing local support. Please provide details including office location and personnel of in-house local support capabilities.
- b. Proposal shall include a guaranteed maximum price inclusive of all elements outlined in item A.
- c. Provide a complete overview of your firm including your in-house training and maintenance services available to Rockingham County for the systems installed under this proposal.
- d. Provide documentation of your firm's history outlining its financial stability. Please include a copy of your most recent audited financial statement.
- e. All costs of developing proposals under this RFP shall be at the sole risk of the contractor. Rockingham will not be obligated to reimburse expenses associated with the development of this proposal.
- f. The contractor must be able to demonstrate successful implementation of similar projects to this RFP. Please outline your company's capabilities in the area of providing comprehensive access control system solutions including references of successful implementations.
- g. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page that it is found. Data or information so identified will be used by the County solely for the purpose of evaluating proposals and conducting negotiations.
- h. Contractor shall take in to consideration that some after hours work will be required to execute the project successfully.
- i. Additions, deletions and/or substitutions to the materials/components specified herein must be presented in writing and approved in writing by the owner/developer or its authorized representative.
- j. Please provide as part of your proposal complete cut sheets and specifications for all products quoted.
- k. Please provide information with regard to warranty and parts/service availability.
- l. Work to be performed is in an occupied facility. At all times the comfort and safety of all residents is to be considered; noise, dust and odor must be kept to a minimum.
- m. Scheduling to be coordinated with the office of Engineering and Maintenance Services. A minimum of one week's notice shall be provided before work is to commence.
- n. Please include as part of your Proposal anticipated start time after receipt of order and estimated time to complete the Scope of Services.

E. SELECTION

The basis for selection is outlined below. It is the intention of Rockingham County to negotiate a contract fee with the highest ranking and most qualified team. If Rockingham County is unsuccessful in negotiating satisfactory terms with its highest ranking selection, negotiations will be initiated with the second ranking team and so on.

Listed below are the criteria by which each proposal will be measured:

F. NOTICE:

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate, but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Jude Gates, Director of Facilities, Planning & IT
Engineering & Maintenance Services
Rockingham County Complex
116 North Road, Brentwood, NH 03833
(603) 679-2256, ext. 9150

G. PROPOSAL FORMAT:

The proposal must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Rockingham County reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

➤ **CONTRACTOR BACKGROUND AND QUALIFICATIONS**

Provide reference list of similar projects implemented by your firm.

1. Customers Name
2. Project Cost
3. Name and Telephone Numbers of references for the project
4. Brief description of the project. (To include type of facility at which project was implemented).

➤ **ITEMIZED SCOPE OF WORK**

Section B should contain the following information about the respondent's technical approach to meeting Rockingham County's objectives:

1. List of specific measures the respondent proposes to implement.
2. Include a section detailing the specifications of each of the measures in terms of manufacturer, quantity, location within the building, etc.
3. Additional information about the respondent's technical approach to the project may be included in the proposal.

➤ **FINANCIAL ASPECTS OF PROPOSAL**

Section C of the proposal should contain the following information about the financial terms of the proposed transactions.

1. Guaranteed maximum cost
2. System benefit analysis in term of product integration, compatibility, and protection against technical obsolescence.

➤ **ABILITY TO IMPLEMENT THE PROJECT**

Section D of the proposal should contain the following information about the ability to implement the project.

1. Proposed project installation schedule, please outline your firms experience in working in a Healthcare environment.
2. Include an overview of the project team that will be assigned to this project.

H. DELIVERY OF PROPOSALS

Rockingham County must receive your written proposal no later than **3:00 p.m. on Friday, 08 March 2019**, addressed to the attention:

Board of Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

"RFP – Access Control/Driscoll"

I. ADDITIONAL TERMS AND CONDITIONS

1. Rockingham County may buy from multiple vendors.
2. Any changes to the above Specifications shall meet the approval of the Board of Rockingham County Commissioners.
3. Should you have any variations (discounts and/or penalty clauses) that would affect the price, please specify in your proposal.

Proposal Form, page 2 of 6

A. Contractor Background and Qualifications

AI. References

- a) Customer name: _____
Total Project Cost: _____
Contact Person: _____
Title: _____
Telephone: _____

- b) Customer name: _____
Total Project Cost: _____
Contact Person: _____
Title: _____
Telephone: _____

- c) Customer name: _____
Total Project Cost: _____
Contact Person: _____
Title: _____
Telephone: _____

- d) Customer name: _____
Total Project Cost: _____
Contact Person: _____
Title: _____
Telephone: _____

- e) Customer name: _____
Total Project Cost: _____
Contact Person: _____
Title: _____
Telephone: _____

Proposal Form, page 3 of 6

A. Contractor Background and Qualifications

- A2) Describe overall qualifications, structure, and financial stability to complete the project responsibly.

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B. Itemized Scope of Work

Attach to this page all information required under Section B - Itemized Scope of Work.

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C. Financial Aspects of Proposals

Attach to this page all information required under Section C - Financial Aspects of Proposal

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D. Ability to Implement the Project

Attach to this page all information required under Section D-Ability to implement this project.