

BILL C. PEACOCK  
Director - Purchasing



**DOUGLAS COUNTY BOARD OF COMMISSIONERS**  
**PURCHASING DEPARTMENT**

8700 Hospital Drive • Douglasville, GA 30134  
Telephone (770) 920-7247 • Fax (770) 920-7219

January 27, 2016

Subject: Douglas County, Georgia, Board of Commissioners  
Request for Proposal -- Douglas County Courthouse -- Card Access System Replacement  
Solicitation No. 16-002

Dear Ladies/Gentlemen:

Enclosed please find the Douglas County Board of Commissioners, Request for Proposal, covering Card Access System Replacement for the Douglas County Courthouse, Douglas County Georgia.

**IMPORTANT DATES:**

RFP Issued:	January 27, 2016
Pre-proposal Conference:	February 11, 2016
Questions Due:	February 19, 2016
Proposals Due:	March 9, 2016

**The RFP due date is March 9, 2016 no later than 2:00 pm ET. The RFP Opening will be held on March 9, 2016 at 2:00 p.m., ET, at the Douglas County Courthouse, Third Floor, Purchasing Bid Opening Room, 8700 Hospital Drive, Douglasville, Georgia. You are invited to attend, or submit your RFP prior to the deadline as stated in the attachments. Each RFP should be marked on the outside of the envelope with: "Sealed RFP for Card Access System Replacement, 16-002".**

Thank you in advance for your interest and we look forward to your participation.

Sincerely,

Bill C. Peacock  
Purchasing Director

Attachments

web site: [CelebrateDouglasCounty.com](http://CelebrateDouglasCounty.com)

e-mail: [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us)

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

**DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS**

Purchasing Department

**1/2016**

**REQUEST FOR PROPOSALS**

Solicitation No. 16-002

**Douglas County Courthouse-Card Access System Replacement**

The Douglas County Board of Commissioners is seeking proposals from contractors to replace its existing Facility Command Wnx card access system at the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134. The current system consists of 56 card readers and 65 duress alarms notifications. Contractors submitting proposals should recommend their product based on compatibility with existing equipment, cabling and peripherals and meet the requirements of the Douglas County Sheriff's Department.

All information for interested bidders, and RFP documents may be obtained at the office of the Douglas County Purchasing Department, (770.920.7247), located on the third floor of the Douglas County Courthouse, at 8700 Hospital Drive, Douglasville, Georgia.

Sealed RFP in response to this Request for Proposal will be received by the:

Douglas County Board of Commissioners  
Bill Peacock - Purchasing Director  
3<sup>rd</sup> Floor  
8700 Hospital Drive  
Douglasville, Georgia 30134

**The RFP due date is March 9, 2016 no later than 2:00 PM ET. RFPs will be opened at 2:00 PM ET on the RFP Due Date in the Purchasing Bid Opening Room on the third floor of the Courthouse.** You are invited to attend, or submit your RFP prior to the deadline. Each response should be marked on the outside of the envelope with: **"Sealed RFP for Card Access System Replacement, 16-002."** RFPs may be mailed or hand delivered to the Purchasing Department.

**A Pre-proposal Conference / Site Visit will be held in the Purchasing Department conference room on February 11, 2016 at 10:00 AM ET. Attendance is encouraged but is not mandatory.**  
**All questions must be received by 5:00 P. M., E.T., FRIDAY FEBRUARY 19, 2016 either by e-mail, mail or fax. (No questions by telephone will be accepted. All responses will be provided by or no later than 5:00 P.M., E.T., THURSDAY FEBRUARY 25, 2016.). No other County staff or officials associated with this Project should be contacted regarding this bid. DOING SO, MAY RESULT IN BIDDER'S DISQUALIFICATION.**

Douglas County reserves the right to waive any informalities, to reject any and all RFPs, to evaluate RFPs, to accept portions of any RFPs and to accept any RFP, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No RFP will be received or accepted after the above specified date and time of the RFP opening. RFPs submitted after the designated date and time will be deemed invalid and returned unopened to the bidder.

No RFP may be withdrawn within thirty (30) days after the RFP opening and all RFPs shall remain firm during this period.

## Douglas County Courthouse Card Access System Replacement

The Douglas County Board of Commissioners is seeking proposals from contractors to replace its existing Facility Command Wnx card access system at the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134. The current system consists of 56 card readers and 65 duress alarms notifications. Contractors submitting proposals should recommend their product based on compatibility with existing equipment, cabling and peripherals and meet the requirements of the Douglas County Sheriff's Department which are listed in **Appendix A**.

The contractor will be required to coordinate and work closely with the on-site Sheriff's Department to minimize down time and insure that courthouse access and security is not compromised during the installation. Weekend and after hours work will be necessary and the Sheriff's Department will cooperate with the contractor.

Contractor proposals received for this project should include all related costs to achieve the existence and functionality of a new access control system. Contractor costs should include all requisite labor, equipment and material costs to:

1. Run required plenum-rated cable and conduit; patch wall penetrations with fire retardant
2. Install any control boards, panels, boxes, and readers necessary
3. Install and configure required software
4. Remove all existing control boards, boxes, panels, etc. no longer in use after installation
5. Provide and install front-end computer with capability to contain and control access system; include 21" monitor and printer for printing reports and data from system
6. Train designated staff members on use of new system
7. Provide minimum 1 year warranty on parts and labor

Contractor shall also provide a line item price quote to add the following:

1. Card reader on both sides of "**Employee Only**" door on the 1<sup>st</sup> floor from atrium to loading dock (fire alarm release).
2. Card reader on **Gun Locker Room** on the 2<sup>nd</sup> floor (**no** fire alarm release)
3. Card reader in **Records Room** inside the Clerk of Superior Court's department on the 2<sup>nd</sup> floor (fire alarm release).
4. Duress alarm in Board of Equalization on 1<sup>st</sup> floor.

It is the intent of this document to describe the minimum requirements for the installation of a new, fully functional access control system. All items, features or services not specifically mentioned above, which are necessary or normally provided, shall be furnished by the successful contractor at the proposed price and shall meet all conformance requirements in the equipment and materials quality, as well as workmanship equal to that provided in the industry.

## Appendix A

### Electronic Access Control System Requirements

1. The system shall be able to produce a variety of reports to include a list of individuals who have used their access card, the entry location(s) and those who haven't used their badge to access a specified reader for a certain period of time.
2. The system shall allow authorized operators to revoke a card holder's authorization to all or selected controlled areas.
3. The ability to immediately annunciate invalid access transactions. Invalid access shall include an expired badge, lost badge, or suspended badge.
4. The system shall be able to store a minimum of 30 days' worth of transactions on a particular reader.
5. The system shall include a unique identifier field in the database so duplicate entry is not permitted.
6. The system databases shall be protected from unauthorized access or inadvertent modification.
7. The system databases shall provide scheduled database archiving.
8. The system shall support flash memory for downloading firmware updates.
9. The field panels shall communicate distinct status change signals, including but not limited to alarm tampering, ac power fail, and low battery.
10. Certain designated readers will be linked to fire alarm system and programmed to release in the event of fire alarm status.
11. The system shall report communication loss to or from any field component or panel.
12. The system should be versatile to accommodate adding or relocating peripherals.
13. The system should be able to accommodate minimum 999 users.
14. All new cable needs to be plenum rated and any penetration of fire wall be plugged with fire-rated material to meet code.

### Installation

The contractor will be responsible to furnish and install all necessary equipment and materials. Contractor will need to submit a plan of action, including detailed installation timeline and schedule. Adequate manpower should be dedicated to this project from start to finish with qualified supervision at all times.

### Workmanship

Contractor will install all the necessary components of the Card Access System and is responsible for delivering a finished appearance wherever any work has been performed. The contractor shall supply and repair/replace all trim, covers, ceiling tiles, paint, hardware, brackets, etc. as needed.

### Project Award Criteria

- **Cost**
- **User Friendly:** Ease of use of product by authorized personnel
- **Versatility:** Capable of adding or relocating card readers with minimal costs and effort
- Availability of components, parts, etc. **Non-proprietary is a plus but not required.**
- Availability of companies with technicians trained and authorized to repair and troubleshoot components and system
- **References:** A minimum of 3 references of similar projects are required and will be checked

- Company experience and reputation
- Plan of action/schedule to install new system and changeover from existing system
- Software or other license requirements/cost
- Technical support availability from product manufacturer

**BID FORM**

**Solicitation 16-002  
Douglas County Courthouse-Card Access System Replacement  
January 27, 2016**

**Company Submitting Bid:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Qty Unit Description**

1 CARD READERS \$ \_\_\_\_\_

2 DURESS ALARMS \$ \_\_\_\_\_

**Total Material Cost:** \$ \_\_\_\_\_

**Labor Cost:** \$ \_\_\_\_\_

**Warranty Cost:** \$ \_\_\_\_\_

**Total Delivered Price** \$ \_\_\_\_\_

**Printed name & title of person submitting Bid:**

\_\_\_\_\_

\_\_\_\_\_

**Signature of person submitting Bid:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **GENERAL CONDITIONS**

### **PURPOSE**

1. The purpose and intention of this invitation to bid issued by the Douglas County Purchasing Department is to afford all suppliers an equal opportunity to bid on all operating supplies, services, equipment, maintenance and repairs that are listed in the accompanying documents.

### **SPECIFICATIONS**

2. Whenever standard Douglas County specifications are specified in any invitation to bid, or request for proposal, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and at the same time protect the integrity of the purchasing process. It is the overall intent of the specifications to insure that the minimum needs of the County are met.

Brand or trade names used herein are intended to establish quality standards, and are not intended to limit or eliminate competition.

The County does reserve the right to specify that particular specifications be strictly adhered to, and brand or trade names not be substituted.

### **PURCHASING POLICY**

3. All bidders are hereby put on notice that, in all purchasing and related activities, the Douglas County Purchasing Department shall pursue a policy of securing the greatest possible economy consistent with grades of quality of supplies and services that are adapted to the purpose for which they are required.

### **AWARD OF CONTRACT**

4. The award of all contracts will be made in conformity with the above purchasing policy. Douglas County reserves the right to award items separately, grouped or on an "all or none" basis and to reject any or all bids and waive all informalities.

### **PRICING**

5. All prices should be quoted in the unit of measure as required and shall be firm until bid is awarded unless otherwise specified.

### **CANCELLATION OF CONTRACT**

6. In any of the following cases the Purchasing Department has the right to cancel any contract entered into under these Purchasing Rules and Regulations;

- a. Breach of Contract;
- b. In the event the contractor fails to furnish a satisfactory performance bond within the time specified, when such bond is required;
- c. Failure of the contractor to make delivery within the time specified in the contract;
- d. In the event any commodity of equipment is rejected for failure to meet specifications, non-conformity with sample or the items are not in good condition when delivered;
- e. Wherever the contractor is guilty of misrepresentation; i.e., misbranding of food or drugs;
- f. Wherever the contract was obtained by fraud, collusion, conspiracy or other unlawful means, or the contract conflicts with any statutory and constitutional provision of the State of Georgia or the United States; or
- g. Wherever Douglas County deems that a cancellation is in the best interest of the County provided that the Vendor be notified of such cancellation prior to production and/or shipment.

### **PERFORMANCE BONDS**

7. Douglas County reserves the right to require a performance bond on all awards over \$1,000.00.

### **NON PERFORMANCE**

8. In the event contractor fails to perform in accordance with the specifications, the contractor will be deemed to be in default. The Purchasing authority shall notify the contractor verbally and in writing of incidence of nonperformance. If the contractor fails to perform in accordance with the contract specifications, within five (5) days after notice, as provided herein, the Purchasing Manager shall take appropriate action including but not limited to contract cancellation, collection proceedings, suspension or disbarment.

### **SUBSTITUTIONS**

9. If bidding other than specified in the bid proposal, state brand, model number and submit illustrations and descriptive literature with bid in order that quality, suitability, and compliance with the specifications may be determined. Failure to do so may cause your bid to be disqualified.

### **DISCOUNTS**

10. Discounts will be considered when making an award.

### **QUANTITIES**

11. Douglas County reserves the right to increase or decrease the quantity as necessary at the same prices and terms stated in sellers bid proposal.

**DELIVERY**

12. All deliveries shall be F.O.B. Douglas County, Georgia. If the vendor fails to make delivery within a satisfactory time, Douglas County reserves the right to cancel the item and to purchase elsewhere charging the re-procurement costs, i.e., increase in price, cost of handling (if any), to the original vendor making the unsatisfactory, late or non-delivery cause for cancellation.

**PAYMENT**

13. Payments will not be made in advance. Payments will be made after satisfactory delivery and acceptance by Douglas County for goods and/or services based on the actual quantities installed and unit prices submitted on the Bid Form. This supersedes any Payment/Unit Price included in the bid documents and specifications.

**BID RESPONSE**

14. Bids should be submitted on the forms provided for this purpose and should be filled out with ink or typewritten and signed in ink. Do not erase, correct or white over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each one should be initialed. Failure to comply with these requirements may cause your bid to be disqualified.

**CONTRACTUAL SERVICES**

15. At the option of Douglas County and acceptance by the contractor this contract may be extended for two (2) additional twelve (12) month periods not to exceed 36 months at the same terms and prices.

**INSURANCE**

16. For general contracting exposure.

**A) INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

### MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. The Contractor and Subcontractors shall secure and maintain during the life of this contract Worker's Compensation Insurance for all of their employees employed at the site of any Douglas County project, at statutory limits. The Employer's Liability shall have limits not less than \$500,000.
2. Comprehensive General Liability Insurance – shall be in limits no less than \$1,000,000 combined single limit per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including complete operations.
3. Automobile liability coverage for owned, non-owned and hired. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence.
4. Professional liability shall be in limits no less than \$2,000,000 each claim made, and annual aggregate of \$3,000,000

#### **B) OTHER INSURANCE PROVISIONS**

##### 1. General Liability, and Automobile Liability insurance

- A. The Owner and its officers, officials, employees and volunteers are to be covered as additional insured's with regards to any liability arising out of activities performed by or on behalf of the Contractor.
- B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials employees or volunteers.
- C. The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against Douglas County and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after ninety (90) days' prior written notice by certified mail, return receipt requested, has been given to the Owner, Douglas County, Georgia, in care of the Douglas County Purchasing Department.

#### **C) ACCEPTABILITY.**

Insurance is to be placed with insurers with a Best's rating of no less than A:VIII, or otherwise acceptable to the Owner.

**D) VERIFICATION OF COVERAGE.**

Contractor shall furnish Douglas County with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. Douglas County further reserves the right to require complete, certified copies of all required insurance policies at any time.

**E) SUBCONTRACTORS**

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Douglas County may request evidence of subcontractor's insurance at any time.

**LOCAL PREFERENCE**

17. Douglas County Board of Commissioners has approved the utilization of a local county preference to the Douglas County Code of Ordinance. The local preference may be used and allows for a local firm to be awarded the bid when not the lowest bidder, if the lowest bid is within 3% of the local company's bid amount, except for construction services, and road project expected to exceed \$20,000, which will be subject to Georgia State law. If all bidders are local firms, this section does not apply.

**INDEMNIFICATION AND GENERAL CONSTRUCTION TERMS**

18. The contractor hereby agrees to protect, defend, indemnify and hold the county and its merit and contract employees, agents and officers free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the county arising in favor of any party.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at the sole expense of the contractor. Contractor also agrees to bear all other costs and expenses related, thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against contractor or the county or to enlarge in any way the contractor's liability but is intended solely to provide indemnification of the county from liability for property damage, property loss, personal injury, bodily injury or death to the contractors, the contractor's employees or any third persons or property arising from the contractor's performance hereunder.

The contractor agrees to keep informed and comply with all Federal, State, and local laws, policies, regulations, ordinances and codes, but not limited to, the contractor's duty to provide a safe work environment and road conditions for the contractor's employees, subcontractors, county employees and third parties. This provision confers all safety responsibility, to include but not limited to, knowledge of the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), Standard Highway Signs (SHS), Utility Accommodation Policy and Standards Manual, safety management, human resource management, and traffic management as it relates to all methods and forms of employee hiring and retention, safety signage, fall prevention, warning devices, safety barricades, safety fencing, work zone flaggers, scaffolding, motorist and pedestrian road and sidewalk detour direction and all other regulated safety requirements for the duration of The Work as is necessary to provide for the health and safety of the Contractor's employees, subcontractors, county employees, pedestrians, motorists and all third parties. Where and when applicable, warning devices shall be placed prior to the commencement of any road improvement work on any roads and shall remain in place until the conclusion of all Work.

#### **GEORGIA SECURITY AND IMMIGRATION ACT OF 2006**

19. As of July 1, 2007, all contracts with Douglas County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If subcontractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are available to download from the Douglas County Purchasing Department website, located at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com), or may be attached for your convenience in compliance with this requirement.

#### **DISPUTE RESOLUTION**

20. The jurisdiction and venue of any dispute arising out of this agreement shall lie with in the Superior Court of Douglas County, Georgia, and the governing law shall be the law of the state of Georgia.