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Request for Proposal

for

California Joint Powers Risk Management Authority

Requested By:
Renee Ralston
Project Manager
Relocation Connections, Inc.
925.242.4343 Phone
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Section 1: Project General Requirements

1.01 SUMMARY OF WORK

- A. This specification applies to the procurement, installation, training and implementation of a Card Access Control System and Alarm System for the California Joint Powers Risk Management (CJPRMA) location in Livermore, CA.
- B. The work included as specified herein (section 2,3 and 4) and shown on the drawings consists of, but is not limited to, the following:

Card Access Control System

- 1. Card Access Control System (to be installed in Server Room)
- 2. Card reader devices and door contacts
- 3. Access cards (maximum of 15)
- 4. Cable
- 5. System training
- 6. Warranty coverage
- 7. Maintenance contract
- 8. Post occupancy follow-up
- 9. Project management for system installation
- 10. Vendor is responsible for obtaining City permits, if required, for security system installation

Alarm System

- 1. 6 key pads
- 2. 4 Alarmed Doors
- 3. Motion Sensors
- 4. Monitoring Company
- 5. Patrol Response

Camera System

- 1. 4 Camera locations
- 2. Electronic Recording Device

1.02 LOCATION OF WORK AND OWNER

- A. All work on the project shall be done at the job site located at:
3252 Constitution Drive, Livermore, CA 94551
- B. CJPRMA shall be herein referred to as Owner.

1.03 EXAMINATION OF SITE / EXISTING CONDITIONS

- A. The Contractor shall visit the site and determine the locale, working conditions and conflicting conditions in which security work will take place. The Contractor shall work with Relocation Connections, a project management firm, designated General Contractor, and CJPRMA Representative. The building is currently in shell condition with an estimated February 5, 2010 move-in date. The Owner and Owner's designated Project Manager and General Contractor will determine dates the building will be available for installation. **Time has been set aside for a site walk thru at 3252 Constitution on Wednesday, October 14, 2009 at 10:00 a.m.** Please call or email Renee Ralston at 925-242-4343, renee@reloconnect.com to confirm your attendance.

1.04 UNIT PRICING

- A. The contractor shall submit additive and deductive per item prices for changes of quantities indicated on the drawings or stated in the Specifications. Per item prices shall remain in effect until completion of the project. Overhead, profit, labor burden, taxes, fees, and other work shall be included. Per item prices shall be submitted on a one-unit basis. Each per item price shall include the necessary equipment and wire for the device. As a minimum, submit the following per item price:
1. Access Control System Server and Workstation license cost (Owner to provide computer with monitor and printer)
 2. Access Software upgrade increments and cost
 3. Access Software Control Panels
 4. Door hardware (Door Contact, etc.)
 5. Proximity Reader
 6. Alarm System, monitoring and response – **Alternate Cost**
 7. Camera equipment, including recording equipment
 8. Training
 9. Maintenance

1.05 ELECTRICAL REQUIREMENTS

- A. Provide complete information to Ware Malcomb, Architect, regarding electrical requirements for the systems, devices, equipment and product specified in the Drawings and Specifications for this project. (Electrical contractor will provide low-voltage power at security panel in Server Room.)

1.06 ESTIMATE FORMAT

- A. Company Profile and Executive Summary – this section is to include resumes of project assigned personnel, length of time company has been in business, credit references from two material suppliers and at least four references from current and past projects.
- B. Installation Schedule – Rough-in dictated by Contractor. System installation, including training prior to an estimated move-in date of February 2, 2010 to be determined by Owner.
- C. Detailed Test Procedure
- D. Equipment Costs and Description of Materials Recommended
- E. Labor Hours and Rates (include estimates of overtime required) – **PREVAILING WAGES ARE REQUIRED.**

- F. Warranties for Labor and Materials
- G. Estimated Not To Exceed Price – this will be finalized once the final drawings have been approved by CJPRMA. Contractor to provide itemized pricing for proposal format. Per item prices shall be submitted on a one-unit basis. Overhead, profit, labor burden, taxes, fees, and other work shall be included.
- H. List of Deliverables
- I. Type and Cost of Post-Move Support Available

Two (2) copies of your budget estimate response are to be delivered as follows:

1 copy to: David Clovis
Assistant General Manager
California Joint Powers Risk Management Authority
2333 San Ramon Valley Blvd., Suite 250
San Ramon, CA 94583

1 email copy to: Renee Ralston
Relocation Connections, Inc.
3170 Crow Canyon Place #210
San Ramon, CA 94583
renee@reloconnect.com

Responses are due no later than **Monday, October 26th by 5:00 p.m.** The contract will be awarded by on Friday, November 6th or soon thereafter.

1.07 SUBMITTALS

A. As-Built Drawings

1. The Contractor shall keep up-to-date and available to the Owner, or a representative, complete blue line prints of the project clearly annotated with "As-Built" data as the work is performed. This data shall include, as a minimum, the following:
 - a. Routing of conduit and cables, including the cable designations assigned to each cable. (N/A as cable will be provided by another vendor.)
 - b. Accurate location of all equipment installed under the specifications, utilizing the same device symbol legend or notations.
 - c. A complete equipment list for each level or functional area.
 - d. Complete point-to-point wiring diagrams, including complete terminal strip layout and identification, and wire termination and tagging for all conductors.
 - e. Upon completion of this project, these drawings shall be transmitted to the Owner or a representative, as directed.

1.08 MAINTENANCE

- A. The Contractor shall furnish the following:
 - 1. Two (2) copies of all manufacturer's specifications and installation instructions for each piece of equipment.
 - 2. Complete data for maintenance requirements and operation instructions shall be delivered.
 - 3. A detailed, written recommended procedure for maintenance on each piece of equipment.
 - 4. The name, address and telephone numbers of all manufacturers of equipment components in the system and the names, addresses and telephone numbers of the nearest distributors and/or maintenance dealer.
- B. Software Maintenance: Contractor shall supply one (1) year software maintenance. During the software maintenance period all updates whether product enhancements or "bug" fixes, shall be installed at the Contractor's expense.
- C. The Contractor shall prepare and submit, as an option to the Owner, a proposal outlining maintenance and warranty options as listed below:
 - 1. An extended warranty proposal to issue extended warranty coverage on each piece of equipment and the system inclusively, which will extend full warranty for a period of one (1) additional year.
 - 2. A maintenance proposal to provide full maintenance service of each component of the system installed. The maintenance proposal shall be presented as an option to the client. The maintenance proposal shall include response options including, but not limited to, same day response time, seven days a week including holidays.

1.09 WARRANTIES

- A. All equipment and systems shall be guaranteed by the Contractor for a period of one (1) year commencing with the filing date of occupancy. The warranty shall cover all costs for Warranty Service, including parts, labor, same day response field service, pick-up, transportation, delivery, reinstallation, and re-testing.

1.10 TRAINING

- A. The Contractor shall supply a minimum of, but not limited to, eight (8) hours of onsite training on the new systems prior to system activation and commissioning. Training will encompass all systems, and any specialized training required for specific equipment.
- B. The Contractor shall provide the Owner with a twenty-four (24) hour Technical Support line as part of this contract. This service shall begin on the day of commissioning and end approximately one (1) year later. From that point forward, the Contractor will offer this service as a predetermined cost as part of the Maintenance and Service agreement.
- C. Contractor shall furnish one (1) complete copy of all training materials. Training materials shall include operator's manual, maintenance manual, course notes and system operating scenario.

Section 2: Card Access Control System

2.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete Card Access Control System, Alarm and Camera System. Including, but not limited to: Windows based Access Control Software, card readers, reader interfaces, door contacts, local door alarm devices and communications equipment. Owner to provide computer with monitor and printer.
- B. All wiring and testing of electrified hardware with the Card Access, Security Alarm System and Camera System is the responsibility of the Contractor at the time of installation.

2.02 SYSTEM DESCRIPTION

- A. Basic components of the security Card Access Control System shall include:
 - 1. Digital Access Control with Windows software that can be operated onsite via network with capability to control system remotely
 - 2. Digital Proximity Card Readers as indicated on drawings
 - 3. Access Control Cards (15)
 - 4. Door Management Alarms at all card access doors (ingress/egress)
 - 5. Magnetic Door Contacts
 - 6. Wiring as required for system
 - 7. Training for use of all equipment and systems
 - 8. Warranty and Maintenance on equipment and systems

Section 3: Intrusion Alarm System

3.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete Alarm System, including, motion sensors and alarm keypads. Owner to provide computer with monitor and printer.
- B. Provide information and cost for monitoring and response services. – **Alternate Cost**

Section 4: Camera System

4.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete Camera System.

4.02 SYSTEM DESCRIPTION

- A. Basic components of the security Camera System shall include:
 - 1. 4 Cameras for designated locations
 - 2. Electronic recording device(s) for cameras
 - 3. Networked to local area network and remote access
 - 4. Wiring as required for system
 - 5. Training for use of all equipment and systems
 - 6. Maintenance on equipment and systems

Section 5: Insurance and Terms and Conditions

5.01 INSURANCE

- A. Insurance - Any costs associated with insurance for the project shall be captured within your fee. The project insurance requirements and proof of these requirements by Certificate provided to CJPRMA, of the documents will include:
- B. Statutory Workers' Compensation. Each sub-contractor shall similarly be required to provide Workers' Compensation Insurance.
- C. Employer's Liability Coverage of \$2M per occurrence.
- D. Commercial General Liability of \$5M. CGL to include endorsement for unintentional errors and omissions. The insurance will be written in comprehensive combined, single limit per occurrence form.
- E. General Liability – See additional information requirements under Terms and conditions, 9.2.
- F. Auto Liability of \$2M per accident.
- G. Additional Insured – California Joint Power Risk Management Authority shall be named as additional insured.

5.02 TERMS AND CONDITIONS

- A. CJPRMA anticipates awarding Agreement to commence in November 2009 and continue through February 25, 2010, unless terminated earlier in accordance with the provision of the Agreement. If necessary for completion of the project, the parties may choose to extend the term of this Services Agreement and shall do so by executing a written amendment to the Agreement.
- B. Additional Insurance Requirements:
- C. Commercial General Liability: This insurance shall be written in comprehensive combined, single limit per occurrence form and shall protect the Contractor and CJPRMA, its officers, directors, employees, and agents for the project against all claims arising from injuries to persons other than its employees or damage to the property of CJPRMA or others arising out of any act or omission of the Contractor or its agents, employees, or subcontractors. The policy shall also include protection against claims insured by usual personal injury liability coverage, a "protective liability" endorsement to insure the contractual liability assumed by the provision of the General Conditions. The policy shall be written on a per occurrence form.
- D. Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance: The Contractor shall either require each of its subcontractors to procure and to maintain Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplementary General Conditions or insure the activities of its subcontractors in the Contractor's own policy in like amount.
- E. The original of each and every insurance certificate and endorsement thereto shall be deposited with CJPRMA prior to execution of the Agreement by CJPRMA. At CJPRMA's discretion, the Contractor shall furnish the original or certified copy of each and every Insurance Policy and Endorsement named by this agreement. Specific language of the policy shall be subject to approval by CJPRMA.
- F. Policy Requirements: The insurance provided by the Contractor shall be (1) with companies licensed to do business in the state of California, (2) with companies with a Best's Financial Rating of VII or better, (3) with companies with a Best's General Policy Policyholders Rating of not less than A, and (4) other carriers acceptable to CJPRMA except that in case of Workers' Compensation Insurance participation in the State Fund, where applicable, is acceptable.
- G. Insurance policies required hereunder to have CJPRMA, its officers, directors, employees, and agents for the project named as additional insured shall, (1) include a provision that the policies are primary and do not participate with nor are excess over any other valid and collectible insurance, (2) include a waiver of subrogation against CJPRMA, its officers, directors, employees, and agents.
- H. CJPRMA May Insure for Contractor: In case of the breach of any provision of this insurance requirement, CJPRMA may, at CJPRMA's option, take out and maintain at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as CJPRMA may deem proper and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to the Contractor under this Contract.
- I. All insurance documents must be submitted to and approved by the CJPRMA Risk Manager prior to any work being performed.

5.03 WITHDRAWAL OF RFP

- A. Proposals may be withdrawn before and after the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, proposals may not be re-submitted after the deadline.

5.04 RFP COSTS

- A. All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the CJPRMA. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

Questions regarding this bid package should be directed to:

David Clovis, CJPRMA - 925-837-0667, extension 16 or david@CJPRMA.org

Renee Ralston, Relocation Connections Inc., - 925-242-4343 or renee@reloconnect.com