

CASS COUNTY, MICHIGAN  
CASSOPOLIS, MI



REQUEST FOR PROPOSAL  
SPECIFICATIONS

Cass County, Michigan invites qualified vendors to submit proposals for the purchase, installation, and programming of:

- a door card access system at the County Building, 120 N Broadway Street
- a security camera system for the County Building, 120 N Broadway Street
- a security camera system for the 911 Center, 130 N Broadway Street

**A. General Specifications**

The purpose of this RFP is to obtain the highest quality, most expeditious, and most cost-effective door access and security camera system solution.

**B. Proposal Submission**

To be considered, two (2) copies of the completed proposal must be received no later than October 2, 2018 at 5:00pm. Proposals can be mailed, or delivered in person; faxed proposals are not acceptable. Proposals should be addressed to:

**Cass County Information Systems  
Attn: Kerry Collins  
120 North Broadway, Suite 218  
Cassopolis, MI 49031**

Submitters should mark their submittal envelope with: **RFP Door/Camera System**

Submitted proposals become the property of Cass County and will not be returned unless otherwise provided for in this RFP.

**C. Late Proposals**

Any proposal received by Cass County after the exact date and time specified above may be considered depending on the circumstances.

#### **D. Withdrawal of Proposals**

Proposals may be withdrawn by written notice received at any time prior to award. Proposals may be withdrawn in person, by an offerer or their representative, provided that the representative signs a receipt for the proposal prior to award.

#### **E. Questions Concerning this RFP**

Inquiries or scheduling a site visit may be made by contacting Kerry Collins, Information Systems Director at (269) 445.4488; [KerryC@cassco.org](mailto:KerryC@cassco.org). Questions will be answered by email and will be made available on the website for all vendors.

#### **F. Proposal Format**

The proposal should be submitted on the attached submittal form and include:

1. An itemized list for the equipment costs (materials list) and labor. An itemized list for any proposed alternates.
2. An estimated time-line for implementation.
3. Qualifications of the firm. State your firm's experience with comparable projects, including the names and telephone numbers of three client references.
4. Equipment sheets. Include specification sheets for features of each system proposed. Information that you feel distinguishes you from your competition should be included.

Failure to include any of the above may result in disqualification of the proposal.

#### **G. Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of this RFP.

#### **H. Proposal Signature**

The proposal should be signed by the person in the consultant's organization responsible for the decision as to costs and services being offered.

## **I. Project Schedule**

It is anticipated that the contract will be awarded in October/November and the project must be completed by an agreed upon date.

## **J. Prime Contractor Responsibilities**

The contractor selected will be required to assume responsibility for all services offered in the offerer's proposal, regardless of who produces them. The selected contractor shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

The contractor shall have been in business for at least five years and should be the factory approved vendor for the proposed solution.

Personnel working in the 911 center must be fingerprinted and pass a background check.

## **K. Proposal Preparation Costs**

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the contractor. Cass County will not pay the cost for any information solicited or received.

## **L. Acceptance of Proposal Contents**

The contents of the proposal of the selected contractor may become contractual obligations if a contract is issued. Failure of the successful contractor to accept these obligations may result in cancellation of the award.

## **M. Oral Presentations**

Contractors who submit proposals may be required to make oral presentations of their proposals, to be arranged by the project administrator. These presentations will provide an opportunity for the contractor to clarify their proposal, as well as a forum for discussion of the terms and conditions of the proposal.

## **N. Contract Reservations**

Cass County reserves the right to reject any or all proposals, in whole or in part, if it is deemed to be in the best interests of Cass County. Price alone will not determine proposal award.

Cass County reserves the right to amend this RFP, extend the deadline to receive proposals, and to request any additional clarifying information in writing or orally from any or all bidders.

**O. Warranty/Service**

An initial warranty/maintenance agreement of one (1) year from final date of acceptance shall be included as part of the proposal. The warranty should include all parts, material and labor for the warranty period.

The proposal should indicate the service response time for emergency repairs.

**P. Training**

The proposal should include sufficient time to properly train personnel on the system operations.

**Q. Installation Certification**

If applicable, the proposal should include a proof of current certification of the proposed systems via a written manufacturer certification.

**R. Protection of Work in Place by Others**

Any contractor that disturbs work already installed shall return such work to its original condition. This includes such items like ceiling tiles, installed cabinets/shelves, and finished surfaces (paint, etc.).

**S. Firestopping**

The contractor shall provide all firestopping and penetration seals around wall cores/penetrations and related assemblies. Firestopping shall follow national and local codes.

**T. Wall Cores**

Any necessary wall cores shall be part of the proposal along with all sleeves and applicable firestop.

End of this section

# **County Building Card Access System**

## **Description of Services Requested**

### **Purpose**

Seeking a card access system for the County Building to grant and restrict access to exterior and interior doors as programmed. It should allow for different schedules for cards and should have the ability to run access reports. An appliance based system is preferred.

Provide all necessary labor, programming, integration, and equipment (wiring, mounting hardware, etc.) to install all card readers, electric strikes.

### **Scope of Work**

There are 17 interior doors, and two exterior entrance doors (double doors).

- Treasurer (1)
- Clerk Register (2)
- Equalization (1)
- Administration (2)
- Mail Room (1)
- Kincheloe Room (1)
- MSU (2)
- Parks Office (1)
- Hallway to CASA (1)
- BOC Chambers (1)
- Information Systems (2)
- MSU Meeting Room (2)
- Public Entrance (1)
- Employee Entrance (1)

The card readers must be capable of working with existing HID ProxPro II cards.

Solution must work with existing hardware on exterior doors; vertical locking pins will need to be changed to allow proper function of electric strike.

The exterior doors must include a weather sealed reader with keypad. It should be programmable to open with card and PIN (4-digit minimum). It should be able to follow a holiday schedule and have remote access capabilities should the building be unexpectedly closed.

The software should include a 5-user concurrent license.

The proposal should include all power supplies, cabling, ANSI Grade 1 electric strikes, and interfaces to work with handicap openers.

Doors that will be receiving an electric strike are not prepped. All wiring for door strikes are to be run inside of door frames. If this is not possible then they should be run in the secured side of the door and covered with neutral colored wire moulding.

All doors should be programmed for fail secure; if the power is cut the door should remain locked.

Provide necessary security software, and hardware to operate the system.

Cable runs should be properly secured with “J” hooks or other industry accepted devices and should be hidden from view. The wiring should terminate in the 1<sup>st</sup> floor network room.

All wiring and materials should meet selected manufacturers requirements and follow all national and local electrical codes.

# **County Building Video Camera System**

## **Description of Services Requested**

### **Purpose**

Provide video cameras in various interior locations that capture HD video and audio to an included storage device. The video/audio can be retrieved from a network attached PC for viewing. The system will not be monitored by staff.

### **Scope of work**

Video cameras (Qty 10 total) with enclosures are needed in:

- Two east entrances of the building (Qty 2) – 1 quad camera
- First floor hallway (Qty 2)
- Treasurer’s Office (Qty 2)
- Clerk Register Office (Qty 2)
- BOC Chambers (Qty 1) – quad camera
- MSU extension (Qty 1)

The system should be able to store audio/video from the IP cameras to an included appliance with sufficient storage for 30 days of video/audio.

Include CAT6 UTP cable installed from the camera locations and terminate in an existing patch panel (Panduit) in the 1<sup>st</sup> floor network room.

Provide appropriately sized rack mount POE switch.

Provide all necessary equipment for a complete installation that follows manufacturer’s recommendations. Cable runs not inside of conduit should be properly secured with “J” hooks or other industry accepted devices.

All video cameras are to be mounted inside of an enclosure that prohibits the camera from being moved.

All cameras must be new, color, 2MP resolution and 5MP for quad enclosures and include auto-iris lenses. The desired field of view for each camera is to be coordinated with the owner.

All cameras are to be powered via POE and include all necessary power supply and associated equipment to make it function.

It is anticipated that the system will be on a separate IP network connected to a router.

# 911 Building Video Camera System

## Description of Services Requested

### Purpose

Provide video cameras in various interior and exterior locations that capture HD video to an included storage device. The video can be retrieved from a network attached PC for viewing.

### Scope of work

Video cameras (Qty 8 total) with enclosures are needed in:

- Northeast and northwest building exterior (Qty 5)
- Main floor hallway (Qty 1) – quad camera
- Basement hallway (Qty 1)
- North stairwell facing exterior entrance (Qty 1)

The system should be able to store video from the IP cameras to an included appliance with sufficient storage for 30 days of video.

Include CAT6 UTP cable installed from the camera locations and terminate in an existing patch panel (Panduit) in the 1<sup>st</sup> floor network room.

Provide appropriately sized rack mount POE switch.

Provide all necessary equipment for a complete installation that follows manufacturer's recommendations. Cable runs not inside of conduit should be properly secured with "J" hooks or other industry accepted devices.

All video cameras are to be mounted inside of an enclosure that prohibits the camera from being moved.

Location of camera #1 (see Layout attachment) mounted to allow unobstructed view of visitors at the entrance or moved to south of entrance door under overhang.

All cameras must be new, color, 2MP resolution and 5MP for quad enclosures and include auto-iris lenses. The desired field of view for each camera is to be coordinated with the owner.

All cameras are to be powered via POE and include all necessary power supply and associated equipment to make it function.

It is anticipated that the system will be on a separate IP network connected to a router.