



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

604 N. MAIN, SUITE F    WICHITA, KANSAS 67203-3672    TELEPHONE (316) 660-7255    FAX (316) 383-7055

**REQUEST FOR BID**

**06-0153**

**DVR EQUIPMENT AND INSTALLATION FOR JUVENILE RESIDENTIAL FACILITY**

October 31, 2006

Sedgwick County, Kansas (hereinafter referred to as "County") is soliciting bids from qualified vendors to provide and install equipment, wiring and accessories needed to provide a Camera System for the Juvenile Residential Facility. This project will be conducted at the facility located at 881 S. Minnesota, Wichita, KS 67211. This request for bid provides specifications, a general description of the details of submittal requirements, terms and conditions.

A **mandatory pre-bid meeting** has been scheduled for Thursday, November 9, 2006, beginning at 1:30 p.m. at the Juvenile Residential Facility, as specified above. Vendors are required to have a representative from their firm present at this pre-bid meeting. During this meeting, Sedgwick County will share its vision of the project and do a physical walkthrough of the area. It is imperative that vendors attend this meeting because of the nature of this project.

Please carefully review this Request for Bid. Should you elect to participate, return one (1) original and two (2) signed copies of the entire document by 1:45 p.m., CST, Tuesday, November 28, 2006; Attention: Kim Hamilton, Purchasing, 604 North Main, Suite F, Wichita, Kansas 67203. Late responses will not be accepted and will not receive award consideration.

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Kim Hamilton  
Purchasing Agent

## **1. SCOPE OF WORK**

The purpose of this RFB is to ensure the Juvenile Residential Facility obtains a fully operational, reliable Camera System with simple to use operation. The County's objective is to reuse all existing cables, outdoor heated enclosures and power supplies. Vendor will install devices, conduit (as needed), cables, and terminate and connect wiring.

The Juvenile Residential Facility, located at 881 S. Minnesota is a 24 bed Juvenile Residential Facility shelter for male and female juvenile offenders, ages 10-17 years of age. The facility is currently equipped with an old camera system that was used prior to being installed in 2002. The current system is of extremely poor quality and lacks the ability to burn a recorded event to a DVD to be given to law enforcement or for administrative review purposes. With the building of the new Juvenile Detention Facility, the Juvenile Residential Facility has now become a stand alone facility not connected in anyway to the old facility master control, which used to monitor the gym cameras for safety and security purposes.

The Juvenile Residential Facility now has sole use of the gymnasium and the outdoor recreation area from the old Juvenile Detention Facility, but no ability to view the existing cameras or record. This facility also has some of its wiring running into the old Friendly Gables building that currently houses the Juvenile District Attorney's. With the Juvenile Court building and renovation project currently in progress, Friendly Gables will be vacated within the next couple of years, so there is a need to have the JRF wiring relocated to the Juvenile Residential Facility. The camera system is needed to maintain safety and security at the facility.

### **EXISTING CONDITIONS**

The Juvenile Residential Facility has the following:

- 10 B&W cameras, 9 internal and 1 external and are being monitored at the "main office" located at 881 S. Minnesota.
- 2 B&W cameras are in the gym in impact resistant enclosures.
- 2 B&W cameras with outdoor enclosures in the recreation yard.
- 1 PTZ outdoor camera in the NE corner of the recreation yard, north side of the wall.
- 1 B&W camera exists in the hall to the gym
- 1 B&W camera exists outdoors in the walkway to the recreation yard.
- 7 cameras have cabling pulled back to the 1900 building that needs to be rerouted to the Main Office.

### **OBJECTIVE**

- Reuse all existing cables, outdoor heated enclosures and power supplies
- Reroute 7 existing cameras to 1900 building and reroute to the Main Office, cut and terminate on new DVR
- Provide one fixed, outdoor camera with a vari-focal wide angle lens and power supply to the NE corner of the 881 building to view the parking lot on the east.
- Provide and install a new DVXi XM 32 channel 500GB hard drive Integral digital recorder system that will be attached to the County's WAN, making it possible to view and control the cameras by anyone on the network that has rights through Intergral's Remote View Software site license.
- Coordinate County WAN drop to new DVR in Main Office.
- Provide 18 standard cameras which must be used on the Integral recorders.
- PTZ cameras may be used, but must be compatible with the Integral Software drivers in order for Integral to be able to control the PTZ through the software.
- A WAN drop will be required at the new DVR.

**2. INSURANCE COVERAGE**

The vendor shall furnish a certificate of insurance naming Sedgwick County as an “additional insured” in the minimum amounts as specified herein. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of the vendor to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The vendor shall furnish the County with certificates of insurance effecting coverage required by this clause. The 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 County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	

Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile Liability

Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00

**3. INDEMNIFICATION**

The vendor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your bid and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers’ Compensation Act, Disability Benefit Acts or other employee benefits acts.

**4. SELECTION CRITERIA**

The selection process will be based on responses to this Request for Bid and any interviews required verifying the ability of respondents to provide services in accordance with this document. A committee will evaluate each response as determined by meeting the following criteria (ranked in no particular order):

1. Meeting or exceeding all Requests for Bid Requirements, terms, conditions and miscellaneous instructions as outlined herein, along with clarity, completeness, and comprehensiveness.
2. Ability to perform the specified and mandatory services as reflected by technical training and education, specialized experience in providing required services, and the qualifications and experience of persons who would be assigned to perform the services as assessed by responses to this document.

3. Bidding a complete package; including design, materials, site preparation, delivery, installation, labor, warranty, services and other costs necessary to provide the end user with a fully functional, ready to use camera system as specified herein.
4. Referenceable performance of services, which will verify service levels and capability of the respondent to provide a thorough solution.
5. Provide the services described herein with the most advantageous and prudent methodology and costs to the County.

No negotiations, decisions, or actions shall be initiated by any company as a result of any verbal discussion with any county employee prior to the opening of responses to the Request for Bid. Sedgwick County, Kansas reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations.

**5. PAYMENT TERMS**

A contractual period will begin following the Board of County Commissioners (BoCC) approval of the successful firm’s bid and will last for the duration of the project.

Payment will be in full at the completion of this project and will be remitted following receipt of a detailed invoice by the Juvenile Residential Facility.

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted firm to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

**6. QUESTIONS**

Any questions regarding this document, including questions resulting from the pre-bid meeting, will be submitted in writing to Kim Hamilton, Purchasing Agent at [khamilto@sedgwick.gov](mailto:khamilto@sedgwick.gov) 5:00 p.m. (CST) November 14, 2006. Contact Joe Baughman, Division of Information & Operations at [jbaughma@sedgwick.gov](mailto:jbaughma@sedgwick.gov) in regard to technical questions. Questions regarding the physical facility may be addressed to Marla Sutton at [msutton@sedgwick.gov](mailto:msutton@sedgwick.gov). Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), under online services; current RFPs/RFQs; to the right of the RFP number and description by 5:00 p.m., November 15, 2006. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

**7. TENTATIVE TIMELINE**

The following dates are provided for informational purposes and are subject to change without notice.

- October 31, 2006-----Distribution of Request for Bid
- November 9, 2006-----Pre-bid Meeting, 1:30 p.m.
- November 14, 2006-----Question Submittal Deadline
- November 15, 2006-----Addendum Issued
- November 28, 2006-----Bid Due Date
- November 28-29, 2006-----Bid Review
- November 30, 2006-----Board of Bids and Contracts
- December 6, 2006-----Board of County Commission Approval

## **8. GENERAL REQUIREMENTS**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the services specified. The successful vendor will:

- 8.1 Provide the most economical solution to completely satisfy the objectives in Section 1.
- 8.2 Be familiar with the local conditions and requirements under which this Camera System must perform.
- 8.3 Possess the resources, hardware, and personnel necessary to provide an efficient and successful Camera System.
- 8.4 Have a minimum of two (2) years experience consulting and installing Audio, Video, and Security systems.
- 8.5 Be responsible for all federal and state licensing, certification requirements, and any required permits, as applicable.

## **9. MANDATORY REQUIREMENTS**

The County desires the best service available. The following requirements of the bid are provided to assist vendors in understanding the objectives of the County and submitting a thorough response. Bids received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies/alternatives which meet the "spirit" of the listed requirements, but should note that the proposed methodology/alternative which meets all, or most closely meets the requirements will be recommended for award within the listed selection criteria. The successful vendor will:

- 9.1 Provide a project plan for the implementation of the project.
- 9.2 Include a detailed timetable indicating the length of time required to complete the project. The timeline will commence at the time of award and end when installation is complete and the system is fully operational.
- 9.3 Provide a single point of contact for the duration of the project to work with DIO and Juvenile Residential Facility staff throughout the process to insure a successful project and to tailor the system to Sedgwick County's needs.
- 9.4 Provide maintenance, installation and service manuals covering equipment being provided. This should include printed specifications, which fully describe all elements of equipment.
- 9.5 Indicate any specific maintenance criteria of the equipment bid.
- 9.6 Provide a detailed warranty plan and any costs associated for equipment bid.
- 9.7 Describe the process for all maintenance and repairs that will be handled under warranty.
- 9.8 Identify any annual maintenance or recurring maintenance costs.
- 9.9 In consideration of the security aspect of the Juvenile Residential Facility, the County reserves the right to observe the vendor's operations and inspect assigned work areas. The successful vendor will agree to provide the names of employees assigned to work on this project, for the purpose of a criminal background check at the discretion of Sedgwick County.

## **10. SEDGWICK COUNTY'S RESPONSIBILITY**

The County will provide adequate ingress and egress, including reasonable use of existing corridors, passageways, driveways, loading platforms, and designated storage space. The vendor personnel will be allowed to park in an area to be designated by the facility.

The County will designate representatives with respect to the services to be performed under the contract. Such person(s) shall have the authority to transmit instructions, receive information, interpret and define local policy and decisions pertaining to the services being provided.

## **11. REQUEST FOR BID CONDITIONS**

In submitting a response to this Request for Bid, vendors hereby understand the following:

1. Pricing offered in the bid document will be provided to other local governments and governments whom Sedgwick County regularly enters into cooperative agreements.
2. Sedgwick County reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
3. Alternate bids (two or more bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
4. Bidders MUST return, completed copies of the entire document to the Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, on or before the date and time specified. Bids must be sealed in an envelope and marked with the firm name and address, bid number, bid opening date, and bid opening time. The time clock stamp, located in the Sedgwick County Purchasing Department will determine the time of receipt.
5. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment.
6. Bids submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid.
7. Sedgwick County interprets the term "Lowest Responsible Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as the availability of service(s), part(s) material(s) and/or supply(s), maintenance and labor cost of items upon which bids are received.
8. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information to assist Sedgwick County in analyzing your bid.
9. If the supplier refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Sedgwick County may, by written notice, terminate the contract or purchase order.
10. The supplier will warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
11. The successful bidder will hold and save Sedgwick County, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
12. **All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.**
13. All items must be properly packed, if applicable, to insure delivery in good condition, and in accordance with instructions listed on the face of the Request for Bid or purchase order, if any.
14. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
15. The Bidder agrees to comply with K.S.A. 44-1030.

- a. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry;
  - b. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission;
  - c. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
  - d. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
  - e. The contractor shall include the provisions of subsections (a) through (d) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
16. The vendor responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
17. It will be understood that the bidder's sureties and insurers are subject to the approval of the County.
18. Upon award, the bidder agrees to execute and deliver to the County a contract in accordance with the contract documents (if applicable) within ten days of notice of the award to the bidder. The bidder agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the bidder will be liable for the County's actual damages that exceed the amount of the surety.
19. It will be understood that time is of the essence in the bidder's performance. The bidder agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the bidder defaults in the performance of the contract documents, the bidder will be liable for payment of the sums stipulated in the contract documents as liquidated damages, and not as a penalty.
- 20. The bidder hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid documents. The bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.**
21. It will be understood that any bid and any and/or all referencing information submitted in response to this Request for Bid will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
22. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
23. By submission of a response, the bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.

24. Unless specified otherwise, all items bid are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
25. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
26. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
27. The bidder must provide Sedgwick County with a toll-free telephone number, or accept collect calls. FAX numbers should also be provided if available. Information regarding the procurement process may be obtained from the Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, (316) 660-7255.
28. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for Bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a bid response via facsimile does NOT relieve the bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of bid sureties (bonds, certificates of insurance, etc.).

**BID RESPONSE FORM**  
**06-0153**  
**DVR EQUIPMENT AND INSTALLATION FOR JUVENILE RESIDENTIAL FACILITY**

<b>Item Number</b>	<b>Qty</b>	<b>Unit of Measure</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1.	18	EACH	Color Day/Night 480 Line Camera		
2.	18	EACH	2.8-12mm DC A/I Vari-Focal Lens		
3.	5	EACH	STI CCTV Camera Housing with enclosure Heater and Blower		
4.	1	EACH	DVXI SM 32 Channel, 500 GB Hard Drive		
5.	1	EACH	18 Gauge unshielded stranded cable & conduit, plenum rated for fired		
6.	1	EACH	RG6/U 18 gauge coaxial plenum rated for fire.		
7.	1	EACH	Labor and Installation		
8.	1	EACH	Warranty		
		TOTAL			

Delivery is FOB destination.

Delivery Date: \_\_\_\_\_

Timeline for Completion: \_\_\_\_\_

**BID RESPONSE FORM**

**06-0153**

**DVR EQUIPMENT AND INSTALLATION FOR JUVENILE RESIDENTIAL FACILITY**

The undersigned, on behalf of the bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Bid and understand all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

FIRM NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_

GENERAL NATURE OF BUSINESS \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation  Private Corporation

Sole Proprietorship  Partnership  Minority Business  Woman-Owned Business

Small Business  Manufacturer  Distributor  Retail  Dealer

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

NO  DATED \_\_\_\_\_; NO  DATED \_\_\_\_\_; NO  DATED \_\_\_\_\_;

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Your response must include all pages of this document.**