



RFP #827
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 11, 2022
DUE DATE: WEDNESDAY, JUNE 22, 2022 by 1:30 pm

Request for Proposal for:

CRESA SECURITY SYSTEM

SUBMIT:

One (1) Original
Four (4) Complete Copies

of the Proposal to:

<u>Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

Refer Questions to Project Manager:

Zach Hunter
Radio System Technician / CRESA
Zach.Hunter@clark.wa.gov
360-773-1155

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of CRESA and Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. CRESA and Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD – CRESA reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, CRESA reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of CRESA or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until CRESA and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. CRESA is not responsible for any costs incurred prior to the effective date of the contract. CRESA reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of CRESA and Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT – CRESA and Clark County have made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to CRESA or Clark County.

LIMITATION - This RFP does not commit CRESA to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of CRESA or Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. CRESA project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS – CRESA reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of CRESA to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Request for Proposal #827 CRESA SECURITY SYSTEM

Part I Proposal Requirements

Section IA General Information

1. Introduction

The purpose of this RFP is to solicit proposals to replace, upgrade, and harden current security systems, security equipment and facility infrastructure at the Clark Regional Emergency Services Agency (CRESA) 911 dispatch center and nine (9) radio sites. This will also include the addition of access control to nine (9) radio sites.

If your company contact details *are not* on the Plan Holder List at <https://clark.wa.gov/internal-services/request-proposal-1> Attachment B, Letter of Interest must be submitted to participate in this RFP.

Proposers shall respond to all sections to be considered.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

2. Background

Clark Regional Emergency Services Agency (CRESA) is the regional public safety agency that provides 911 dispatch, emergency management, and management of the public safety radio system for Clark County, Washington.

Currently all locations have cameras, 640x480 resolution. The radio sites are networked together via a microwave system; the current video system uses approximately 10 Mbps with spikes up to 23Mbps. The feed is saved at the individual sites.

The intercom system at CRESA is independent of the security cameras. This system has door access capabilities for the dispatch center only.

None of the nine (9) radio sites have remote site access or access control.

The current alarm system dates back to 2004 and gives alarms and audio warnings for specific areas of the compound

3. Scope of Project

Proposer to design systems changes to address gaps, recommend equipment for the replacement of the current security camera system, intercom system and alarm system at the CRESA dispatch facility and to recommend equipment for the replacement of the current camera system at the radio tower sites as well as add an access control system to the radio tower site shelters. Following acceptance of recommendations proposer will install and upgrade the approved equipment. Proposal shall include but is not limited to:

Security Camera, Video Intercom System and Alarm System at Dispatch Facility:

- Single interface for security camera, video intercom, and alarm systems at the Dispatch Facility
- Where possible multiple sensor, single housing cameras should be installed
- Cameras should be able to record at least 2K

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- Streaming continuous resolution doesn't need to be 2K but should use at a minimum h.265 video compression for bandwidth management
- Outdoor cameras should have a waterproof rating of IP67 or higher
- Person identification should be possible for cameras within 10 feet in both day and night mode
- Person recognition should be possible on all cameras at 30 feet in both day and night mode
- License plate identification for camera at gate (ability to identify from recording, AI not necessary)
- Replace all existing intercoms with video intercoms throughout CRESA dispatch building
- System to interface with existing electronic door locks throughout CRESA dispatch building to allow intercom operators to unlock doors
- Alarm to use cameras as "smart sensors" for person detection
- Notifications for motion alerts in zones customizable from user
- Alarm to have local (on-site only) notifications, no need for active monitoring
- Design, source and install breach detection system on external windows that will provide audio and visual notification of window being broken
- Management system that is easily customized for different logins with both admin and user accounts
- Minimum of 10 simultaneous users logged on at once
- Minimum 90 days of recording storage in full HD
- CRESA provided VPN network to be used for system access
- Removal of existing equipment and cables to be done
- Include five (5) year warranty of non PC based equipment, i.e., cameras, video intercoms, etc.
- Include three-year warranty on all PC based products
- Include three years of software maintenance with proposal
- Include optional software maintenance proposal for an additional five (5) years

Security Camera at Radio Sites:

- Uses same management system as the one at CRESA dispatch
- Where possible multiple sensor, single housing cameras should be installed

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- Cameras should be able to record at least 2K
- Streaming continuous resolution doesn't need to be 2K but should use at a minimum h.265 video compression for bandwidth management
- Cameras should have a waterproof rating of IP67 or higher
- Person identification should be possible for cameras within 10 feet in both day and night mode
- Person recognition should be possible on all cameras at 30 feet in both day and night mode
- Intercom not needed at radio sites
- Video coverage at all sites to include the front door, gate, general compound, generator, and tower base with the exception of Fort Vancouver where tower base coverage is not needed
- Notifications for motion alerts in user defined zones
- Minimum of 90 days recording storage in full HD
- Total average bandwidth for the nine radio sites not to exceed 25 Mbps average or 50 Mbps peak
- Removal of existing equipment and cables to be done at all locations
- Include five (5) year warranty of non PC based equipment, i.e., cameras, video intercoms, etc.
- Include three-year warranty on all PC based products
- Include three years of software maintenance with proposal
- Include optional software maintenance proposal for an additional five (5) years

Access Control System (for nine radio sites):

- Does not need to be part of the camera system
- System to use IOS and Android app to unlock door at radio site
- System to send notification via e-mail and/or text alerting CRESA personnel of site access and identifying the user
- Management system with at least three (3) simultaneous users
- Either replace existing locks or add to them with an electronic/mag lock; existing padlocks do not need to be changed
- Include five (5) year warranty of non PC based equipment, i.e., cameras, video intercoms, etc., if applicable
- Include three-year warranty on all PC based products, if applicable

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- Include three years of software maintenance with proposal, if applicable
- Include optional software maintenance proposal for an additional five (5) years, if applicable

4. Project Funding

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

5. Timeline for Selection

The following dates are the **intended** timeline:

Pre-Submittal Mandatory Job Site Walk	June 1 – 2, 2022
Last Day for Projected Questions	June 9, 2022
Proposals Due	June 22, 2022
Proposal Review / Evaluation Period	Begins June 23, 2022
Finalists' Demonstrations	July 12, 2022
Contract Negotiation / Execution	July 13 – August 10, 2022
Contract Intended to Begin	September 1, 2022

6. Employment Verification

To be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

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Section IB

Work Requirements

1. Required Services The Contractor shall provide the services as outlined under the Scope of Project (Section I.A.3).

Proposals should include all administration and project management, design documentation, equipment and materials, warranty information, installation costs, and training by location. The breakdown of costs by location is imperative due to the varying sales and use tax structures across our various locations.

2. County Performed Work CRESA staff shall perform the following work:
 - Develop and monitor the budget and work plans to ensure deliverables are met.
 - Provide all data, reference materials, and access to locations as needed.
 - Coordinate meetings related to the project to ensure the inclusion of key stakeholders, as needed.
 - Monitor invoices and payments to contractor.
 - Monitor contractor performance.

3. Deliverables & Schedule Project is expected to be completed by December 31, 2022.:

4. Place of Performance Contract performance will take place at various radio sites in Clark County, Washington and Multnomah County, Oregon.

5. Period of Performance A contract will be awarded as a result of this RFP. The term, including renewal options, will be included in the contract.

6. Prevailing Wage (When Applicable) Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all

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applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

9. Insurance/Bond

A. Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CRESA, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against CRESA and shall require similar written express waivers and insurance clauses from each of its subcontractors.

B. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to CRESA. Each certificate will show the coverage, deductible and policy period and shall include copies of the amendatory endorsements including but not limited to the additional insured endorsements. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

C. Worker's Compensation

As required by the industrial insurance laws of the State of Washington.

D. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence,

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combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

E. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$2,000,000 and General Aggregate \$2,000,000. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$2,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with CRESA on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. CRESA needs to be listed as additional insured using ISO endorsement form numbers CG 20 10 and CG 20 37 or by using endorsements at least as broad.

F. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with CRESA on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

G. Pollution and Asbestos Liability

If hazardous material is encountered during any construction, the Project Manager must be notified immediately, and if any work is done to remove it, any Proposer performing work shall obtain and keep in effect during the term of the contract, Pollution Liability Insurance, including Asbestos Liability covering bodily injury, property damage, environmental damage, including any related clean-up costs. Combined single limit should be a minimum of \$1,000,000.00 per occurrence.

H. Umbrella Liability Coverage

Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.

I. Additional Insured

CRESA, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by CRESA. The contractor shall provide CRESA with verification of insurance and endorsements required by this agreement. CRESA reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.

All policies must have a Best's Rating of A-VII or better.

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10. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <https://clark.wa.gov/internal-services/purchasing-overview>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA

Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

A **Mandatory** job walk will be scheduled for June 1 and June 2, 2022. Proposers must attend both days. Proposals will **only** be accepted from vendors that attend the entire job walk.

If you would like for your proposal to be considered, contact Zach Hunter at Zach.hunter@clark.wa.gov no later than Wednesday, May 25, 2022 to be placed on the site visit schedule.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is Thursday, June 9, 2022 by 3:00 pm.

An addendum will be issued no later than Wednesday, June 15, 2022 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <https://clark.wa.gov/internal-services/request-proposal-1>

Section IIB

Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- 1. RFP Number and;**
- 2. TITLE and;**
- 3. Name and Address of the Proposer.**

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed twenty-five (25) pages, excluding resumes, E-Verify and coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as

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reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet

This form is to be used as your proposal Cover Sheet.
See Cover Sheet - Attachment A

2. Project Team

Provide an organizational chart that clearly delineates responsibility, authority, and chain of command within the organization. Provide a brief work background of the key members of the project team, detailing relevant certificates, licenses, and training.

3. Management Approach

Describe how your organization manages projects including planning, implementation, monitoring and control, completion of deliverables and project closeout.

4. Respondent's Capabilities

The vendor and its subcontractors are required to have prior experience in all aspects of the products and services described in this RFP for customers similar to or with relevance in the size, complexity and scope of this RFP. The vendor shall:

- Provide the names, addresses, and telephone numbers for a minimum of three (3) customers for whom vendor has provided similar products and services within the last 18 months. Include a brief description of the scope of products and services provided to the customer and the duration of the contract. CRESA may contact some or all of the referenced provided in order to determine vendor's performance record. CRESA reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.
- If vendor intends to subcontract, describe Vendor's experience with each of the proposed subcontractors. For each proposed subcontractor provide names, addresses, and telephone numbers for three (3) customer references, for products and services similar to those described in this RFP. Vendor shall include a brief description of the scope of products and services provided to the customer and the duration of the contract.

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5. Project Approach and Understanding The proposals should include a clearly stated plan of action describing how the project will be completed. Provide a clearly defined list of all equipment provided to complete the project. List should include equipment manufacturer, model number, quantity, and cost.

6. Proposed Cost Proposal should include an overall summary cost sheet with a separate itemized list of fees for specific equipment, labor, maintenance, and training **by location**.

7. Employment Verification **Please refer to section 1A.6. – E-Verify**

IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://clark.wa.gov/internal-services/purchasing-overview>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by the agency.

- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

INITIAL EVALUATION	
Proposal Approach / Design / Creativity	40
Product Description / Quality	30
Work History / References / Examples	20
Cost	10
Total Points	100

The top two (2) candidates will participate in the Demonstrations. A fifty (50) point system will be used, weighted against the following criteria:

DEMONSTRATION	
Product Demonstration	25
Oral Presentation	25
Total Points	50

Section IIIB Contract Award

- 1. Consultant Selection: CRESA reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of CRESA to do so.

CRESA will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights and the overall responsiveness of the Proposal. If CRESA does not reach a favorable agreement with the top Proposer, CRESA shall terminate negotiations and commence negotiations with the next qualified top Proposer. If CRESA is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.

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2. Contract Development

The proposal and all responses provided by the successful Proposer may become a part of the final contract.

Prior to signing, CRESA may take the final contract to the CRESA Administrative Board for final approval.
3. Award Review

The public may view proposal documents by public records request at www.clark.wa.gov . After contract execution, proposers may seek additional clarification on the scores, proposals and interviews.
4. Orientation/Kick-off Meeting

Upon execution of contract, a kick-off meeting will be scheduled.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.