



**Grant County**  
Office of The  
**Board of County Commissioners**  
P O Box 37  
Ephrata WA 98823  
(509) 754-2011

**REQUEST FOR PROPOSALS/BIDS PACKET (Page 1)**  
**GRANT COUNTY YOUTH SERVICES DETENTION ELECTRONIC CONTROLS**  
**REPLACEMENT**  
October 14, 2013

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with a company (or companies, as vendors are encouraged to team up with other vendors if doing so would result in a proposal/bid that will produce the best solution for the County's need) for the replacement and expansion of Electronic Controls for Detention and Building operations, with a primary emphasis on the upgrade and integration of the various systems (door controls, intercom systems, cameras, etc.).

Each proposal/bid (hereafter "proposal") shall specify each and every item as set forth in this RFP Packet. Any and all exceptions must be clearly stated in the proposal. Sections within this RFP Packet are categorized as follows:

- (1) General RFP Information;
- (2) Proposal Preparation and Submission;
- (3) Vendor Information;
- (4) Requirements and Project Scope;
- (5) Price and Payment Proposal Instructions; and
- (6) Vendor Checklist

Failure to set forth any item in the RFP Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all proposals and to waive any informality.

If your firm or agency is interested and qualified, please submit one original and three (3) copies of your proposal in a sealed envelope clearly marked with the project title "Grant County Youth Services Detention Electronic Controls Replacement" by 4:30 p.m. on Wednesday, October 30, 2013 to:

**June Strickler, Administrative Services Coordinator**  
**Grant County Commissioners' Office**  
**PO Box 37 / 35 C Street NW**  
**Ephrata, WA 98823**

Late proposals and/or proposals submitted via e-mail or facsimile will not be accepted.

Richard Stevens  
District 1

Carolann Swartz  
District 2

Cindy Carter  
District 3

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Proposals will be opened at 4:35 p.m. on Wednesday, October 30, 2013 at the Grant County Commissioners' Office, located on the 2<sup>nd</sup> floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned.

Should you have any questions about the proposal process, please contact me. I may be reached directly at ext. 637. Thank you in advance for your courtesies.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS**

*June Strickler*

June Strickler  
Administrative Services Coordinator

cc: Board of County Commissioners  
Warren Swanson, G.C. Youth Services Administrator  
Garth Kofoed, Detention Manager

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1. GENERAL RFP INFORMATION

1.1 RFP Notices and Posting Location

To locate RFP notices, postings, etc. on the County's website for this proposal, access the County's website at [www.grantcountyweb.com](http://www.grantcountyweb.com), and scroll to the bottom portion of the left sidebar entitled "Grant County Quick Links". Select the link entitled "Request for Proposal"; this will bring you to a listing of current/recent Grant County RFPs listed by project title. Click on the .pdf you are interested in under the *Grant County, Washington Youth Services Detention Electronic Controls Replacement*.

1.1a Note: It is the responsibility of RFP respondents/vendors to access the County's RFP website for any and all updates, addendums, corrections, or any other changes and/or other communications regarding this RFP/RFP Packet prior to the RFP deadline.

1.2 Objective of this RFP

The purpose of this Request for Proposals (RFP) is to replace and/or upgrade and develop in part, Grant County's ("County") replacement and expansion of Electronic Controls for Detention and Building operations for Youth Services. Grant County Youth Services Detention Facility houses juveniles in a maximum security confinement setting. The County detention controls are essential in this function. The County detention controls are currently separated by the different systems and integration of these systems would improve functions and control. The County is therefore seeking proposals for the replacement and expansion of Electronic Controls for Detention and Building operations, with a primary emphasis on the addition, upgrade, and integration of the various systems (door controls, intercom systems, cameras, etc.), including some specified modifications included within this RFP. Vendors are encouraged to team up with other companies if that combined proposal will produce the best solution.

Much of the current control electronics are tremendously obsolete, met their useful life, and in violation of electrical codes as they are hard-wired, relay based with a mix of both high and low-voltage and do not fully function as originally designed. The uninterruptible power supply is comprised of an automotive style battery and charging system. Intercoms are hard-wired master-to-slave designs, with sub-masters at the staff stations and there are two different systems. The CCTV system uses a combination of dedicated monitors and sequential switchers and also has a DVR backup. The system needs integration between door functions, intercom, and CCTV.

1.3 RFP Organization

The RFP is composed of six (6) sections, organized as follows:

- Section 1 – GENERAL RFP INFORMATION
  - 1.1 RFP Notices, Posting Location
  - 1.2 Objective of this RFP

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- 1.3 RFP Organization
- 1.4 Grant County
- 1.5 Interfaces
- 1.6 RFP Official Contact(s)
- 1.7 Procurement Schedule
- 1.8 Questions Regarding the RFP

**Section 2 – PROPOSAL PREPARATION AND SUBMISSION**

- 2.1 General Information
- 2.2 Proposal Submittal, Format, Misc.
- 2.3 Demonstration Software
- 2.4 Proposal Evaluation
- 2.5 Site Visits
- 2.6 Best and Final Offer
- 2.7 Proposal Preparation Instructions

**Section 3 – VENDOR INFORMATION**

- 3.1 Signature and Representations
- 3.2 Company Information and Financial Requirements Matrix
- 3.3 Exceptions
- 3.4 Proposal Narrative Summary
- 3.5 Operating System, Hardware and Network Summary
- 3.6 Project Management
- 3.7 Maintenance and Support

**Section 4 – REQUIREMENTS AND PROJECT SCOPE**

**Section 5 – PRICE AND PAYMENT PROPOSAL INSTRUCTIONS**

**Section 6 – PROPOSAL CHECKLIST**

**1.4 Grant County**

Grant County, Washington, is a rural county located in North Central Washington and is home to more than 91,000 citizens. The County seat is Ephrata, Washington, located approximately 25 miles northwest of Moses Lake, Washington. The County has approximately 721 active employees with three elected Commissioners and other Elected Officials responsible for the daily operations of general County government.

Further information regarding the County is available at its website:

[www.grantcountyweb.com](http://www.grantcountyweb.com)

**1.5 RFP Official Contact(s)**

Upon release of this RFP, all vendor communications must be directed to the RFP Official Contacts listed below. Unauthorized contact regarding this RFP with other County employees may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County.

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Vendors may only rely upon written statements issued by the [appropriate](#) RFP Official Contact:

For RFP Submittal Process:

	June Strickler
Title:	Administrative Services Coordinator
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 ext. 637
Fax:	(509) 754-6098
E-mail:	<a href="mailto:jstrickler@co.grant.wa.us">jstrickler@co.grant.wa.us</a>

For Electronic Control System:

	Garth Kofoed
Title:	Detention Manager
Address:	303 Abel Road Ephrata, WA 98823
Telephone:	(509) 754-5690 x 4429
Fax:	(509) 754-5797
E-mail:	<a href="mailto:gkofoed@co.grant.wa.us">gkofoed@co.grant.wa.us</a>

**1.8 Procurement Schedule**

The procurement schedule for this project follows:

Note: The County reserves the right to adjust this schedule as necessary.

<b><u>Milestone</u></b>	<b><u>Date</u></b>
RFP Advertised	Oct. 14, 2013
Vendor Questions Due	Oct. 30, 2013
Responses to Questions completed/posted	RFP posting to Oct. 30, 2013
Proposal Responses Due	Oct. 30, 2013
Finalists Announced	On or before Nov. 21, 2013
Finalist Site Visits and Demonstrations	Mid-Late Nov., 2013
Apparent Successful Vendor Announced	On or before Dec. 3, 2013
Contract Negotiations with Successful Vendor	Late Nov. to early Dec. 2013
Contract Signed	On or before Dec. 11, 2013
Vendor Begins Work	On or before Dec. 17, 2013
Substantial Completion Date	On or before April 4, 2013

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1.9 Questions Regarding the RFP

Vendors who request a clarification of the RFP requirements may submit written questions to the appropriate RFP Official Contact by mail, fax or e-mail. The deadline for receipt of technical questions is October 25, 2013, at 5:00 p.m. (PST). Questions received and answers to those questions will be posted on the County's website (see Section 1.1 above) on or before October 30, 2013.

2. PROPOSAL PREPARATION AND SUBMISSION

2.1 General Information

2.1a All respondents should read the entire RFP carefully. Failure to comply with instructions may result in a proposal being disqualified from consideration by the County.

2.1b It is the vendor's responsibility to review the County's website to obtain amendments, updates, question answers, etc. on this project. The specific website location for this project is detailed in section 1.1 above.

2.2 Proposal Submittal, Format, Misc.

2.2a All proposals, consisting of one original and three (3) copies, must be received by mail, recognized carrier, or hand delivery no later than 4:30 p.m. on Wednesday, October 30, 2013. Late proposals and/or proposals submitted *via* e-mail or facsimile will not be considered.

2.2b All proposals must be received by the County in a sealed envelope clearly marked with the project title "Grant County Electronic Permitting and Tracking Program" and be directed to:

**June Strickler, Administrative Services Coordinator**  
**Grant County Commissioners' Office**  
**PO Box 37 / 35 C Street NW**  
**Ephrata, WA 98823**

2.2c Costs of preparation and presentation of the proposal will be borne by the proposer, as will any demonstrations that occur in response to this RFP.

2.2d Proposals must be typed/computer generated and clearly legible; any proposal that contains illegible information and/or dollar amounts subject to interpretation will render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare proposal prices.

2.2e A cover letter is required, as set forth in Section 3.1a below.

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2.2f With the exception of the cover letter, it is preferred that the proposal photocopies be submitted double-sided (printed on two sides).

2.2g Proposals should contain straightforward and concise descriptions of the vendor's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

NOTE: There are five sections to the proposal. Each section is described as indicated:

- Vendor Information (addressed in Section 3)
- Proposal Narrative Summary (addressed in Section 3)
- Detention Controls Requirements Matrix (addressed below in Section 2.4a1)
- Financial Requirements Matrix (addressed in Section 3)
- Price and Payment Proposal Instructions (addressed in Section 5)

2.2h Proposals must include itemized breakdowns of all costs and include all fees and taxes.

2.2i Proposals must show numerical dollar amounts with decimal and commas (as appropriate). Any required pricing breakdown that indicates "No Bid" or similar wording or is left blank will render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare proposal prices.

2.2j Mathematical calculations/totals on all proposals will be checked by Grant County, and the County has the authority to correct any mathematical errors it identifies. For this reason, proposals that appear to be higher or lower than others immediately upon bid opening may not be accurate. Grant County will not post the proposal results until after the mathematical verification and totals check has been completed on each proposal. Should any mathematical errors in submittals be identified, the County will notify the affected responders and the proposal posting will reflect any necessary changes to the proposal total(s);

2.2k In the event of a low proposal tie between proposers with equal matching qualifications/proposals after verification of mathematical calculations/totals, a random method – such as a coin toss – to determine the low proposal will be utilized.

2.2l Selection of qualified proposers will be made by a County Selection Committee for awarding a contract/agreement to be signed by the proposer and the Board of County Commissioners as set forth in Section 2.4a.5 below.

2.2m This request does not constitute an offer of employment or to contract for services.

2.2n The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

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2.2o The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

2.2p All proposals shall remain firm for one hundred eighty (180) days following the closing date for receipt of proposals.

2.3 Demonstration Software

At its discretion, a vendor may include demonstration software with its proposal. The software is for informational purposes only and is not scored as part of the evaluation. The County is not obligated to return any sample or demonstration software submitted with a proposal.

2.4 Proposal Evaluation

2.4a Evaluation Procedures

The County will evaluate proposals according to the following procedures:

1. The County Selection Committee will perform an initial screening of each proposal using the following mandatory requirements:

<b>Detention Controls Requirements Matrix</b>	
<b>Minimum General Requirements</b>	
The proposed replacement/expansion must integrate detention controls throughout the detention facility.	
Replace existing central control panel	
Replace wiring and control electronics	
Add a new matrix switcher	
Add uninterruptible power supplies	
Build future expansion ready	
Add access control card/entry device of doors	
Training – as-built drawings, operator manuals, written instructions, on-site training	
The vendor must provide ongoing product support for the detention controls after installation	
At a minimum, the vendor must have support available Monday through Friday, 8:00 a.m. to 5:00 p.m. (PST). (Support 7 days per week, 24 hours per day is preferable)	
The replacement/expansion must meet all industry standards.	

The Selection Committee will identify those proposals meeting the initial evaluation criteria and subject them to further evaluation. Proposals not meeting the initial screening factors will be disqualified.



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2. The Selection Committee will then evaluate the remaining proposals using the following criteria:

<b>Procurement Specific Evaluation Criteria/Weight/Vendor</b>	
Qualifications, Project approach, and Customer Preferences	20%
Technical Fit	25%
Functional Fit	25%
Support and Maintenance	15%
Cost	15%

**NOTE:** The County reserves the right to select, in its absolute and sole discretion, the vendor or vendors believed to best meet the County's overall needs.

3. The County will consider the results of the evaluation in Step 2.4a.2 and select the finalists.
4. The County will invite the finalists to a site visit with the opportunity to present demonstrations of their products, if they desire to do so. The Selection Committee reserves the right to send representatives to visit a vendors' installation site and/or customer reference site. The Committee will conduct additional background and reference checks on finalists.
5. After completing demonstrations and site visits, the County will likely select an apparently successful vendor or vendors. If initial demonstrations and site visits do not prove conclusive, the County reserves the right to conduct additional demonstrations or site visits. The County may also request "Best and Final Proposals" from finalists, if necessary. The County reserves the right to reject all proposals.

The Selection Committee will recommend a vendor according to the selection criteria outlined in the RFP. Any award will be made by the Grant County Board of County Commissioners.

**2.5 Site Visits**

Grant County will invite finalists to a site visit and provide an opportunity for demonstrations, if applicable. The County may also send representatives to visit a finalists' installation site.

The County reserves the right to visit and/or contact both reference and non-reference customers without the vendor's presence or involvement, which may include communication with vendors' clients that experienced unfavorable installations or implementations which did not meet clients' needs or expectations.

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**2.6 Best and Final Offer**

Due to the complexity of this RFP and the number of alternatives the County could consider, the County may request “best and final” proposals from finalists. This will provide the vendors an opportunity to refine their proposals after working with the County, and allow the County to solicit solutions, or combinations of solutions, that will best meet its needs. It also allows the County to gather additional information about the vendors. The County intends to engage in competitive negotiation as allowed under Washington law for technology acquisition.

**2.7 Proposal Preparation Instructions**

Proposals must conform to all the requirements of this RFP.

**3. VENDOR INFORMATION**

The proposal submitted shall contain the following information and conform to the following requirements:

**3.1 Signature and Representations**

All proposals must be signed by an official of the vendor authorized to bind the vendor and all joint proposal vendors to the proposal and pricing

3.1a The cover letter must contain the following statements, without alteration:

1. The product described in this proposal meets all pre-screening initial requirements outlined in Section 2 of the RFP.
2. The RFP and this proposal, including pricing, shall be valid and binding for One Hundred Eighty (180) days following the proposal due date and will become part of any contract with the County, unless revisions, additions and deletions are expressly negotiated.
3. It is acknowledged that this proposal is subject to public disclosure under the Public Records Act and may be released in total as public information in accordance with Washington law. Any and all information believed to be proprietary and exempt from public disclosure has been plainly and clearly marked or otherwise identified.

**3.2 Company Information and Financial Requirements Matrix**

Provide the vendor's company name, address, telephone number, Federal employer tax number and Washington State business registration number. Provide the name, title, address and telephone number of the contact person authorized to represent the vendor and to whom correspondence should be directed. In the case of multiple vendors submitting a joint proposal, provide this information for each vendor. A lead vendor must be identified for a joint proposal and the primary contact person identified.

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<b>Provide the following information for each vendor/respondent:</b>	
Name of parent company, if any.	
Length of time in business.	
Total number of installed clients using proposed product.	
Total number of clients in production with same product proposed or installation pending.	
Number of public sector clients.	
Number of full time personnel at your company in: <ul style="list-style-type: none"> <li>• Customer support</li> <li>• Installation and training</li> <li>• Sales, marketing, and/or administrative support</li> </ul>	

3.2a What is the location of the office that would service the proposed product for Grant County?

3.2b Summarize the vendor's qualifications and why the vendor is uniquely qualified to provide the solutions sought by Grant County. Provide this information for each vendor submitting a joint proposal.

3.2c Is stock in your company or your parent company publicly traded on any stock exchange? If yes, provide copies of your most recent financial statements. Have you or any vendor that is part of a/your joint proposal had a contract terminated for default, nonperformance, convenience or any other reason during the past five years?

3.2d If your answer to Section 3.2c is affirmative, describe all terminations. Termination for default includes any notice to stop performance due to the non-performance or poor performance, whether the issue was litigated or not litigated, and whether or not the issue was resolved favorably to your company or partner vendor. Include the customer's name, address, and telephone number. Present the vendor's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that successful completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. In the case of multiple vendors submitting a proposal together, the County, at its discretion, may evaluate the vendors individually or as a whole.

3.2e A vendor response that indicates the requested information will only be provided if and when the vendor is selected as the apparently successful vendor is not acceptable. Restricting the vendor response to include only legal action resulting from terminations for default is not acceptable.

**3.3 Exceptions**

Indicate any and all exceptions that you take to any terms and conditions of the RFP. Proposals which take exception to the terms, conditions or specifications of the RFP or offer substitutions shall expressly state the exceptions and reasons

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therefore, and provide language substitutes. Failure to take exceptions shall constitute the vendor's acceptance of the terms, conditions and specifications of the RFP.

**3.4 Proposal Narrative Summary**

Provide a narrative summary of the proposal. Include the name, title and qualifications of all vendor's principal officers and employees who will be installing, customizing, and coordinating the County's detention controls upgrade, as well as conducting training and initial support services.

**3.5 Operating System, Hardware and Network Summary**

Describe in detail all operating system, hardware and network requirements to successfully implement the proposal.

**3.6 Project Management**

The County expects a successful vendor to present a comprehensive and realistic plan for successful implementation and training.

3.6a Describe in detail the planned phases of the project, including benchmarks and a timeline.

3.6b What project management plans (project schedule plan, training plan, system test plan, risk management plan, corrective action plan, project quality, change management) do you propose to implement? Describe the plans and timelines.

3.6c How will you proactively manage the working relationship with the County with respect to communication regarding project issues, recommending solutions, and assisting in solution implementation?

3.6d Describe all County resources required for each phase of implementation, including your expectations and resource requirements for County personnel by subject matter area.

3.6e Describe the anticipated impact that the transition/implementation will have on "normal" County business operations. Identify the anticipated disruption that transition/implementation tasks will have on the County's normal work environment and how your organization will minimize and manage any disruption.

3.6f In the table below, list the County's staff and corresponding amounts of time (in percentages of full time equivalents) you require to successfully implement your proposal.

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Task	County Staff Resource	% FTE

3.6g Describe all training included in your proposal, including the following for each training course:

1. Needs for on-site training at the County;
2. Approach and recommended course content;
3. Schedule and frequency;
4. Tutorials provided (e.g., text, multimedia, intranet, internet, computer based training modules, hands-on training, classroom instruction); and
5. Media used to provide each training course (e.g., text, multimedia, intranet, internet).

3.6h Describe your definition of successful installation and implementation of your proposed product and how your success can be quantitatively demonstrated.

3.7 Maintenance and Support

3.7a Are subcontractors used for maintenance and/or support implementation? Describe your relationship with any proposed subcontractor(s) and identify one past experience with each of the proposed subcontractors, including scope and outcome.

3.7b Please complete the following table:

Question	Answer
Is help desk support available?	
When is support available (indicate the specific time, in PST, and which days of the week)?	
Will the County be charged for support? If so, describe how any charges for support are structured (e.g., flat-fee or per incident)	
Do you provide on-site support?	

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3.7c Please describe your problem escalation process, including:

1. Initial problem identification;
2. Triage for priority and severity of problem;
3. Steps for resolving problem escalation when a solution is not forthcoming or if implemented solution is unsatisfactory; and
4. Average response time during regular business hours and average response time during non-regular/weekend/holiday hours.

3.7d Describe any upgrades to the product over the last two years, and describe any planned upgrades anticipated within the next two years.

3.7e Provide all warranty and exclusion of warranty language for the proposed product and, for joint proposals, the language to be used by each vendor.

3.7f Describe in detail all maintenance and support services *included* within the proposed price.

3.7g Describe in detail all maintenance and support services *excluded* from the proposed price.

#### 4. REQUIREMENTS AND PROJECT SCOPE

4.1 Replace existing Central Control Panel – Install new ergonomically designed touchscreen array that builds in the same functions. One touch of the screen will bring up camera views of a selected door, open a communication path, allow control functions of the door, and enable detention staff to perform these functions without extended movements. System will allow audio monitoring with instantaneous intercommunication and program distribution. System will have built in redundancy/fail-safes. The front lobby control room will also be outfitted with a Touchscreen control station and CCTV monitors to provide for a secondary means of facility control.

4.2 Replace Wiring and Control Electronics – Replace the line voltage (Class 1) and low voltage (Class 2) wiring, keeping them separate and properly sized accordance with and pursuant to all applicable codes. This new control equipment requires new control electronics to integrate all the systems into one operation.

4.3 Add a New Matrix Switcher – Install a new matrix switcher that will ensure integration of the systems. Whenever a door is selected, the associated cameras on both sides of the controlled door (if available) will be displayed.

4.4 Add Uninterruptible Power Supplies – The new control equipment will have uninterruptible power supplies to maintain the system operation during power

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bumps and interruptions and/or until such time that the emergency/back-up generator provides the electrical power.

4.5 Build Future Expansion ready – System design and control equipment will allow and prepare for expansion of the system (future cameras, intercom, and door control).

4.6 Add Card/Entry Device Access Control of Doors – Install access control system and card/entry device readers to 15 existing doors. This will also include conduit, cabling, magnetic locks (where needed), pedestal (housing), and any additional materials and labor necessary to meet the requirement(s). This system will also be integrated into the Touchscreen Control System and allow for Administrative capabilities to add/delete users and issue new cards/entry device.

4.7 Training – As-built drawings, operator manuals, written instructions, and on-site training will be provided.

In the event the County selects a proposal through this RFP, the County will negotiate and enter into an agreement with the selected respondent for all or any combination of the above-referenced requirements/project scope.

**5. PRICE AND PAYMENT PROPOSAL INSTRUCTIONS**

**5.1 Fees and Insurance**

5.1a Propose all fixed fees and/or hourly rates of pay, as appropriate, for implementation of services as described within the RFP.

5.1b Public agencies in the State of Washington are required, with limited exceptions, to obtain both a Payment Bond and a Performance Bond for each public works project. The Payment Bond and Performance Bond requirements are set forth in RCW 39.08.010 and RCW 39.08.030.

5.1c Within five (5) business days after final signatures are obtained on the contract, the individual/agency shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

**5.2 Indemnification**

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in

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connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- 5.2a Violation of statute, ordinance, or regulation;
- 5.2b Willful, intentional or other wrongful acts, or failures to act;
- 5.2c Negligence or recklessness;
- 5.2d Furnishing of defective or dangerous products;
- 5.2e Premises liability;
- 5.2f Strict Liability;
- 5.2g Violation of civil rights; and/or
- 5.2h Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the Professional Services Agreement are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the Professional Services Agreement and the remaining language shall be given full force and effect.

**5.3 Price Proposal**

The Price Proposal must provide a comprehensive and complete description of all prices to fully and successfully implement the detention controls replacement/upgrade described in the RFP.

- 5.3a Information describing the scope and size of product licenses must be provided.



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- 5.3b The Price Proposal must separately state the additional prices, if any, for additional interfaces and/or software.
- 5.3c For joint proposals, identify the vendor supplying the application, module, implementation, training, maintenance, support and other services.
- 5.3d All prices must be Freight on Board (FOB) for Ephrata, Washington, in U.S. dollars and list WSST sales tax. The rate at Ephrata, Washington is 7.9%.
- 5.3e The Payment Proposal must include a payment schedule tied to objective phases of the vendor's implementation plan.

## 6. PROPOSAL CHECKLIST

A complete proposal will include:

- \_\_\_\_\_ Checks of the County website for any and all amendments to the RFP Packet and/or other notices
- \_\_\_\_\_ A cover letter containing required information
- \_\_\_\_\_ One original and three copies in a sealed envelope, properly labeled
- \_\_\_\_\_ Completed signature and representations
- \_\_\_\_\_ Exceptions list, if any
- \_\_\_\_\_ All requested vendor/company information
- \_\_\_\_\_ Proposal narrative
- \_\_\_\_\_ Operating system, hardware, and network summary
- \_\_\_\_\_ Detention controls requirements check information
- \_\_\_\_\_ Project management information
- \_\_\_\_\_ Training information
- \_\_\_\_\_ Maintenance and support information
- \_\_\_\_\_ Price and payment proposal