

**REQUEST FOR PROPOSALS**  
**JAIL CCTV SYSTEM UPGRADE**  
Project #FSS0403-01

**Addendum #1**  
**Issued April 16, 2004**

Scott County Facility & Support Services has issued the following addendum for project #FSS0403-01. All prospective vendors are instructed to integrate the changes herein into the original RFP for this project. Any questions may be directed to Dave Donovan, 563-326-8228 or Bob Holliday, 563-326-8793. Copies of the original specification are available by contacting Dave/Bob or on the internet at [www.scottcountyiowa.com/purchasing](http://www.scottcountyiowa.com/purchasing) .

Change the following provisions of the RFP:

1. The bid deadline is hereby changed and extended to Friday, April 23, 2004 at 2:00 p.m.
2. In the Scope of Work, Section C, change the approved DVR product to Pelco Model DX7116-480.
3. In the Scope of Work, Section F, Alternate bid #2, change the DVR product to Pelco Model DX7116-360.
4. In the Scope of Work, Section G, Alternate bid #3, change the DVR product to Pelco Model DX8016-500.
5. All other provisions of the original RFP remain valid and in force.
6. Vendors must clearly indicate receipt of this addendum in their bid document.

**REQUEST FOR PROPOSALS**  
**JAIL CCTV SYSTEM UPGRADE**

**Project #FSS0403-01**

Scott County Facility & Support Services is accepting proposals for the partial replacement and upgrade of the closed circuit television system at the main Scott County Jail facility. Proposals shall be based on a written specification. Copies of this specification are available by contacting Scott County Facility & Support Services at (563) 326-8738 or on the internet at [www.scottcountyiowa.com/purchasing](http://www.scottcountyiowa.com/purchasing) .

Deadline for submission of proposals will be April 16, 2004 at 2:00 P.M. Proposals will be received at the Scott County Purchasing Division, 428 Western Avenue, Davenport, Ia., 52801 up to the submission deadline. Proposals received after the deadline will be returned without consideration. Proposals may be faxed to 563-326-8246. Prospective vendors may call 563-326-8793 to verify receipt of mailed or faxed proposals.

Opportunity for prospective vendors to inspect the installation site and facility is provided on April 5, 2004 at 9:30 a.m. and on April 9, 2004 at 2:00 p.m. The project manager will lead a tour of the facility, located at 416 West 4<sup>th</sup> Street on the above dates and times. Vendors wishing to inspect the facility should meet at the Jail Public entrance located on the west side of the building, north of the Courthouse.

Award of bid for this project is anticipated on April 20, 2004. The deadline for completion of the project work is June 30, 2004. Completion of work is defined as final acceptance by the owner and full compliance with the project specification.

Questions concerning this solicitation or the project can be directed to Dave Donovan, Scott County Facility and Support Services, 563-326-8228 or [ddonovan@scottcountyiowa.com](mailto:ddonovan@scottcountyiowa.com) .

## **Mail Jail CCTV Upgrade - Specification General Information**

**Project #FSS0403-01**

### **Objective**

The objective of this procurement is to provide new head-end CCTV equipment including matrix switching and digital archival recording for the existing system. Also including as alternates are additional camera work and network access for the system. Vendors must provide a complete installation and provide all necessary equipment, parts and labor to achieve the performance and operability outlined herein.

### **Pre-bid Inspection**

Scott County will host a pre-bid inspection on April 5, 2004 at 9:30 a.m. and on April 9, 2004 at 2:00 p.m. The project manager will lead a tour of the facility, located at 416 West 4<sup>th</sup> Street on the above dates and times. Vendors wishing to inspect the facility should meet at the Jail Public entrance located on the west side of the building, north of the Courthouse.

The purpose of this conference will be to allow viewing of the project area(s) and existing hardware to be incorporated into the system. Attendance at one of these inspections is highly encouraged. Site visits outside of these times may be limited. Scott County is not responsible for scheduling conflicts.

### **Instructions to Bidders**

**Deadline for this request is April 16, 2004 at 2:00 p.m.** Submittals must be received at the office of the Scott County Purchasing Division before the aforementioned time and date. Submissions received after this time will not receive consideration.

RFP submissions must be delivered prior to the aforementioned deadline at the following location:

SCOTT COUNTY PURCHASING DIVISION  
REF: PROJ #FSS0403-01  
428 Western Avenue  
Davenport, IA 52801

Each proposal must include a full description of the proposed CCTV system upgrades. Provide equipment cut sheets, full model numbers and cost breakdown. Provide lead time information and installation timelines. Any exceptions to the specifications must be prominently noted in the proposal. Substitutions for specific equipment items specified in the specification must be approved in advance. Send proposed equipment substitutions to the project manager: Dave Donovan, 428 Western Ave., Davenport, IA 52801. Requests for consideration of an equipment substitution must be received by the project manager at least one full week prior to the bid deadline.

Each vendor must agree to comply with the insurance and indemnification requirements outlined below. Submission of a bid proposal shall constitute agreement with the requirement and intent to comply. All certificates of insurance must be executed and delivered per the requirements before work may begin. Failure to comply with the insurance requirements will be considered breach of contract and will result in termination.

Note any exceptions to the specifications or exclusions clearly in the proposal. If exceptions are not clearly indicated in the submission, the selection team will assume full compliance with all aspects of the bid requirements and scope of work.

Each prospective firm must submit two hard copies of their proposal before the above deadline. In addition, word documents or PDF documents may be submitted via e-mail to [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com). Voice verification of receipt for either mailed, e-mailed or parceled submissions may be made at (563) 326-8793.

Spreadsheets of vendor comparisons will be available upon request by notifying the Scott County Purchasing Division, 428 Western Avenue, Davenport IA. 52801, (563) 326-8793. Said results will be available no sooner than 5 weeks after submission deadline.

## **Mail Jail CCTV Upgrade - Scope of Work**

**Project #FSS0403-01**

**A) Existing CCTV System** - An existing CCTV system is currently installed and must be maintained throughout the project. This system is critical to the security of the facility. Therefore cut-overs to new equipment must be planned and scheduled in advance. All existing cameras, housings, wiring and power supplies shall remain and shall be incorporated into the new system head end equipment. Rework as necessary to adapt to new system.

**B) Matrix Switcher(s)** - Vendor shall provide new matrix switchers to accommodate existing cameras. Provide two (2) matrix switchers formatted for 96 camera inputs by 16 monitor outputs (96 X16). Approved product is: Pelco Model CM6800E-48x8. Provide three (3) Matrix control keyboards (one master, two remote) including all necessary cabling and interfaces.

**C) Digital Video Recording** – Vendor shall provide four (4) new digital video recorders (DVR) to store and allow retrieval of camera images. Provide adequate storage capability to accommodate a minimum of 30 days storage at the following capture rate: standard image size (5.16 KB) resolution X 2 images per second X 12 hours per day (average amount of record time per camera) X 14 cameras per DVR. Approved product is Pelco Model DX 7016-420. Provide keyboard, mouse and rack mount for each unit.

**D) System Accessories** – Vendor shall provide new racking to hold all new head-end equipment. Also provide all cabling, interfaces, matrix kits, connectors, jumper cables, cable housings/conduits, cable management and other parts to provide a complete and functional system installed in a organized and professional manner.

**E. Alternate Bid #1** – Vendor shall provide separate bid pricing for the following work. Provide and install seven (7) additional cameras in the security elevator and transport tunnel that links the Jail to the Courthouse. Attached is a sketch showing approximate camera locations. Approved product is Pelco High Res Color Camera w/ EDR Glare resistance Model CC3701H-2. Provide varifocal auto iris lenses to fit said camera and appropriate drop ceiling mounts for each. Cable said cameras back to and install into Courthouse CCTV head-end equipment. Scott County will provide 120VAC power within 25 feet of each camera location. Vendor shall provide low voltage cabling and power supplies as required. All other general specification provisions shall apply to this alternate work as well.

**F) Alternate Bid #2** – Provide cost difference to provide four (4) Pelco Model DX 7016-480 instead of the product specified in C above. All other general specification provisions shall apply to this alternate work as well.

**G) Alternate Bid #3** – Provide cost difference to provide four (4) Pelco Model DX 7016-360 instead of the product specified in C above. All other general specification provisions shall apply to this alternate work as well.

**H) Installation, Coordination and Labor** – Vendor shall provide all labor and support necessary for a complete professional installation. Vendor is required to carry insurance

coverages as outlined below and provide proof of said coverage for the duration of the project.

Vendor shall schedule all work with the on-site shift commander at the jail and coordinate efforts to keep disruption to a minimum. Security in the facility is of the essence. All vendor staff shall adhere to strict tool and part retention and accountability. Vendor shall ensure that all items are closely held and accounted for at all times. All parts and tools will be removed from secure areas at the conclusion of each work period. Vendor staff may be required to register, wear appropriate identification while on site and may be required to submit to a security background check.

The worksite will be made available to the vendor during the project period from 7:00 am to 4:00 pm, Monday through Friday. Access outside those times may be arranged at the convenience of the Jail Administrator.

### **Insurance Requirements**

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

#### General Liability:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Injury - Aggregate	\$1,000,000
Personal Damage - each occurrence including Broadform Liability Extension	\$1,000,000

#### Automobile Liability - Owner, Non-Owned and Hired Vehicles:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Damage - each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees as it pertains to the project and while in the buildings and on the grounds of Scott County.

- B. Certificate of Insurance: The CONTRACTOR shall deliver to the Scott County Facility and Support Services Department, certificates of insurance covering all

above insurance in duplicate before work commences. Such certificates shall provide ten days prior notice by registered mail of any material change in, or cancellation of this insurance.

- C. Contractual Liability Insurance: The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. Products and Completed Operations Liability Insurance: the CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. Workmen's Compensation and Employer's Liability:
  - (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
  - (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

#### INDEMNIFICATION

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.
- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.