

REQUEST FOR PROPOSAL

Scott County Requisition No. 19564

Bidders need to complete and submit this form.

Submission Date: Wednesday, May 4, 2022

No Later Than: 3:00 PM

Qty	Description
	Scott County Emergency Management Agency is requesting proposals for upgrading and/or enhancing the technology within the Emergency Operation Center for Scott County. The purpose of this project is to increase the ability to provide situational awareness, enhance and improve information sharing during an EOC activation, better integrate in-person EOC operations with virtual EOC operations, and to improve the classroom experience during training. These technology upgrades/enhancements should provide the ability to be more agile during an emergency/disaster. Project #20220405 Details will be found on Public Purchase.
	SITE VISIT- PROSPECTIVE VENDORS ARE ENCOURAGED TO INSPECT THE PROJECT SITE AT A PRE-BID WALK THROUGH HELD 4/11/22 AT 12:00. DETAILS AT WWW.PUBLICPURCHASE.COM
	SUBMIT RESPONSES TO WWW.PUBLICPURCHASE.COM
	All vendors must register at www.publicpurchase.com
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.gov

Quote Submitted by:

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Name/Title

Company

Date

Phone

Email

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2) The volatility affects the marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 4/5/2022
TIME: 1:00 PM

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

TECHNOLOGY UPGRADE FOR THE EMERGENCY OPERATIONS CENTER

PROJECT # 20220405

REQUEST FOR PROPOSALS #19564

INTRODUCTION

Scott County Emergency Management Agency is requesting proposals for upgrading and/or enhancing the technology within our Emergency Operation Center for Scott County. The purpose of this project is to increase our ability to provide situational awareness, enhance and improve information sharing during an EOC activation, better integrate in-person EOC operations with virtual EOC operations, and to improve the classroom experience during training. These technology upgrades/enhancements should provide the ability to be more agile during an emergency/disaster.

Part of the enhancements with this project will be funded by Federal Funding from the Department of Homeland Security (EMPG-ARPA) grant dollars awarded to the Scott County Emergency Management Agency. It is our intent to contract with a qualified, experienced contractor/vendor/installer to evaluate ideas & solutions that would meet our objectives, develop a proposal, and if awarded, execute that agreed upon proposal.

It is the policy of Scott County Emergency Management Agency to file all appropriate documentation in relation to any grants or other funding received. Applicable Federal Labor Standards shall be complied with for all Federal Grants received. All procurement related to federal programs will be done in accordance with 2 CFR; Part 200 including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (200.321)

Vendors, Companies, Contractors and Installers interested in providing the above captioned services to the Scott County Emergency Management Agency should respond to this request before the outlined deadline and respond to all submittal instructions and the scope of work. Going forward, all Vendors, Companies, Contractors or Installers will be known as Vendors within this document.

BACKGROUND INFORMATION

The current system has been in operation since the time that our building was built in 2011. The current system consists of a Crestron controller with wall mounted user interfaces, multiple fixed input (audio and video) locations, multiple fixed output (audio and video, displays and projector) locations and a video teleconferencing component. We have also added a wireless USB device (Barco Clickshare™) to one of the fixed input locations. Since the existing system was designed and installed, operational needs have changed, and the type of technology available has changed and improved. Additionally, over the last several years, the Scott County Emergency Operation Center has been activated & operationalized more than ever before. Because of the experience through our communities' real-world events, technology improvements were identified that would enhance our ability to serve our community before, during, and after a disaster.

SCOPE OF SERVICES

Project is expected to be turnkey, with one contract awarded for all services. The scope of this project includes all tasks, labor, materials, equipment, cabling and activities to complete the design, proposal, and implement/installation of the proposed technology solution. The selected vendor shall deliver a complete solution, including all integration, software, hardware and licensing necessary.

1. Scalable System Options
 - a. Easily configurable system that allows scalability of inputs and outputs at a later date. Explain what is necessary to add to the system in the future.
2. Video Teleconferencing Integration
 - a. A system that allows for a variety of possible integration options with other virtual Emergency Operations Centers. Such as, but not limited to:
 - i. WebEx
 - ii. Microsoft Teams
 - iii. Zoom
 - iv. Google Meet
 - v. Phone Conferencing
 - vi. Live-streaming
 - vii. Etc.
3. Roaming Control Capabilities – the ability to control the system from different locations in the room. Wireless remote, tablet or phone control.
4. Roaming Input Capabilities – ability to input to the system wirelessly, via network or dongle. (Alternate Bid)
5. Simple to Operate System
6. Local Media Interface & Connection Options – provision to provide an external feed for press briefings and other purposes.

7. No point-to-point video teleconference – system does NOT need to accommodate point-to-point video conferencing. See #2 above.
8. System Inputs (**B – Base Bid; A – Alternate Bid**)
 - a. Computer/Devices
 - i. Emergency Operations Center (B)
 - ii. Joint Information Center (B)
 - iii. Breakout Room 1 (A)
 - iv. Breakout Room 2 (A)
 - v. Breakout Room 3 (A)
 - vi. Training Room/Dispatch (four consoles) (B)
 - vii. EMA Office Area (A)
 - b. Microphone / Sound Reinforcement
 - i. Lapel (2) (B)
 - ii. Handheld (1) (B)
 - iii. Tabletop Microphones (to accommodate large square table configurations – 30' x 30') (A)
 - c. Integration Options with mobile Devices
 - i. Apple, Android, etc. (A)
 - d. Fixed Cameras
 - i. Emergency Operations Center (2) (A)
 - ii. Joint Information Center (2) (A)
 - e. On-Air, Satellite or Streaming Television solution
 - i. Propose solution to feed television to all output locations (B)
 - ii. Solution to feed other building locations (A)
9. Outputs
 - a. Sound Reinforcement System
 - i. Emergency Operations Center (B)
 - ii. Joint Information Center (B)
 - iii. Breakout Room 1 (A)
 - iv. Breakout Room 2 (A)
 - v. Breakout Room 3 (A)
 - vi. EMA Office Area. (A)
 - b. Discrete Audio Outputs
 - i. Assisted Listening Devices or personal devices (A)
 - c. Wall Displays
 - i. Front Wall (west) (B)
 1. Large Center Display, and
 2. Multiple Side Displays (2 each side – 72" minimum)
 3. Or, a video wall
 - ii. Back Wall (east) (B)
 1. Displays (2 – 72" minimum)
 2. Or, a small video matrix
 - iii. Side Walls (2-sides) (B)
 1. 3 Monitors (42") each side on articulated arms

- iv. Breakout Rooms (A)
 - 1. 1 mid-sized monitor (66") in each of the 4 rooms
- v. Joint Information Center (B)
 - 1. Front Wall (north) Multiple Displays (2 x 50")
 - 2. Back Wall (south) Multiple Displays (2 x 50")
- vi. Displays in EMA Office (A)
 - 1. 1 mid-sized monitor (60") in each of the 4 rooms
 - 2. Or, options to connect into current displays
- vii. All television monitors throughout the building (A)

10. On-Air & Satellite Television

- a. We are looking to identify other solutions to replace satellite television. A solution may include, but not limited to Over-The-Air, Roku or other streaming devices, or a combination of solutions (A)

PROJECT TIMELINE

Our preferred timeline is the following:

- 04/05/2022
 - Scott County Emergency Management Agency RFP Posted
- 05/04/2022 at 15:00
 - RFP responses are due back to Scott County Emergency Management Agency (by way of www.publicpurchase.com)
- **Official Date is to Be Determined (May 2022)**
 - RFP recommendation is on the Agenda for the Scott County Emergency Management Commission to award the selected RFP
- **Official Date is to Be Determined (May 2022)**
 - Selected Company is notified of awarded RFP
- 05/31/2022
 - Selected Company & Scott County Emergency Management Agency Staff meet to formalize their plan to execute the identified enhancements from 13:00-15:00.
- 08/31/2022
 - All upgrades/enhancements are completed.

Due to equipment availability, work being completed, and supply chain delays, timeline adjustments will be accepted & considered with all proposals. If your timeline is different from the proposed timeline, please include your projected timeline with your RFP.

SITE VISIT

Prospective vendors are highly encouraged to inspect the project site at a pre-bid walk-through, to be held on **04/11/2022 at 12:00 to 13:30 PM**. The Scott County Emergency Management Agency will host a site visit at 1100 E. 46th Street Davenport, IA 52807.

This opportunity will provide those considering submitting a proposal a chance to view the building, current infrastructure that's in place, ask questions, and to better understand our vision.

Scott County Emergency Management Agency is not responsible for scheduling conflicts. Should a vendor require additional on-site time please contact Brian Payne with the Scott County Emergency Management Agency (563) 484-3056. **Scheduling of site visits outside of the above date and time will be limited, and may not be possible. Additionally, they will NOT include the subject matter experts listed in project contact.**

VENDOR RESPONSIBILITIES

The VENDOR is responsible for the following:

- **APPROVED DEVICES AND PRODUCTS**
 - All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued equipment or materials are not acceptable

- **TESTING AND WARRANTY**
 - The VENDOR is responsible for the start-up and commissioning of the system. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, the Scott County Emergency Management Agency shall not be charged.
 - Warranties for materials and equipment will be issued in accordance with manufacturer specifications.
 - Service and Support – vendor shall provide a proposed multi-year service and support contract, including:
 - This will include emergency support in the event of a system failure during an emergency (4-hour response time).
 - This does NOT include the expectation of the vendor to have replacement equipment and/or components on hand for an unforeseen malfunction.
 - Labor only contract
 - Warranty on labor performed to complete the work/installation will be no less than 3 years from satisfactory completion by owner
 - This will include emergency support in the event of a system failure during an emergency.
 - Other Extended warranties or other available servicing options may be included by the vendor within their RFP.
 - To include emergency support in the event of a system failure during an emergency.

- **PROJECT ACCESS AND COORDINATION**
 - Owner shall provide reasonable access to the jobsite to allow the VENDOR to complete the work required. VENDOR shall coordinate activities with the owner and as necessary with other sub-contractors as needed.

- **PROJECT SCHEDULE**
 - VENDOR shall coordinate schedule with owner and shall provide adequate resources to allow all aspects of project activities.

- **PROGRESS REPORTING**
 - VENDOR shall coordinate bi-weekly progress reports to the owner, or as needed/requested by the owner.

- **CREATE or PROVIDED DOCUMENTS/MANUALS**
 - VENDOR shall provide all of the following information and/or documents:
 - Create or Provide Operational Steps to include System Startup, System Shutdown, and any other Operational Connections
 - These documents could be a simple outline of the steps that are needed to be taken for each operational use
 - All Owner and/or Service Manuals of Installed Equipment
 - Ongoing system or equipment maintenance specifications
 - As Available
 - Testing and warranty documentation
 - Drawings, design, or any other manufacture document related to the system

- **ENVIROMENTAL & HISTORIC PRESERVATION (EHP)**
 - Vendor will be responsible to ensure all EHP guidelines are followed & in concurrent with local, state, and federal regulation.

- **REMOVAL & DISPOSAL of PREVIOUS SYSTEMS COMPONENTS or EQUIPMENT**
 - The Owner has the first right of refusal to keep any equipment or component that is be removed/replaced to repurpose said equipment. If the Scott County Emergency Management Agency or Scott County Partner are not able to repurpose an item, the Vendor will be required to complete the following:
 - Any component or equipment that is removed from the current system. For security purposes, the Vendor will be responsible to ensure they destroyed appropriately to remove any risk or liability from the Scott County Emergency Management Agency.
 - Additionally, as applicable, components or equipment that are removed need to be recycled at an appropriate facility.

PROJECT CONTACT

Site Visit Contact:

Scott County Emergency Management Agency, Information Technology, Emergency Communication Center, & Facility & Support Services will have staff on-site for the site visit. These persons will offer the vendors the subject matter experts an opportunity to answer any questions that you may have. For questions regarding the site visit please contact Brian Payne with the Scott County Emergency Management Agency.

Brian Payne (563) 484-3056 brian.payne@scottcountyiowa.gov

All Other Contact (Pre or Post Site Visit):

All other questions can be directed to Scott County Purchasing
purchasing@scottcountyiowa.com

TAX EXEMPT STATUS

Scott County and Scott County EMA are tax exempt and as such this will be a tax-exempt project. Winning VENDOR shall supply necessary information to Scott County EMA, prior to the commencement of work, allowing Scott County to issue a Tax-Exempt Certificate in the VENDOR's name. The VENDOR shall utilize this certificate to purchase only items required to complete work on this project. Any other use of this Tax-Exempt Certificate shall be punishable to the fullest extent of the law.

SELECTION CRITERIA

The following attributes and requirements will be the primary criteria for selection for this RFP process:

- ◆ Ability to meet or exceed the proposed timeline;
- ◆ Fee proposal;
- ◆ Similar work history;
- ◆ Past project performance;
- ◆ References;

SUBMISSION INFORMATION

Vendors requesting consideration shall submit pertinent information based on this Request for Qualifications. Please provide the following **minimum information**:

- A. Firm name, address and contact information;
- B. Firm history;
- C. Principal officers/partners;
- D. Proposed project staff including lead professional;
- E. Partner/consulting firm information including the division of services;
- F. Information and content that clearly addresses the selection criteria outlined above;
- G. Stated understanding of the scope of the proposed project and the

- industry standard normal and customary work effort and steps necessary to meet the goals regarding the project;
- H. Acknowledgement of the tentative project timeline and clearly stated exceptions or proposed timeline changes;
 - I. Fixed, lump sum project cost for base system
 - J. Alternate feature costs individually itemized and explained.
 - K. At least three similar project references from the past 5 years for the principal firm and the consulting/partner firm if a joint proposal;
 - L. At least two references that demonstrate the ability to manage cost, function and aesthetics;
 - M. Additional information concerning your firm may be submitted. Said information may include additional references, brochures, educational information, organizational information, summaries of previous work, etc. This information will assist the research as selections are considered. It is requested that this information be kept brief and concise;

In any and all claims against the Owner or any of their agents or employees by any employee of the VENDOR, 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 VENDOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each VENDOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

SUBMISSION INSTRUCTIONS

RFP submissions must be via Public Purchasing at www.publicpurchase.com.

Registration is required, however Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if you opt for any type of subscription other than the "free" selection. Questions regarding Public Purchase should be directed to them through their chat feature.

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Submittal and verification should be made well in advance of the deadline to avoid late delivery.

Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, strikes, weather delays, etc.

Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and will not be considered.

RFQ DEADLINE

The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.

RFP Released	April 5th, 2022
Questions Due:	12:00 PM, April 29th, 2022
Amendment Posted	
Proposals Due:	03:00 PM, May 4th, 2022
Notice of Award:	Official Date is to Be Determined (May 2022)

RESERVED RIGHTS

Scott County Emergency Management Agency reserves the right at any time and for any reason to cancel this RFP, to reject any and/or all submittals, to disqualify any submission deemed to be unresponsive or that fails to meet the requirements of this solicitation. Scott County may seek clarification with regards to a submittal at any time; failure of a prompt response may also be cause for rejection. Scott County Emergency Management Agency may require submission of best and final offers.

The decisions and interpretations of Scott County Emergency Management Agency and the Scott County Emergency Management Commission are final and are not subject to appeal.

Questions about the submittal specifications should be directed to the Public Purchasing Website, which allows all submitting entities the ability to see all questions and answers.

DISPUTE RESOLUTION / LEGAL HOME

Although it is the policy and practice of Scott County Emergency Management Agency to maintain positive relationships with all vendors doing business with the County, sometimes disputes do arise. Scott County Emergency Management Agency intends to do everything possible to satisfactorily resolve disputes before they escalate or harm the contractual relationship.

ATTACHMENT A - INSURANCE REQUIREMENTS

Before any work can be done for Scott County, you are required to comply with Scott County Policy as follows.

SCOTT COUNTY INSURANCE REQUIREMENTS:

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

- A. Bodily Injury and Property Damage Insurance: The VENDOR 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 VENDOR's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. Certificates of Insurance: The VENDOR shall deliver to **Emergency Management, 1100 E. 46th St. Davenport, IA 52807.**, certificates of insurance covering all above insurance in duplicate **before starting project**. Such certificates shall provide ten days prior notice by registered mail of any material change in or cancellation of this insurance. Alternately: Certificates of Insurance may be emailed to purchasing@scottcountyiowa.gov.
- C. Contractual Liability Insurance: The VENDOR shall take out and maintain during this contract, liability insurance.

- D. Products and completed Operations Liability Insurance: The VENDOR 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 VENDOR 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).

ATTACHMENT B - INDEMNIFICATION

To the fullest extent permitted by law, the VENDOR 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 VENDOR 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.