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**REQUEST FOR PROPOSAL
FOR
THE CITY OF STAUNTON, VIRGINIA**

January 24, 2018

GENERAL INFORMATION

Proposal

The City of Staunton is seeking proposals from qualified firms to install additional doors to an existing Isonas Pure Access Cloud control system for the City as outlined herein.

All proposals must be delivered to:

Cameron S. McCormick, Assistant Director of Finance
City of Staunton
116 W. Beverley Street, P.O. Box 58
Staunton, VA 24402-0058
540.332.3948 – Fax 540.851.4011
mccormickcs@ci.staunton.va.us

ALL PROPOSALS MUST BE SUBMITTED BY 4:00 P.M. February 28, 2018

The City of Staunton is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offerer to ensure that its proposal reaches the Supervisor of Purchasing by the designated date and hour. All offerors shall abide by all applicable State and Federal laws. The City does not discriminate against small and minority businesses or faith-based organizations.

Inquiries Concerning the RFP

Any questions or comments concerning this Request for Proposal should be directed to:

Kurt Plowman, Chief Technology Officer
City of Staunton
P.O. Box 58
Staunton, VA 24402-0058
540.332.3824 – Fax 540.213.6600
plowmanks@ci.staunton.va.us

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City of Staunton, VA

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Door Access Control Expansion



Request for Proposal

RFP responses due by 4:00 pm February 28, 2018

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SECTION 1 - INTRODUCTION

1.1. Introduction

The City of Staunton, the municipal government of Staunton, Virginia, invites written proposals from qualified vendors to provide the City with additional Isonas door access installations. The purpose of this Request for Proposal (RFP) is to provide proposing vendors with a common, uniform set of instructions to guide them through the development of their proposals. In addition, this RFP will function as a standard from which to evaluate your company's products and services as they compare to other vendors and as they pertain to the needs of our organization as defined in this document.

1.2. Offeror Eligibility

Offerors should meet the requirements of this section in order to be considered for award of a contract from this solicitation.

Offeror must be a commercial entity with an established track record operating in its field.

Offeror, at the time of RFP submission and throughout the term of the Contract, must be authorized to conduct business in Virginia. Offeror should notify the City immediately in the event that there is any change in the corporate status. See section 3.4.1 for additional information.

1.3. Proposals

An original plus three (3) copies of the sealed proposals from each Offeror for the services specified must be received prior to 4:00 p.m. on February 28, 2018 by the City of Staunton (hereinafter referred to as "the City" or "Staunton"). All four (4) proposals shall be signed by an authorized representative of the Offeror. All proposal envelopes must have the company name on the outside of the envelope along with the statement "Door Access Control Upgrade Proposal to Be Opened at 4:00 pm on February 28, 2018."

Proposals may be mailed or hand delivered to the City of Staunton, Assistant Director of Finance, 3rd Floor, 116 W Beverley St, Staunton, VA 24401. It is the Offeror's responsibility to ensure that their proposal is received by the Purchasing Department prior to 4:00 p.m. on February 28, 2018. Proposals received after 4:00 p.m. will not be accepted or considered. All proposals will be time stamped upon arrival. The City will not be responsible for the loss of any

proposal that is not properly marked as specified. **Faxed or e-mailed proposals are not acceptable.**

Offerors must address each item in this RFP in the order in which it appears. The terms "noted", "considered" and "understood" are not acceptable. Offerors shall respond to each item individually with "agreed", "will comply" or provide a satisfactory explanation of their variance from the request. Such variances, in themselves, will not eliminate the proposal from consideration, but will be evaluated along with other selection criteria. Failure to answer any requirement within this Specifications package MAY subject the entire proposal to rejection.

Prior to submitting their proposals, it is the Offeror's responsibility to check the City's website (www.staunton.va.us/solicitations) for any addenda associated with this RFP.

1.4. Reservation

While price is a major consideration, Staunton will consider all aspects of each proposal. This RFP does not commit Staunton to award a contract or to pay costs incurred in the preparation of responses to this RFP. The City reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new RFP, or make modifications, corrections, or additions to the information contained herein. Offerors are cautioned this is a Request for Proposal, not a request for contract.

1.5. Evaluation Criteria

The following criteria will be used to evaluate the proposals but not necessarily in the order given:

- A. The ability, capacity and skill of the Offeror to perform the contract or provide the service required within the time specified;
- B. Features and functionality of the proposed solution;
- C. Cost of the proposed systems and related maintenance contracts and payment terms, including terms and discounts;
- D. The ability of the Offeror to provide future maintenance, parts and services;
- E. Compliance with RFP terms and conditions.

1.6. Important Dates

There are several dates that are important in the process:

RFP's Due	February 28, 2018 4:00 pm
Anticipated Award Date	March 16, 2018 (not guaranteed)

SECTION 2 - SYSTEM REQUIREMENTS

2.1. Project Overview

The City of Staunton is seeking proposals from qualified individuals and firms to add additional doors to an existing Isonas Pure Access Cloud access control system. The City currently operates approximately thirty doors at five locations and wishes to expand the system to additional locations.

City staff have completed Isonas certification training and will be involved with adding new doors to the existing City Isonas Pure Access Cloud account. The City intends to become an Isonas tenant customer and will be primary support for configuration and system management.

It is desired that the selected vendor will be providing product, initial door access equipment installation, and ongoing “second level” support for the City’s existing Isonas door system. This would include future equipment and door maintenance services at time and material rates as needed.

2.2. Staunton Sites

The City desires to install Isonas door access readers at three locations and additional Isonas door access readers at two locations.

2.2.1 Public Works Administration Offices (1901 Craigmont Drive). New location. Doors are currently equipped with 5-digit cypher locks.

- 1) Admin Entrance – Exterior
- 2) Staff Entrance – Exterior
- 3) Bay 1 Exterior – Semi-exterior
- 4) Bay 1 Door – Interior

2.2.2 Public Works Inventory Building (1901 Craigmont Drive) New location.

- 1) One exterior door

2.2.3 City Courthouse (113 E. Beverley Street) New location.

- 1) One exterior door, currently equipped with electronic keypad lock with remote entry button at secretary’s desk.
- 2) Interior door to armory

2.2.4 Fire Station 1 (500 North Augusta Street)

- 1) Replace current RC-03 Keypad reader with a backlit keypad reader.

2.2.5 Fire Station 2 (302 Grubert Avenue)

- 1) One interior door between office and bay area. Network cabling has already been run. Requires back lit keypad reader.

2.3. System Configuration

- 2.3.1 Utilize as much of the existing controller and locking hardware, door readers and wiring as possible. Additional hardware such as electronic strikes, magnetic locks or relay modules should be identified by door in the proposal.
- 2.3.2 Door readers shall be Isonas Pure IP Reader-Controller Mullion (RC-04-MCT) 13.56 mhz reader and include recessed door contracts.
- 2.3.3 Outdoor doors shall be equipped with the Isonas Weatherproofing Kit (ACC-WPK-RC03) and Mullion Trim Kit (TK-2-M) for PowerNet IP readers.
- 2.3.4 Vendor will be responsible for running structured network cabling between door locations and centralized network racks at each location. Network cabling shall be at least Category 5e cable and must be tested and verified to meet standards after installation. The City requires yellow cable jacket to conform to City wiring standards.

2.4. Installation

- 2.4.1 The contractor must have experienced installation and service technicians that have been trained and certified by the manufacturer or equivalent.
- 2.4.2 Installation will be done during normal business hours. Installation during non-business hours is not required nor desired.
- 2.4.3 All installation must be scheduled with the City IT Department to ensure access approval has been obtained.

2.5. City Provisions

- 2.5.1 The City will provide appropriate power over ethernet connectivity to support the readers and sufficient patch panel space for terminating network cable.
- 2.5.2 The City will provide Isonas cloud configuration and support in interfacing with the City's networking infrastructure.
- 2.5.3 The City will provide facility access.

2.6. Deliverables

- 2.6.1 Installation will be performed during normal business hours at each of the locations.
- 2.6.2 The proposed system shall be installed, configured and tested with the systems outlined in this document. This includes installed network cabling as well as readers connectivity to the Isonas Pure Access Cloud.
- 2.6.3 The proposed system shall include parts and labor support for the first-year warranty for items included in the offer.

2.7. Proposal Requirements

- 2.7.1 Proposals shall include line item pricing for components included in the configuration.
- 2.7.2 Any optional or additional configuration suggestions may be proposed, but should be identified as optional with separate line item pricing.
- 2.7.3 Proposals should include optional line item pricing for software and hardware maintenance fees and support services for years 2, 3, 4 and 5.
- 2.7.4 Offeror must possess valid licenses as required by the Virginia Department of Criminal Justice Services to perform this type of installation per Code of Virginia §9.1-139.
- 2.7.5 Proposals should be comprehensive and detailed to provide the following:
 - Overview of your company
 - Overview of how you will meet our objectives

- Proposed timeline from kickoff to launch
- Details about your team
- Details regarding your ability to support the proposed solution
- References
- Any key differentiators about your company or process
- Terms & conditions

SECTION 3 - GENERAL PROPOSAL REQUIREMENTS

3.1. Competitive Negotiation

The procurement method is competitive negotiation of other than professional services, as defined in the Code of Virginia §2.2-4301. This Request for Proposal indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of the City.

The specific requirements for the contents of the proposals are contained in this RFP. Offers are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the City.

3.2. Indemnification

3.2.1 The Offeror agrees to indemnify and hold harmless Staunton and its members of Council, officers, directors, agents and employees against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the Offeror, its employees, agents or sub-contractors, including any independent contractors. The provisions of this section of the Agreement shall survive the completions, terminations or expiration of the Agreement.

3.2.2 At no time shall Offeror permit any mechanics or similar liens to attach to Staunton's premises on account of labor or material furnished to Offeror or claimed to have been furnished to Offeror, in connection with its work hereunder.

3.3. Patent Indemnity

3.3.1 Offeror shall pay all royalty and license fees relating to the items covered hereby. In the event any third party shall claim that the manufacture, use and sales of these goods covered hereby constitutes an infringement of any copyright, trademark or patent, the Offeror shall indemnify and hold Staunton and its representatives harmless from any cost, expenses, damage or loss incurred in any manner by Staunton on account of any such alleged infringement.

3.4. Legality

- 3.4.1 The Offeror shall be responsible for obtaining all required City permits at their own expense. These may include building permits and business licenses from the City of Staunton Commissioner of Revenue's office prior to beginning work.
- 3.4.2 Pursuant to Code of Virginia §2.2-4311.2 subsection B, an Offeror or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its offer or proposal the identification number issued to it by the State Corporation Commission (SCC). Any Offeror or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its offer or proposal a statement describing why the Offeror or offeror is not required to be so authorized.
- 3.4.3 The successful Offeror shall comply in every way with the requirements of state and local laws, codes and ordinances. No claims for additional payment will be approved for changes required to comply with codes, ordinances and regulations in effect on date of offering, since it is the Offeror's responsibility to become familiar with such requirements before submitting the offer.

3.5. General

- 3.5.1 Antitrust: By entering into a contract, the Offeror conveys, sells, assigns and transfers to Staunton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the State of Virginia, relating to the particular goods or services purchased or acquired by Staunton under said contract.
- 3.5.2 Ethics in Public Contracting: By submitting their offers, all Offerors certify that their offers are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their offer and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

3.5.3 Anti-Discrimination: By submitting their offers, all Offerors certify to Staunton that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Acts as amended, where applicable, and §2.2-4311 of the Virginia Public Procurement Act as follows:

A. During the performance of this contract, the Offeror agrees as follows:

1. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability or other basis prohibited by state law relating to discrimination in employment, except where there is a bonafide occupational qualification reasonably necessary to the normal operation of the Offeror.
2. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
3. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

B. The Offeror will include the provisions of A above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Offeror.

3.5.4 Drug Free Workplace: During the performance of this contract, the contractor agrees to conform to the provisions of §2.2-4312 of the Virginia Procurement Act, to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on

behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 3.5.5 Immigration and Reform Act: During the performance of this contract, Offeror agrees that they will not, and shall now knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1869. (per §2.2-4311.1)
- 3.5.6 Debarment Status: By submitting their offers, all Offerors certify that they are not currently debarred from submitting offers on contracts by any agency of the State of Virginia or the City of Staunton, nor are they an agent of any person or entity that is currently debarred from submitting offers on contracts by any agency of the State of Virginia or the City of Staunton.
- 3.5.7 Applicable Law and Courts: Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Virginia and any litigation with respect thereto shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia. The contractor shall comply with applicable Federal, State and local laws and regulations.
- 3.5.8 Appropriations: The obligations of the City of Staunton are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City of Staunton or contractor may terminate this contract by giving not less than ten (10) days prior notice to the other, specifying the reason for the termination and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.
- 3.5.9 Prompt Payment Act: Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Procurement Act with respect to Prompt Payment.

3.5.10 Qualifications of Offerors: Staunton may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to Staunton all such information and data for this purpose as may be requested.

3.5.11 Physical Inspection: Staunton reserves the right to inspect Offeror's physical plant prior to award to satisfy questions regarding the Offeror's capabilities. Staunton further reserves the right to reject any offer if the evidence submitted by, or investigations of, such Offeror fails to satisfy Staunton that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

3.6. Insurance

3.6.1 Contractor and all subcontractors shall agree to provide Staunton a copy of their General Liability, Vehicle Liability and Worker's Compensation Insurance prior to beginning work. Insurance shall be in the amounts not less than \$2,000,000, \$500,000 and \$500,000 respectively and shall be written by companies licensed to do business in the Commonwealth of Virginia and shall list the City as an additional insured.

3.6.2 Proof of Insurance Coverage:

1. The Contractor shall furnish Staunton with the required certificates of insurance showing the type, amount, effective dates and date of expiration of the policies.
2. The required certificates of insurance shall contain substantially the following statement: "Prior to the cancellation of the above-described policies before the expiration date thereof, the issuing insurer shall mail 10 days notice of the impending cancellation to the certificate holder."

3.6.3 The risk of loss of, or damage to, the System purchased hereunder, whether or not covered by insurance, shall be with Offeror until complete acceptance is received in writing from Staunton, excepting loss or damage caused by Staunton's negligence.

3.7. Cooperative Procurement

- 3.7.1 This procurement is being conducted on behalf of other public bodies, in accordance with §2.2-4304 (A) of the Code of Virginia. If authorized by the Offeror, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.

3.8. Offeror Requirements

- 3.8.1 Each Offeror is required to furnish a client reference list, showing at least three (3) customers presently using the system or similar services as being proposed. These customers should be similar in function and character to Staunton and at least one (1) must be within the State of Virginia. This reference list shall include the following information:

- A. Name and position of the customer contact
- B. Telephone number
- C. Address
- D. Installation date or approximate time since the system was installed

3.9. Clarification of Offers

- 3.9.1 Prior to acceptance of any offer and negotiation of contract with any Offeror any or all Offerors may be contacted for additional information, pricing or discussion of their proposed System.

3.10. Technical References and Brochures

- 3.10.1 Each Offeror is required to include all pertinent technical information, such as brochures, system specifications, etc. in all offers, along with a statement that these publications may be made a part of a subsequent contract.

3.11. Purchase Agreement

- 3.11.1 A copy of this entire Request for Proposal shall be attached to any purchase and maintenance agreement between Staunton and Offeror as Exhibit A.

3.11.2 In addition, Offeror's offer, as supplemented and amended by certain other documents enclosed with such offer or otherwise furnished by Offeror in response to Staunton's Request for Proposal, shall be collectively attached to any purchase and maintenance agreement as Exhibit B. The information in such Exhibit relating to the operation of the System (as hereinafter defined) is warranted by Offeror to be accurate.

3.11.3 In the event that a conflict arises between the purchase document and Exhibits A and B, the Exhibits shall govern.

3.12. Associated Costs

3.12.1 Unless otherwise arranged, the Offeror awarded the contract shall provide and be financially responsible for all equipment, tools, labor, transportation, supervision and any other facilities necessary for completion of the installation, including freight and delivery charges.

3.12.2 The work will be deemed ready for acceptance when all items of equipment and software are installed and working in their proper locations, when all contracted features are operating properly and upon written assurances from Staunton that the system is working as contracted.

3.13. Offeror Coordinators

3.13.1 Each proposal must contain:

- A. Name, address, telephone numbers and e-mail address of party preparing offer.
- B. Name, address, telephone numbers and e-mail address of supervisor of party preparing offer.
- C. Name, address, telephone numbers and e-mail address of technician familiar with offer.

3.14. Interpretation or Correction of Specifications

3.14.1 Offerors shall promptly notify Staunton of any ambiguity, inconsistency or error that they may discover upon examination of this Request for Proposal.

- 3.14.2 Any correction or change to the Request for Proposal will be made by an addendum to these Specifications. Interpretation, corrections or changes made to the Specifications in any other manner will not be binding, and Offerors should not rely upon such interpretations, corrections or changes.

3.15. Workmanship

- 3.15.1 Offeror agrees to repair or replace all material, equipment or construction work furnished or performed by Offeror in which failure in any respect is discovered and communicated to the successful Offeror during the progress of the work or within one year from the date of acceptance of the work as a whole.
- 3.15.2 Each Offeror shall cooperate and coordinate with any other Offeror, contractor, public carrier, et cetera, whose work has any connection with its work, to ensure proper fitting and a workmanlike job. Relationships with such parties shall be the sole responsibility of the Offeror.
- 3.15.3 All materials furnished and all work performed by the Offeror shall be of best quality workmanship and material, be free from faulty design and be of sufficient size and capacity to fulfill all aspects of the operating conditions specified in these Specifications.

3.16. Publicity

- 3.16.1 Any publicity referring to this project, whether it be a brochure, photographic coverage, press release or a verbal announcement, shall be allowed only with the specific, written permission from Staunton.

3.17. Inquiries

3.17.1 Questions regarding administrative aspects of this Request for Proposal package should be addressed to:

Cameron S. McCormick, Assistant Director of Finance
Telephone – 540.332.3948
FAX - 540.851.4011
E-mail: mccormickcs@ci.staunton.va.us

Questions regarding technical aspects of this Request for Proposal package should be addressed to:

Kurt Plowman, Chief Technology Officer
Telephone – 540.332.3823
FAX – 540.213.6600
E-mail: plowmanks@ci.staunton.va.us