COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



**RFP # 14-9535-1CS**

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

DEPARTMENT OF FINANCE

February 21, 2014

**REQUEST FOR PROPOSAL**

**SECURITY ENHANCEMENT PROJECT**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to undertake a security enhancement project for all Henrico County Public Schools (HCPS) and select Henrico County facility sites for the Division of Police in accordance with the enclosed specifications. The submittal, consisting of the **original proposal and seven (7) additional copies and one electronic version** marked, **"SECURITY ENHANCEMENT PROJECT."** will be received no later than **3:00 p.m., March 28, 2014, by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division Purchasing Division

1590 E. Parham Road OR PO Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.co.henrico.va.us/genserv/purchasing/**](http://www.co.henrico.va.us/genserv/purchasing/)To download the (IFB or RFP), click the link and save the

document to your hard drive. To receive an email copy of this document, please send a request to: [sto05@co.henrico.va.us](mailto:sto05@co.henrico.va.us)

Time is of the essence and any proposal received after **3:00 p.m., March 28, 2014**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.

**A pre-proposal conference will be held on March 6, 2014 at 10:30 am in the Cafeteria, located on the second floor of the Administration Building, 4301 East Parham Road, Henrico, Virginia, 23228. Offerors are strongly encouraged to attend the pre-proposal conference. ONLY two (2) representatives per team will be allowed to be present for the meeting. PLEASE BRING A COPY OF THE REQUEST FOR PROPOSAL WITH YOU TO DISCUSS THE REQUIREMENTS. At the conclusion of the pre-proposal conference a site visit will be conducted at select locations.**

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Henrico County School Board.

Technical questions concerning this Request for Proposal should be submitted to Cecelia Stowe at [sto05@co.henrico.va.us](mailto:sto05@co.henrico.va.us) no later than **12:00 noon, March 11, 2014.**

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Sto05@co.henrico.va.us

804-501-5685

1590 E. PARHAM ROAD/P O BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**REQUEST FOR PROPOSAL**

**SECURITY ENHANCEMENT PROJECT**

**COUNTY OF HENRICO, VIRGINIA**

**I. PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) and resulting contract, is to obtain the services of a qualified Offeror to provide all labor, materials, equipment and supervision to undertake a comprehensive security enhancement project for Henrico County sites for the Division of Police. The complementary goals of the project are twofold: (1) to install access control equipment at all Henrico County Public School (HCPS) sites to control access at school entrances and to provide police personnel with access at select school door entry points and (2) to install and provide equipment and systems at Henrico County sites where necessary to ensure police personnel may gain entry at school entrances and select school door entry points using the same single access control card that may be used to gain entry at Henrico County facility sites.

**In order to obtain Attachment A, Offerors will be required to execute Attachment M (Non-Disclosure Agreement) of this document and submit to** [**sto05@co.henrico.va.us**](mailto:sto05@co.henrico.va.us)**. This is a necessary step in order to maintain security of sites/drawings/diagrams related to this project. Once Attachment M has been properly completed and submitted, the information will be provided on how to access Attachment A.**

1. **BACKGROUND:**

The Henrico County Police Department and Henrico County Public Schools are committed to ensuring the safety and security of students and staff on each and every school campus within the HCPS school district by integrating appropriate technology into the best practices of safety and security. Essential components of a comprehensive security plan are implementing technology to control access at the entrance of a school while at the same time providing immediate access to police personnel at strategic entry locations in the event of a school emergency.

The installation and integration of security enhancements on a school campus is intended to be part of a foundation infrastructure to assist in protecting the safety and security of the HCPS school community and to deter and prevent unauthorized access to school facilities, facilitate authorized access by police personnel, while at the same time ensuring the protection of individual privacy rights in compliance with local, state and federal laws and regulations.

Toward these objectives the Henrico County Police Department and HCPS desire to procure the installation of comprehensive security enhancements for all school district sites. The Successful Offeror shall primarily procure, provide, install, test, and document all components necessary for a comprehensive security enhancement project for all school district sites that shall be completed in a “turnkey” manner. However it should be noted that while the scope of this project includes the significant installation of equipment at school district sites, equipment will also be installed at Henrico County facility sites depending upon the project design ultimately proposed by the Successful Offeror. Regardless of the actual extent of equipment installed at Henrico County facility sites, Henrico Police, HCPS and Henrico County government all are key stakeholders in this project and the system shall be configured appropriately to adequately satisfy the electronic access control requirements of these stakeholders.

The Successful Offeror shall provide and install the Aiphone intercom systems and card reader systems as indicated on the provided drawings (**Attachment A**) and equipment and material listings. The installation shall consist of the installation of Aiphone intercom door stations, Aiphone intercom master stations, Ethernet switches, card readers and other peripherals, access control panels, as well as the integration of a centralized access control management system to manage and fully operate the access control panels and input devices, and any other hardware necessary to provide fully operational, turnkey access control system components of the comprehensive security enhancement project for all school district sites. This other hardware shall include but not be limited to installing horizontal distribution cable, other low voltage cabling and enclosed pathways and/or “J” hooks where needed to support the installation of all low voltage cabling. All electrical power needs will also be the responsibility of the Successful bidder. Additionally select card readers shall be upgraded, along with badging stations and peripherals, at County facility sites. The replacement of Honeywell Star II panels with PW5000 panels at County facility sites will be an optional installation as part of this RFP.

Accordingly, it is the responsibility of the Successful Offerors to include any and all items required for the comprehensive security enhancement project for all school district sites consistent with allowable and recommended installation practices as specified by the standard documents referenced herein, regardless of their inclusion or exclusion in this document.

A pre-bid conference will be held to facilitate a review of the RFP and installation requirements. It is strongly recommended that Offerors attend this conference. The pre-proposal conference information is contained on page 1. Offerors are not authorized to visit any school or County site prior to or subsequent to this scheduled conference. The pre-proposal conference shall be the only opportunity for Offerors to visit select HCPS or County sites. Individual site visits shall not be permitted. Dr. Paul F. Kolmetz, RCDD, ([pkolmetz@henrico.k12.va.us](mailto:pkolmetz@henrico.k12.va.us)) shall act as the Henrico representative for all technical matters concerning this solicitation.

A minimum of an extended two (2) year warranty shall warrant all equipment and associated materials to be free of mechanical and electrical defects. The warranty shall cover all materials and labor necessary to correct a deficiency subsequent to acceptance of the comprehensive security enhancement project. Should there be an additional cost for this warranty, Offerors should specify the amount for this warranty within the RPP response.

1. **FACILITIES DESCRIPTION**

The scope of this project primarily includes the significant installation of equipment as outlined herein at sites operated by Henrico County Public Schools. Card reader and badging system equipment will also be installed at Henrico County sites. Should alternative designs be proposed by the Offeror additional equipment may be installed at Henrico County sites.

Henrico County Public Schools is a County wide School District comprised of 74 schools that includes – 47 elementary schools, 12 middle schools, 9 high schools, 2 technical centers and 4 alternative school sites. Existing Analog Aiphone intercom systems which will be replaced with IP Aiphone systems as part of this project are installed at the front door locations in all elementary and middle schools. With two exceptions (Godwin High School and Highland Springs Technical Center) Aiphone systems are absent from the high schools. Godwin High School has an analog Aiphone system installed while Highland Springs Technical Center has an IP Aiphone system installed. Sixteen school sites (**Attachment B**) already have IP Aiphone intercom/camera systems installed at the front door of the school along with master stations installed in the office for use by front office staff.

While these door stations have a built in HID card reader, the card reader modules are dormant and are NOT electrically connected. These existing IP Aiphone systems and card reader modules will be leveraged and utilized for this project. Additionally, front door locks may be leveraged, and re-used from the existing Aiphone door systems, with the exception of schools that have magnetic locks installed which will be replaced.

A number of schools have PoE switches installed. Networking equipment at the high schools was recently refreshed yielding switches that support the new 30 watt PoE standard. Only 3 middle schools and 22 elementary schools have PoE switches installed albeit supporting the older 15.4 watt standard. It is anticipated that the middle school switches will be refreshed in the summer, 2014 and the elementary school switches will be refreshed in the following year. A recent survey by HCPS staff concluded that there will not be an adequate number of switch ports in the high schools to accommodate the access control devices. Consequently, it will be necessary for the Successful Offeror to install a number of switches as outlined below.

While a number of schools have card readers and keypads that operate a few doors locally, only two schools have centralized access control systems. Two recently constructed schools, specifically Glen Allen High School and Kaechele Elementary School, have access control systems installed manufactured by Software House and Stanley, respectively.

Additionally, HCPS has video surveillance cameras installed in the majority of school district sites. Digital video recorders manufactured by GE are used along with the GE software platform for monitoring and management.

By contrast, the Henrico County facilities have a number of access control panels and associated card readers. It is estimated that there are 72 panels and 531 card readers. The number and locations of existing panels and readers currently in use by the County is tabulated in **Attachment C**. Existing access control panels are manufactured by Honeywell and include the PW-5000, PW-6000 and Star II models. While the majority of card readers installed have the ability to read an HID proximity card, approximately 97 of these card readers do not have the ability to read an HID proximity card and will need to be replaced.

The County has a limited number of Aiphone intercom systems installed. However, as part of this project, no new Aiphone door stations or master stations will be installed at any County facility site.

The Henrico County, Department of General Services Security Division currently operates and maintains the centralized access control management system which is the Honeywell Pro-Watch Corporate Edition, version 3.81. The management system contains one partition which includes both public safety personnel (police and fire personnel), other remaining County staff and select HCPS staff which resides on a virtual server with Windows 2008 R 2. This virtual server has one CPU with 4GB RAM and one NIC card assigned to the server. The security console managed by the security division staff operates and maintains the ProWatch management system.

Henrico Police issue their own access cards for fire and police staff and Henrico Security issues access cards for remaining County and HCPS select limited personnel. Each location has a badging station, badging camera and badge printer for the creation and issuance of the access cards.

1. **DESIGN: IP AND PoE BASED ACCESS CONTROL OVERVIEW**

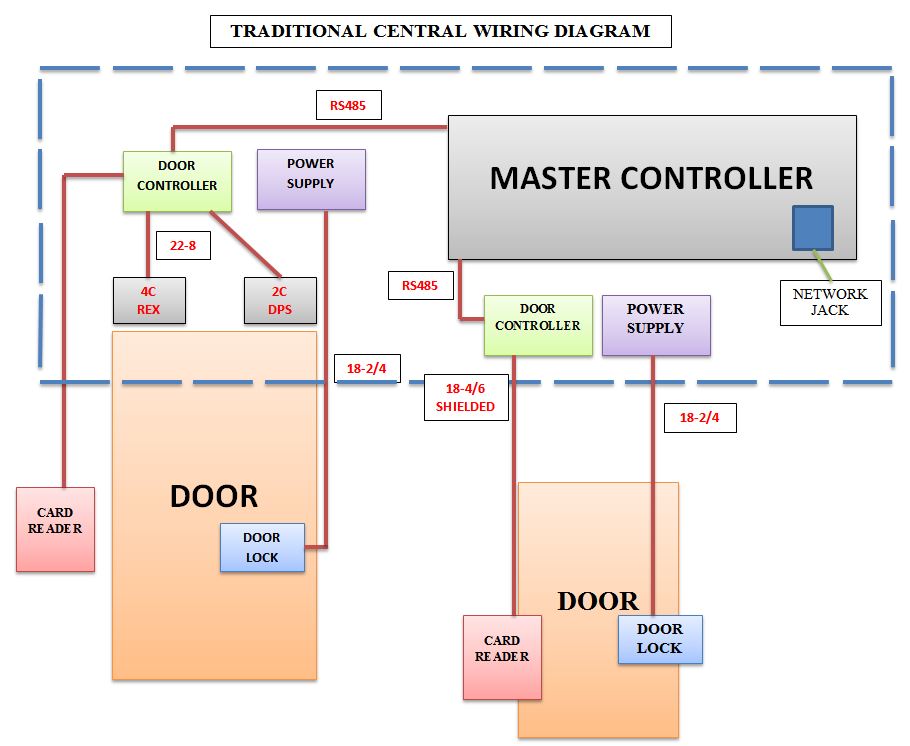
As noted at the beginning of this RFP, the complementary goals of the project are to control access at school entrances and to provide police personnel with access to selected school door entry points using the same single access control card that may be used to gain entry at County facility sites. **The use of one access card by the County and HCPS is mandatory and is non-negotiable regardless of whatever proposal is offered by the Successful Offeror.** **The access card used by police personnel shall always be operable and shall override any code blue or other system setting.** It is also highly desirable that the access control equipment used by the County and HCPS be managed by the same centralized management system ensuring only one point of data entry for card holders and access level information by site and time.

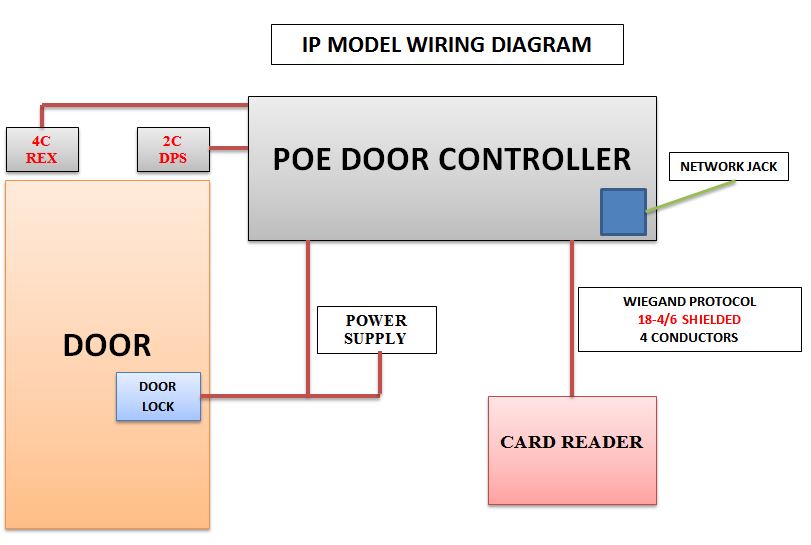
The completion of the security enhancement project generally will result in the installation of electronically controlled locks on two (2) doors at every school site. Aiphone intercom systems and card readers will be installed at each site. The Aiphone intercom systems will typically involve one front door station and two master stations for viewing the front doors by school staff. The front door station will have a built-in card reader. Additionally, an independent card reader will be installed at a second door location typically at the rear or side of a school building. These card readers (two per school site) will be connected to door controllers which in turn will be connected to the LAN of the respective school and will communicate to the centrally located access control management system.

It should be noted that several schools have a vestibule area constructed as part of the design of the school. The vestibule design for security purposes serves as a "man trap". Once access is granted at the front of these schools to a visitor, the visitor immediately enters the vestibule area. A second set of interior doors precludes the visitor from entering the school and forces the visitor to enter the office of the school. While these vestibule areas are effective in keeping unwanted visitors from entering the school and thereby enhance security at the front entrance of the school these designs should not impede the quick and rapid entry of police personnel in the event of an emergency. Accordingly, an additional card reader will be installed to facilitate access at the interior doors of school vestibules, as noted on the worksheets in **Attachment A**. For convenience and clarity herein these additional doors shall be referred to as the third door to avoid any confusion with the door at the rear or side of a school building at which a card reader will also be installed.

Traditional access control systems have the access control panels installed in a centralized location. **(See Diagram 1 below)** Card readers, request to exit devices, locks, door position switches and other devices are cabled to these centralized panels. The devices use non-IP protocols to communicate to the panel. At the panel there is an IP connection to the network. Unlike these traditional access control system configurations, this project will install IP control panel devices at the edge or near the front and rear/side doors. (**See Diagram 2 below)** The edge controllers are listed as the intelligent controller and the reader panel in the equipment specifications below. The intelligent controller shall operate the card access at the front door and the reader panel(s) shall operate the card access at the second door location at the school district sites (and third door location, if applicable). Request to exit (REX) devices and door position switches (DPS) shall be installed as an integral component of each electronic door installation. The placement of edge controllers shall reduce door failures in the future. Should one particular reader panel fail the other modules will continue to operate.

The Aiphone equipment being IP devices accordingly will also be connected to the LAN of each school facility. All IP devices will be connected to the nearest IDF via Category 6e cable. On the other hand, card readers and door locks, the latter especially, because of their on-off operation will be cabled in the traditional manner using cabling appropriate for the amperage load and distance. The installation work shall capitalize on the use of data cabling where possible resulting in a significant savings in traditional cabling installation costs.

**Diagram 1**

**Diagram 2**

The installation of IP devices for both the Aiphone system and the access control system will facilitate centralized management and monitoring. The proposal submittal by the Successful Offerer may build upon the ProWatch system which manages the access control devices or offer alternatives as set forth in section IV below. Similarly the procured system will include the capability to monitor the Aiphone systems at a centrally located designated HCPS site. The centralized management of the Aiphone OR card access systems will yield the ability to lock or unlock doors remotely either through the use of the Aiphone system OR the card access system via the IP network. The system shall be designed so that both the Aiphone system and card access system may be accessed remotely via the IP network provided that the remote user is provided with the proper credentials. Mobile apps although not required are highly desirable allowing mobile phone control of door locks provided that proper credentials are provided.

The installation of IP devices for both the Aiphone system and the access control system will facilitate both the installation and ongoing provisioning of electrical power to the devices. Power will be provided to the IP devices (Aiphone door station, master station, control panels) via Power Over Ethernet (PoE). These IP devices and well as the Ethernet switches that they are connected to will be connected to a backup UPS as specified in the materials listing. The intent and goal is that these devices shall retain power for a period of four (4) hours in the event of a power failure for schools that do not have an emergency generator installed. For those schools that have an emergency generator installed the Offeror shall install a dedicated 20 amp emergency circuit and provide a duplex receptacle for the UPS units in each of the two IDF’s at the school.

Both the access control system and the Aiphone system shall be scalable. The Aiphone system shall have the ability for a master station to view up to 31 devices. The access control system shall have the ability to manage 20,000 card holders. Each intelligent IP edge controller shall have the ability to link to an additional 16 reader modules or the equivalent.

1. **SCOPE OF SERVICES:**

**A. GENERAL**

1. The Successful Offeror for the installation of the comprehensive security enhancement project shall be thoroughly familiar with the requirements of this installation work and shall have successfully installed as the *primary* access control system contractor, within the past two (2) years, at least two (2) projects of a scope equal to or greater than the scope of work described herein. Projects wherein the Offeror used sub-contractors shall not be considered to satisfy the primary access control system contractor criterion. Systems installed shall have included both Aiphone intercom systems AND access control systems.

2. The Successful Offeror shall have a work force of sufficient size and specialized expertise to undertake a project of the scope described herein. It is highly desired that regularly employed staff include those that hold either an Electronic Safety and Security (ESS) or Certified Protection Professional (CPP) credential.

3. The Successful Offeror shall have at least five (5) years of experience performing this type of work as the primary access control system contractor, shall hold a Class A Contractor’s License and shall possess a Virginia Department of Criminal Services (DCJS) license to perform this type of installation as per the Code of Virginia, Section 9.1-139. The Successful Offeror shall provide references that include the name of the firms for which this work was completed, the name(s) of appropriate contact people and corresponding telephone numbers. References shall not list HCPS or Henrico County but previous work and past performance with either HCPS or Henrico County will be considered in the RFP evaluation.

4. An integral part of this solicitation is either working with the existing access control management system or providing a replacement access control management system. The Successful Offeror shall have a minimum of two years documented prior experience and must be a factory authorized service and support company specializing in the use of the management system proposed in the Offeror’s response. The installer shall retain a Microsoft MCSE or equivalent technician for the purposes of software configuration for those systems that reside in a Microsoft environment.

5. The Successful Offeror shall install all equipment at or near the selected door locations to include door locks, request to exit sensors (REX) and door position switches (DPS), Aiphone master stations, Aiphone door stations, card readers, control panels and power supplies. UPS units and power injectors shall be installed in the IDF’s. **Attachment A** depicts the equipment required to be installed at the door locations and the IDF locations at each school site.

6. Doors that are fire rated are designed and built to provide a barrier against the spread of a fire from one room/area to the next. Modification to a fire-rated door, such as drilling, channeling, or installing a magnet for a door position switch could possibly violate a door’s fire rating. Offerors shall recognize which doors are fire rated in a particular installation and approach the application and installation of access control devices for those doors in such a manner that so that the fire rating of the door remains intact. Should the installation result in compromising the fire rating of a particular door the Offeror shall be responsible for the costs involved in restoring the fire rating up to and including replacement of the door and/or door frame.

7. All work shall be in compliance with all applicable Federal, State and local codes and regulations.

8. Unless equivalency is explicitly not permitted in this bid the Offeror may elect to propose an alternative material(s) as equivalent(s). Offerors must provide as part of their proposal submission, specifications of the suggested equivalent along with an explanation of how the material meets the specifications stipulated in this bid.

9. Beyond the codes and regulations referenced above, all installation procedures and practices shall also comply with the provisions of the following industry accepted standards. Compliance shall only be satisfied if the Successful Offeror meets or exceeds the standards set forth below.

**BICSI Standards**

BICSI Electronic Safety and Security Design Reference Manual (ESSDRM)

BICSI 001 –K-12 ITS Design

NECA/BICSI 607-2011 Bonding and Grounding

NECA/BICSI 586 Cabling Installation

ANSI/BICSI 005-2013, Electronic Safety and Security (ESS) System Design and Implementation Best Practices

**EIA/TIA Standards**

EIA/TIA 569: Commercial Building Standard for Telecommunications Pathways and Spaces

EIA/TIA 570: Residential and Light Commercial Telecommunications Wiring Standard

EIA/TIA 606A: Administration Standard for the Telecommunications Infrastructure of Commercial Buildings

EIA/TIA 607: Commercial Building Grounding and Bonding Requirements for Telecommunications

RS232C: Interface between Data Terminal Equipment and Data Communications Equipment Employing Serial Binary Data Interchange

RS485: Electrical Characteristics of Generators and Receivers for use in Balanced Digital Multi-Point Systems

**IEEE Standards**

IEEE 802.3-1993: Information Technology- Local and Metropolitan Area Networks- Part 3: Carrier Sense Multiple Access with Collision Detection CSMA (CD) Access (also known as ANSI/IEEE Standard 802.3 or ISO/IEC 8802-3), as well as the IEEE 802.

IEEE 802.3af-2003 and IEEE 802.3at-2009 – Power over Ethernet (POE)

**Underwriters Laboratories (UL) Standards**

UL 294: Access Control System Units

UL 1076: Proprietary Burglar Alarm Units and Systems

UL 10B: Fire Tests of Door Assemblies

UL 10C: Positive Pressure Fire Tests of Door Assemblies

**National Fire Protection Association (NFPA) Standards**

NFPA 70: National Electrical Code

NFPA 101: Life Safety Code

NFPA 72: National Fire Alarm and Signaling Code

NFPA 80: Standard for Fire Doors and Fire Windows

NFPA 252: Standard Methods of Fire Tests of Door Assemblies

**International Code Council (ICC) Standard**

International Building Code

ICC/ANSI A117.1-2003: Accessible and Usable Building and Facilities.

**Uniform Building Code Standard**

UBC 7-2: Fire Tests of Door Assemblies

**Americans with Disabilities Act**

ADA Plus State Amendments

1. The Successful Offeror shall establish a single point of contact responsible for reporting the periodic progress of the work performed to the Henrico representative. The designated individual shall act as a project manager and remain a continuous point of contact through the duration of the project, unless written permission by Henrico is granted.
2. The Successful Offeror shall be responsible for the daily cleaning and disposal of all trash and debris resulting from the work. In an occupied facility, all areas shall be returned to the same clean and orderly condition that existed prior to the work. Any hazardous debris shall be safely and legally disposed of off-site immediately. The Successful Offeror’s personnel shall follow all laws and regulations regarding safe work practices and safety equipment.
3. A two (2) year warranty for the system components of the security enhancement project is required for this solicitation. The warranty period shall begin after the **final acceptance** of the project is declared by Henrico. This warranty shall cover all costs for services, including parts and labor. Henrico County shall not be responsible for shipping charges associated with returning equipment requiring repair.
4. The Successful Offeror’s employees and sub-contractors shall be required to wear identification badges, prepared by the Offeror, denoting company name, employee name, and project name, at all times on site through the duration of the project. In lieu of identification badges, uniforms plainly identifying the Offeror’s firm may be worn. In addition, employees shall sign in at the school’s office and wear a HCPS visitor’s badge should any work be performed during the school day.
5. The Successful Offeror shall obtain permission from the Henrico representative prior to beginning any work that may necessitate cutting into or through any part of a building structure, such as girders, beams, steel, concrete, masonry, floors or ceilings. The Successful Offeror shall be financially responsible for any damage to any part of a HCPS facility resulting from his work.
6. In order to be considered Offerors must submit a listing of all materials and their respective cost to complete the installation of the security enhancement project. With the exception of very minor items (e.g. “J” hooks, velcro straps) which may be grouped together under a miscellaneous category costs should be outlined individually for all equipment material and installation work.
7. The Successful Offeror shall secure an electrical permit and inspection(s) for the proper execution and completion of the work outlined in the RFP.
8. Throughout the installation of the security enhancement project the Successful Offeror must demonstrate a diligent and continuous effort to complete the work in a satisfactory manner. Henrico and HCPS representatives will perform periodic observations and on-site reviews of work in progress. Should the quality of the work be deficient in the judgment of Henrico, the Henrico representative shall notify the Successful Offeror in writing of the unacceptable work. The Successful Offeror shall have two (2) days to correct the unacceptable work, to the County’s satisfaction, from the date of the written notification.
9. The Successful Offeror shall provide adequate staff on site to ensure that each phase of work is completed.
10. Installation of the equipment may for the most part occur during the day hours while school is in session. Moreover, it is anticipated that the majority of the installation work will occur over the summer months. However, if for some reason equipment is located in a student area the installation of the equipment in a student area must occur after school hours. It is imperative that testing or instruction not be interrupted during the school day. HCPS will provide a copy of the most recent testing schedule to the Successful Offeror. Further, even if an equipment location is not in a student area the Successful Offeror must be mindful that instruction is taking place. For example, if a particular equipment installation location requires using a drill and that location is outside of a classroom it shall not be permissible for the installation of equipment to take place during school hours.
11. Time is of the essence for these installations. It shall be the responsibility of the Successful Offeror to complete the installation of the security enhancement project within 60 days of the award of the contract and no later than August 15,2014.
12. Not only is it imperative that instruction not be interrupted but it is imperative that the Successful Offeror perform the required work in such a manner as to ensure the safety of all students and staff. Ladders and tools and other materials used for installation should not be left unattended.
13. The Successful Offeror shall provide a detailed project work plan with the projected time lines and milestones for all major phases of the installation prior to the start of the installation.
14. An *estimated* count of the number of materials such as Aiphone master stations, door stations, etc. to be installed as part of this installation is set forth in **Attachment D** to this document which is titled “Approximations of Required Materials”. This information is only intended to assist Offerors, and is not intended to exclude any materials required for the installation of this project.
15. Unlike the termination of a data cable at the user end, drop cables at the equipment location may be terminated on a Category 6 RJ-45 plug for the control panels and door stations. However, horizontal drop cables for Aiphone master stations must be terminated on an RJ-45 jack and faceplate.
16. 18 AWG shielded cables shall be installed to connect the door lock to the Aiphone door station and the door lock power supply.
17. 16 AWG or 18 AWG shielded cables shall be installed to connect the card reader to the control panel, depending upon the amperage requirements taking into consideration voltage drop because of cable distance.
18. Handicap door interface: Existing electronic door locks shall be reused for this project at the school entrance doors of the middle schools and elementary schools. In some instances the door designated for the Aiphone door station is also provisioned as a door for handicap use and is provided with a door controller. If the handicap door and the Aiphone designated door are the same door a relay should be installed so that when access is granted by school staff to the Aiphone door station the handicap door paddle switch remains active momentarily to allow for a handicap person to activate the handicap paddle to enter the school. The Aiphone system shall not open the door using the handicap controller on a regular basis. The Aiphone system shall merely release the door lock to allow entry. The Offeror shall modify door installations where necessary to be consistent with this intended door operation.
19. Provisions shall be made for adequate battery backup power for all aspects of the access control system, including the door release mechanisms, credential readers, and access control panels. Electrical power should be provided to the door stations, master stations, control panels via Power Over Ethernet (PoE). Uninterruptible Power Supplies (UPS) should be installed to support the PoE Ethernet switches. Moreover, the Successful Offeror should install dedicated 20 amp circuits to the IDFs supporting the Ethernet switches and provide a duplex outlet for the UPS unit. These circuits will be connected to any existing emergency generator, where present. It shall be permissible for the Successful Offeror to leverage existing emergency generator circuits provided that the circuit potential load does not exceed 80 percent.
20. The Successful Offeror shall revisit the local AHJ’s requirements regarding egress from exit doors, fail safe or fail secure door releases on power failure, and interconnection of door releases with the fire alarm system to ensure required compliance with all applicable codes and regulations.
21. Appropriate signage shall be installed on each door that shall have a card reader installed. Numbers that are ten (10) inches in height and two inches in width in size on a reflective background shall be installed on these doors. Background shall be blue in color. HCPS shall provide the appropriate style and numbering for each door.
22. Power bricks or adapters that plug into a common electrical outlet shall not be used on this project since they may be inadvertently easily removed resulting in a loss of power for the connected devices. Only PoE devices or power supplies housed in secure cabinets shall be permitted.
23. No magnetic door locks shall be used unless expressed written permission is granted by Henrico
24. The Aiphone door and master stations shall be configured in such a manner as to permit either locking or unlocking of a door remotely over the network.
25. The access control system installed shall be configured in such a manner as to permit either locking or unlocking of a door remotely over the network.
26. PoE power injectors and accompanying power supplies shall be compatible with the equipment that they power.
27. It is anticipated that the door locks may not receive power via PoE and accordingly will be connected to a power supply installed and located near each of the two door locations. The power supplies shall be hard wired to a 20 amp circuit (non-emergency) by the Offeror. Should the Offeror propose an alternative design where the edge control panels have the capability to power the door locks via PoE the power supplies may be eliminated.
28. Integration of the components of the security enhancement project shall occur with the existing access control systems at Glen Allen High School and at Kaechele Elementary School to ensure that: **The access card used by police personnel shall always be operable and shall override any code blue or other system setting.**
29. Integration of the components of the security enhancement project shall occur with the intrusion detection systems at all school locations. At a very basic level the door position switches requested in this RFP shall have two poles or contacts – one pole will connect to the door controller and the other **shall** be connected to the intrusion detection system of the respective school.
30. Ethernet switches the specifications of which are set forth below will be installed at the following schools. Quantities are listed in parentheses.

|  |  |
| --- | --- |
| **School** | **Type and Quantity of Switches** |
| **Freeman High School** | **48 port (1)** |
| **Hermitage High School** | **48 port (1), 24 port (1)** |
| **Tucker High School** | **48 port (1)** |
| **Varina High School** | **24 port (1)** |

1. The Successful Offeror shall delineate on the Sample Response Form in **Attachment F** the material and installation costs for the two dedicated 20 AMP circuits per school for each IDF and the electrical work necessary to provide electrical power to the edge controllers at the two (three) doors of each school.
2. As noted above, the installation of equipment may not disrupt instruction or testing of HCPS school sites. Similarly, the Successful Offeror shall recognize the sensitive nature of the environments in the Courts and juvenile detention facilities and shall consult with the Henrico representative before performing work.
3. The Successful Offeror shall obtain permission prior to beginning installation work at any General County Government facility or any HCPS school site from the Henrico representative.

**B. EQUIPMENT AND MATERIAL SPECIFICATIONS**

**Overview**

All equipment or materials provided by the Successful Offeror as an integral part of this RFP shall be newly manufactured or factory produced products. All equipment must be new and “out-of-box” will full warranty support. Used or refurbished products will not be accepted.

Generally, no substitutions or approved equals are allowed for the following materials since HCPS has standardized on the use and installation of these materials and equipment.

No substitution or approved equals are allowed for:

1. Mohawk cable
2. Hubbell or AMP connectivity
3. Cisco switches
4. Aiphone intercom system

The equipment is described below. In most cases, descriptions represent an extract from the description provided by the manufacturer.

**THE SPECIFIC EQUIPMENT TO BE INSTALLED IS LISTED BELOW.**

**1. INTERCOM SYSTEM EQUIPMENT SPECIFICATIONS**

**Table 1: Aiphone Door Station**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **IP - Door Station** | **COP-ISIPDVF-HID-1** | **70** | The IS-IPDVF-HID from Aiphone is an IP video door station for the IS Series, with a built in HID® proximity/iCLASS card reader. The video door station will connect via CAT-5e/CAT-6 wire to a local area network (LAN). Maximum wire distance from the door station to the LAN is 328’ (standard network wire distance rules apply). Wiring and power for the card reader are separate from the intercom wiring. The card reader is to be connected to a host controller of any type that is compatible with the HID® proximity/iCLASS card reader. |
| **Surface Mount Box** | **SBXISDVFP** | **70** | The SBX-ISDVFP is an 18-Guage stainless steel enclosure designed for surface mounting the IS door stations with built in card reader. Compatible with the IS-DVF-HID, IS-DVF-HID-I, IS-SS-HID, and IS-SS-HID-I |

**Table 2: Aiphone Master Station**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **IP - Master Station** | **IS-IPMV** | **123** | The IS-IPMV from Aiphone is an IS IP Video Master Station. The IS-IPMV is an IP addressable video master station with a 3.5” color LCD monitor. It can be wall or desk mounted (desk stand included). The IS-IPMV offers handset (duplex) and hands-free (VOX/PTT) communication and can page up to 5 zones simultaneously. The unit is equipped with a door release button for the user to allow entry for the visitor. The IS-IPMV is also equipped with PTZ and brightness controls, giving the user control for camera angle and lighting to better see the visitor requesting entry. Six programmable speed dial buttons are also included for easy access to frequently called subs and paging zones. The IS-IPMV connects directly to a network using CAT-5e/6 cable and can communicate with any other IS station on its network. The station utilizes 802.3af compliant PoE or an external 24V DC supply, PS-2420UL.  If available, the Master station or equivalent shall be provided with a composite video output that may be connected to a monitor or DVR |

**2. ACCESS CONTROL EQUIPMENT SPECIFICATIONS**

The components of the security enhancement project for convenience and clarity may be classified into the following categories:

Cards

Peripheral Devices

Locks

Card Readers

Door Position Switches

Request to Exit (REX) devices

Control Panels

Management System and Database

Badging system

**a. Cards**

**Table 3: Access Cards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Access**  **Card** | **HID**  **Multi-Technology Card** | **800** | 125 kHz Proximity contact chip and antenna;  13.56 MHz iCLASS contactless smart chip and antenna; optional magnetic strip shall be provided; durable thin card with high quality printing surface for photo ID;  Corporate1000 card standard |

**b. Peripheral Devices**

**Table 4: Locks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Door Position Switch** | **GE 1076D** | **176** | The GE Interlogix 1078 Series Steel Door contacts are designed  specifically for use in the steel doors commonly found in  commercial building applications. The unique housing design  features a rugged unibody construction with flexible ribbed sides  for quick, secure installation without gluing. The magnet housing  isolates the magnet from the surrounding steel for maximum gap  distances, both make and break. |
| **Request to Exit Sensor** | **Bosch**  **DS-DS1501** | **176** | Specifically designed for Request-to-exit (REX) applications. The DS150i detects motion in coverage area and signals an access control system or door control device. |

**c. Control Panels and Other**

**Table 5: Card Readers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **HID**  **Card**  **Reader** | **HID**  **RP40 iCLASS SE READER** | **85** | iClass SE RP40 Smartcard Reader Ultra high security, Wiegand Output, Wall Switchplate size, optical tamper Multi format compatibility combining SE Reader technology with 125KHz format |
| **HID Card Reader** | **Honeywell DR4208** | **97** | Honeywell card reader with ability to read HID and Quadrakey |

**Table 6: IP Edge Controllers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Intelligent**  **Controller** | **Honeywell**  **PW6K1ICE** | **74** | PW6K1ICE is a PoE single door access controller with many of the features of higher end controllers. The PW6K1ICE controller supports up to 32 time zones per panel with triggers, and offers support for two-man rules and hard/soft/timed anti-passback. The PW6K1ICE controller supports one door with either a single reader or in/out reader configurations. It can be powered via PoE or a separate DC supply and it's easy to position the controller above, near or at the door. It extends to connect to a maximum of 16 PW6K1R1E PoE reader modules on the same Ethernet subnet. Minimal training is required for persons familiar with PW6000 and Pro-Watch®. |
| **Reader**  **Panel** | **Honeywell**  **PW6K1R1E** | **88** | The PW6K1R1E single door PoE reader module supports one door with either a single reader or in/out reader configurations. It can also be powered via PoE or a separate DC supply and is equally as easy to position above, near or at the door. Honeywell has included support for industry-standard OSDP RS485 reader communications protocol. As an alternative to Wiegand wired readers, this protocol offers two-way communications that maintains constant contact with the reader and can easily detect tamper scenarios. Additionally, OSDP can provide capabilities including configuration of ASCII text on LCD displays and synchronization of reader clocks, depending on reader capabilities. |
| **Control Panel (optional)** | **Honeywell**  **PW5000** | **19** | Panels shall be outfitted and configured to support the number of card readers served by the panel, see **Attachment C** |

**Table 7: Power Equipment and other**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Power Supply** | **FlexPower**  **FP150-C4E1** | **148** | 75 watt @ 12VDC or 24 VDC. Four (4) door capability. Supplied with two 12 VDC/40 AH batteries |
| **UPS** | **SMT750RM2** | **148** | * Intuitive LCD interface   Provides clear and accurate information in multiple languages with the ability to configure the UPS locally with easy to use navigation keys.   * Predictive replace battery date   Dynamically provides the month and year when battery replacement is recommended to aide in long term maintenance planning.   * Energy meter   Provides actual kilowatt hours of usage for energy conscious users.  Pure sine wave output on battery  Simulates utility power to provide the highest degree of compatibility for active PFC (power factor corrected) servers and sensitive electronics.   * SmartSlot   Customize UPS capabilities with management cards.   * Cold-start capable   Provides temporary battery power when the utility power is out.  Temperature-compensated battery charging |
| **Power**  **Injector** | **IFS MS-POE** | **296** | This module provides the ability to combine Ethernet data and PoE on a single category cable for deployment of a PoE powered edge device up to 100m (328 ft.). This provides a cost-effective and efficient power distribution cable management solution for a PoE-centric IP network.  The 100m (328 ft.) distance is based on the EIA-568 standard and is the maximum distance between two Ethernet devices. The IFS Power over Ethernet Injector can be deployed at any location within the 100m (328ft.) cable run |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Power**  **Supply**  **for injector** | **PS48VDC.38A-US** | **296** | The PS48VDC-38A-US is a wall mount 48VDC @ 380mA power supply from GE Security that is suited to providing powerful operation while offering high compatibility for U1 plugs. The PS48VDC-38A-US wall mount power supply comes with a 380ma amperage, a level 4 power level, a 47-63H frequency range, as well as a 90AC-264AC input voltage, and an in-wall installation type. The PS48VDC-38A-US power supply also features UL approval, CSA approval, low voltage output, plus a compact size for use with standalone links. This professional power supply offers continued operation, and is designed as a simple to setup unit. |
| **Equipment Cabinet** | **NexWatch enclosure or equivalent** | **162** | To be used to house either the intelligent controller or the reader module 12” x 12” x 4 minimum size. Enclosure shall include a ruggedized key lock to prevent unauthorized access. |

**d. Management System and Database**

1. Ability to import personnel data and card data from existing management system.
2. Database should be SQL based.
3. Management system and database must be able to be installed and configured in a virtualized environment.
4. The system shall provide an optional setting to designate a reactivated card alarm when an access card that is not active is presented to the reader.
5. Provide licensing for 300 new card readers to be added to the access control management system.
6. Microsoft Active Directory integration for synchronizing user accounts and card holder accounts.
7. A complete or updated database should be downloaded immediately to all system control panels should the system become inoperable to due programming or power issues. The panel controlling the door must automatically remember the latest download and allow occupants to continue entering based on their access level.
8. Any licensing cost for the management software or any access control device should be clearly outlined by the Offeror, clarifying one-time and annually recurring costs.
9. The database shall be subdivided into two partitions. One partition shall be used for County staff and the other shall be used for HCPS staff.
10. The access control system shall have the ability to manage 20,000 card holders.

**e. Badging System**

1. The system shall include but not be limited to the following components: badging camera, badge printer, signature pad and badging workstation.
2. Each of the above components shall be installed at Henrico Police, the Henrico Security Console and HCPS.
3. Management system and database shall be provided.
4. Independent server shall be provided if not integrated into item d above.
5. Intuitive graphical interface for easily assigning locations and entry rules to card holders.
6. Provide a single interface for badge creation, management and report generation.
7. System components shall be sized appropriately to satisfy 150 percent of the workload and number of cardholders in the extant system.
8. Offerors may consider either upgrading the existing ProWatch software platform to include advanced badging or offer other alternatives.
9. Badge identification data shall be seamlessly integrated into the overall access control management system.
10. Ability to provide a popup of a picture of an individual employee cardholder from a photo archive that may be compared to a live, real time picture of an individual (which may or may not be the actual employee access card holder) during the swiping of a card at a door where a video surveillance camera is present.

**3. ETHERNET SWITCH SPECIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Part # | Quantity | Description |
| Ethernet Switch | Cisco WS-C2960S-48FPS-L | 3 | 48 port, 1Gig, 10/100/1000 switch |
| Ethernet Switch | Cisco WS-C2960S-24PS-L | 2 | 24 port, 1Gig, 10/100/1000 switch |
| Stack Cable | Cisco CAB-STK-E-0.5M | 5 | 50cm Flex Stack cable |
| Power Cord Clip | Cisco PWR-CLP | 5 | Power Cord Retaining Clip |
| Switch Module | Cisco C2960S-STACK | 5 | Gigabit SFP module |

**4. MATERIAL SPECIFICATIONS**

It is recognized that many manufacturers will provide an extended warranty if only their product(s) or approved companion product(s) is (are) used in the cabling plant installation portion of a project. Therefore, the RFP allows flexibility in the provision of approved materials, but is not intended to permit a mixing and matching of materials from a multitude of manufacturers. The RFP requires that all materials within one series of materials be obtained from a single manufacturer. For example, all 110 patch panels, wall plates, jack inserts, wall plate blanks, and labels (and bezels, if applicable) shall be provided by the same manufacturer.

1. HORIZONTAL DISTRIBUTION CABLE MATERIAL SPECIFICATIONS

CATEGORY 6e PLENUM COPPER : All data cable shall consist of one 4 pair (8 wires), 24 gauge, Category 6e cable in one sheath, MOHAWK, AdvanceNet (M57201) Category 6e UTP (tested to 650 MHZ and ETL verified to TIA/EIA 568-B.2-1 Category 6). No equivalents shall be permitted, since HCPS has standardized on this use of this particular data cable.

Plenum cable shall be 4/0 construction, rated at 650 MHz or better.

**The UTP data cable shall be violet in color**. Please note that it is imperative that Offeror be able to provide the requested color of cable within the installation timetables. Offerors shall verify the availability of the requested cable prior to proposal submission. Changes or deviations from this requirement will not be permitted.

1. WORK STATION OUTLET MATERIAL SPECIFICATIONS

The following Hubbell workstation materials shall be used for the installation of new data jack locations since HCPS has standardized on the use of these materials. Materials shall be limited to Hubbell or AMP products to ensure compatibility with the existing faceplates previously installed by HCPS.

**Table 8: UTP Materials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Part #** | **Quantity** | **Description** |
| **Patch Panel** | **Hubbell**  **P6E24U** | **TBD** | Patch Panel, NEXTSPEED Category 6, Universal, Black, 24-port NEXTSPEED Category 6 Patch Panel exceeds TIA Category 6 and ISO component specifications supporting network convergence protocols delivering maximum bandwidth and extended reliability for all LAN, multimedia, and Power over Ethernet applications. TIA Category 6 Component compliance. Labor savings: Exclusive 1-Punch termination reduces termination time by 75%. Third-Party tested and verified. Eco-friendly packaging utilizes recyclable materials and eliminates excess packing waste. Center balanced to Category 6 plug specifications. Balanced PCB design delivers significant headroom over the TIA Category 6 standard up to 250MHz providing true application assurance. |
| **Nextspeed**  **Data Jacks** | **Hubbell**  **HXJ6GN** | **TBD** | * Industry's first tested Category 6 component compliant jack. * Labor savings: exclusive 1-Punch termination reduces termination time by 75%. * Mating cycles exceed industry standards by 2 times. * Bulk packaged to eliminate excess packing waste. * PoE tested and verified. * Universal Hubbell keystone design fits into all Hubbell iSTATION™ and Delivery Plus™ products. * Exclusive 1-Punch termination tool and QuickLace™ combination. * Green in color. * Termination Towers provide easy pair splitting, simple lacing, and fast punch-down. * Stuffer cap ensures secure strain relief and positive "snap" latching. * Universal wiring: two distinct labels eliminates wiring confusion, T568B or T568A. |
| **Keystone Module** | **Hubbell**  **IM2K10W** | **TBD** | 2 Keystone Openings 1U For IMF1/IMF2 Office White |

**C. INSTALLATION PROCEDURES**

**1. INSTALLATION PROCEDURES: CATEGORY 6e CABLING**

1. Each school office shall have four (4) Category 6e, four pair cables installed to support the Aiphone Door Station, each of two Aiphone Master Stations and the control panel. Category 6 workstation jacks shall be installed for the Aiphone Master Stations whereas both the control panel cable and door station cable may be terminated using an RJ 45 plug, provided that the plug has been manufactured for use with solid core cable. At the rear or side door location at each school one additional Category 6e cable shall be installed to support the second control panel (See Diagram 2 above). An additional Category 6e cable shall be installed to support the third door where applicable. The Successful Offeror shall supply the faceplates for the boxes, the faceplate inserts, RJ 45 jacks and faceplate insert blanks. However, existing faceplates may be leveraged. Where there are blanks in existing office faceplates these data jack slots may be used to install the data jacks to support the security enhancement project.
2. The Successful Offeror shall use caution when pulling cables so that the maximum pulling force is not exceeded for the type of cable pulled. A basket weave cable grip/strap must be used to pull all cables to ensure that the maximum pulling tension is not exceeded.
3. For each type of cable pulled, the Successful Offeror shall ensure that the proper amount of cable slack is retained at patch panels and workstation outlets. A service loop of ten (10) feet of slack shall be retained at the telecommunications closet for copper cables. One meter of slack shall be retained at the copper telecommunications outlet (looped in the ceiling area). Inadequate cable lengths for proper termination will require the Offeror to re-pull the affected cables.
4. The Successful Offeror shall seal all riser conduit sleeves, voids and openings through fire and smoke rated walls and partitions with Code approved fire stopping materials installed in accordance with the manufacturer’s recommended installation methods and all Code requirements.
5. 110 blocks and patch panels are an integral part of this project. The multi-type of punch down tool that results in all four pairs being simultaneously being punched down shall not be used on any part of this project.
6. All eight (8) position, modular jack products shall be installed and terminated in compliance with the EIA/TIA 568B standard for modular jack pin/pair assignments.
7. Unless equivalency is explicitly not permitted in this bid the Offeror may elect to propose an alternative material(s) as equivalent(s). Offerors must provide as part of their proposal submission, specifications of the suggested equivalent along with an explanation of how the material meets the specifications stipulated in this bid.
8. The Successful Offeror shall obtain permission from HCPS prior to beginning any work that may necessitate cutting into or through any part of a building structure, such as girders, beams, steel, concrete, masonry, floors or ceilings.
9. The Successful Offeror will use an industry accepted, wire pulling lubricant, when needed, while pulling cables through conduit.
10. An estimatedcount of the number of major materials to be installed as part of this installation is set forth in **Attachment D** which is titled “Approximations of Required Materials”. This information is only intended to assist Offerors, and is not intended to exclude any materials required for the installation.
11. Cable routing plans should consider the proximity to electrical distribution facilities and EMI producing devices such as motors, transformers and copiers. To avoid EMI, cable runs must be kept at least four (4) feet away from large motors, transformers or copiers, one (1) foot from conduit and cables used for electrical power distribution and at least five (5) inches of clearance must be maintained between the horizontal distribution cable and all fluorescent lighting.
12. Category 6e cabling providing connectivity to the workstation outlets shall be installed and routed in a home run fashion from each of the workstation outlets to the 110 patch panel located in the nearest IDF.
13. All four pairs of cable providing connectivity to the workstation outlets shall be terminated on single RJ 45 jack at each end of the cable, unless otherwise noted.
14. Cables shall be neatly bundled and dressed to their respective panels. Each panel shall be fed by an individual bundle separated and dressed back to the point of cable entrance into the enclosed cabinet or rack. Tie wraps shall be loosely secured so that they spin easily when fastened. Velcro straps may also be used for cable management.
15. Each horizontal run of twisted pair cable shall be clearly labeled behind the patch panel. Labels located within the bundle will not be acceptable.
16. Cables shall be dressed and terminated in accordance with the EIA/TIA 568-A installation procedures standard and the 568B wiring scheme for pin/pair assignments.
17. Untwisting of the pairs at the point of termination must not exceed one-half inch.
18. The bend radius of the cable in the termination area of the workstation outlet shall not exceed four (4) times the outside diameter of the twisted pair cable.
19. The jacket of the cable shall be maintained as close as possible to the point of termination.
20. No installed UTP cables should be left exposed on a wall surface.
21. Unless otherwise noted, all workstation outlets shall be installed at the level of the existing AC outlets.
22. Data networking outlets shall be installed a minimum of 12 inches away from any AC outlet.
23. All cables shall be supported within existing cable trays/ladders or existing “J” hooks or by the use of “J” hooks installed by the offeror.

**2. INSTALLATION PROCEDURES: OTHER**

1. All edge access control panels and power supplies will be installed in equipment cabinets adjacent to each of the two doors controlled by the access control equipment. A Category 6e horizontal distribution cable shall be installed from the edge access control panel to the nearest IDF. Many IDF’s include patch panels and cabling to support the existing video camera surveillance system. All camera drop cables have a green jacket and are terminated on a separate patch panel. Access control horizontal distribution cabling that shall have a violet colored jacket shall join the camera cables on these patch panels. Switch ports dedicated to the access control equipment shall be placed on a security VLAN and shall be segmented from other network traffic.
2. The LAN backbone cabling of each school site is a hierarchical star design with a centrally located MDF and reporting IDFs strategically located throughout the school to ensure compliance with the distance limitations of UTP network cabling. The Main Distribution Frame (MDF) for telecommunications is generally located adjacent to the Media Center. In those instances where the MDF also serves the front office area as an IDF, a Category 6e horizontal distribution cable shall be installed from the edge access control panel to the MDF.
3. Power will be provided to the IP devices (Aiphone door station, master station, control panels) via Power Over Ethernet (PoE). The Ethernet switches that these IP devices are connected to will be connected to a backup UPS as specified in the materials listing. The intent and goal is that these devices shall retain power for a period of four (4) hours in the event of a power failure. Note that PoE capable switches are installed in all high schools and a few middle schools. PoE capable switches are not available in all elementary schools as noted above. Where PoE switches are unavailable power injectors will be provided and installed by the Offeror. Moreover when PoE switches are available the PoE capabilities of a switch may be exceeded if too many PoE devices are connected to the switch. PoE injectors will be provided by the offeror in these instances as well. While Ethernet switches shall be provided by HCPS for the elementary and middle schools, the Successful Offeror shall provide PoE switches (N=5) where needed for the high school installations.
4. It is anticipated that the door locks may not receive power via PoE and accordingly will be connected to a power supply near each of the two access controlled doors. The power supplies shall be hard wired to 20 amp non-emergency circuits installed by the Offeror.
5. HCPS staff will provide the Successful Offeror with IP addressing information for the IP devices and shall configure the Ethernet switch ports for the proper VLAN
6. It shall be the responsibility of the Successful Offeror to install all interconnecting cables and patch cords required to operate the intercom and access control equipment and associated video surveillance equipment, if applicable.
7. All patch cables and cords should be neatly dressed and properly secured with Velcro material at strategic intervals. Moreover, all patch cords and cables shall be clearly labeled.
8. The Aiphone door stations shall be designated as the host and the master stations shall be configured accordingly.
9. All control panels shall be installed above or near the door locations.
10. 18 AWG shielded cables shall be installed between the door lock and the Aiphone station and the door lock connection on the IP edge control panel.
11. 16 AWG or 18 AWG shielded cables shall be installed to connect the card reader to the control panel, depending upon the amperage requirements taking into consideration voltage drop because of cable distance.
12. NEC Article 725.21 (3) establishes three (3) classes of cables for wiring inside buildings. Class 1 cables should not be bundled with Class 2 and 3 cables.
13. All bundles of Class 1 and Class 2 and 3 cables should be neatly bundled and dressed and secured with either wire ties or Velcro straps.
14. All door position switches (DPS) should have two poles or contacts. One pole shall be connected to the control panel and the other shall be connected to the intrusion detection system.
15. End of line resistors (EOLR) shall be installed on all door position switches (DPS) and request to exit devices (REX) as per specifications of the control panel manufacturers.
16. No installed low voltage cables should be left exposed on wall surface. Either raceway or metal conduit shall be installed.
17. A centralized site shall be established to remotely view the Aiphone systems via the IP network at a designated HCPS site.
18. While a number of Aiphone door stations and master stations may communicate with each other, a master station only has the ability to be linked to 31 other devices. Accordingly to have the ability for the HCPS monitoring site to view every door station, it will be necessary to have 10 master stations installed at the monitoring site.
19. Cable shields, drain conductors and equipment shall be grounded/bonded to eliminate shock hazard and to minimize ground loops, common-mode returns, noise pickup, cross-talk and other impairment.
20. Shields and drain conductors should be bonded to ground at only one point in each circuit.
21. Either rim strikes or electric strikes shall be installed on majority of all doors within the project scope that do not already have a lock installed, as outlined in the attachment. A few doors, as outlined in the attachment, will not accept a conventional rim strike or electric strike and consequently it will be necessary to modify the locking mechanism and install an appropriate electric crash bar.
22. Access cards shall be created and provided by the Successful Offeror that comply with the HID specifications set forth herein to replace all existing Honeywell Quadrakey cards issued to Police Division employees. It is estimated that there are 800 cards that will need to be replaced. Existing Quadrakey access cards programmed in the system for General County Government card holders must continue to function on all readers in which they are programmed for based upon the individual card holders approved areas of access with the exception of Police Division employees who will be issued new HID cards.
23. Magnetic door locks at the following schools shall be replaced with Von Duprin or equivalent electrified locking hardware as specified in **Attachment A**: Fair Oaks Elementary, Grad Center, Highland Springs Elementary School, Montrose Elementary School and Pemberton Elementary School. Pemberton and Highland Springs elementary schools each have two magnetic locks which will need to be replaced.
24. As noted above and in **Attachment C,** 17 schools have IP Aiphone systems installed with door stations that have HID Prox integrated card readers. These HID Prox modules shall be replaced with the multi-technology readers that are able to read both Proximity and iCLASS.
25. The majority of schools shall have only one Aiphone door station and two master stations installed. The following schools listed below in Table 9 are exceptions. The number of door stations and master stations to be ultimately in place at these sites is outlined below. Note that prior to the issuance of this RFP some of these door stations and master stations were previously installed. The lesser number of door stations and master stations at these sites to be completed as part of this RFP work is outlined in **Attachment A**.
26. If available, the Aiphone master station or equivalent shall be provided with a composite video output that may be connected to a monitor or DVR. An appropriate cable, either a coax cable from the master to the DVR, or a network cable shall be installed to provide this connection.

**Table 9: Aiphone Installation Exceptions**

|  |  |  |
| --- | --- | --- |
| SCHOOL | DOOR STATIONS | MASTER STATIONS |
| Highland Springs Elementary School | 3 | 2 |
| Moody Middle School | 3 | 3 |
| Maybeury Elementary School | 2 | 3 |
| Johnson Elementary School | 1 | 3 |
| Jackson Davis Elementary School | 1 | 3 |
| Pocahontas Elementary School | 1 | 3 |
| Brookland Middle School | 4 | 5 |
| Mehfoud Elementary School | 2 | 2 |
| Pemberton Elementary School | 2 | 3 |
| Sandston Elementary School | 2 | 2 |
| Lakeside Elementary School | 2 | 2 |
| Godwin High School | 2 | 2 |
| SCHOOL | DOOR STATIONS | MASTER STATIONS |
| VA Randolph | 3 | 4 |
| Fairfield Middle School | 2 | 4 |

1. All cables shall be supported within existing cable trays/ladders or existing “J” hooks or by the use of “J” hooks installed by the Successful Offeror.
2. All provided UPS units shall be installed in the IDF equipment cabinets or open racks.
3. The Successful Offeror shall install a dedicated 20 amp circuit and provide a duplex receptacle for the UPS units in each of the two IDF’s at the school. The Ethernet switches shall be connected to the UPS units which shall then be plugged into the 20 amp circuit. A list of SCHOOLS (this listing does not include County sites) that have an emergency generator installed is outlined in **Attachment E**. For those schools that have an emergency generator installed, the dedicated circuits shall be connected to the emergency generator. In addition the Offeror shall hard wire the lock power supplies to available 20 amp circuits. The cost for this electrical installation work shall be identified separately on the RFP Response Form in **Attachment F**.
4. HID RP40 card readers will be installed at all HCPS locations. As noted above, it is estimated that 97 card readers installed at the County don’t have the ability to read an HID proximity card and will need to be replaced. Please refer to **Attachment C**. The Successful Offeror shall replace these readers at select County locations with the Honeywell DR4208 card reader to ensure that the access cards procured as part of this project will operate properly, while still maintaining the ability for legacy Honeywell Quadrakey cards to continue to be used. Replacement of the County readers shall not be accomplished during business hours to avoid an interruption of card reader operation. Installation work performed after hours shall be coordinated with Henrico.
5. The output relay on the control panel shall be protected from a power surge from the lock. Either a diode will be installed as recommended by the manufacturer or power supplies shall be installed that have input triggers.
6. The edge control panels and power supplies shall in most instances be installed above or near the door locations. Should these devices not be installed near door(s) a label shall be affixed to the top of the REX denoting the location of the equipment.
7. Ethernet switches will be installed by the Successful Offeror as noted in the Scope of Services section above at select high school locations. Configurations will be provided to the Successful Offeror by HCPS.
8. It is recognized that there may not be full functionality with the new card readers installed at the County facility sites and the existing Honeywell PW500 panels. As an optional installation, these 19 panels will be replaced by the Successful Offeror. (**Attachment C)**.
9. The badging system shall be installed and configured by the Successful Offeror. The system shall include but not be limited to the following components: badging camera, badge printer, signature pad and badging workstation. Each of the above components shall be installed at Henrico Police, the Henrico Security Console and HCPS.
10. As noted above for select schools having vestibule designs it will be necessary to install an additional card reader at the third door location. The equipment, cabling and electrical service required to support this third door shall be the same as that specified for the second door location at each school. For example, a reader panel enclosed within a cabinet shall be installed above or near the third door location.

**D.** **PROJECT MANAGEMENT**

It is the expectation of Henrico that the Successful Offeror designate a single point of contact that shall act as a project manager. The Successful Offeror shall establish a project manager who shall be responsible and accountable for the implementation of this security enhancement project and shall provide information/reporting to the Henrico representative on the periodic progress of the project work performed. The project manager must remain the same throughout the installation from beginning to end unless permission in writing is received from Henrico to change the Successful Offeror’s single point of contact. This requirement for a designation of a single point of contact/project manager is considered to be critical by Henrico to ensure the success of this project. Offerors shall confirm their understanding of this requirement in responding to this RFP.

The project manager shall provide the following services:

* Written and agreed upon project plan detailing the successful installation and acceptance of the system within the specified time frame.
* Coordination and scheduling of all project deliverables through project completion including hardware and software configurations, installation of equipment, user training documentation and as-builts.
* Appropriate status reporting
* Attendance at all project meetings
* Preparation of the continuing maintenance agreement, if applicable

**E. POST INSTALLATION AND COMMISSIONING ISSUES**

**1.** **DOCUMENTATION**

Documentation should include comprehensive as- built drawings, configuration files, cable test results and equipment manuals. As-built drawings should show the location of all equipment. Wiring diagrams should outline the connections between all equipment items showing their sources and destinations, cable types and colors denoting which color cables and conductors are connected to each terminal post, screw or connection. Record drawings should be provided for all equipment including as-builts showing the final equipment locations and IP addressing where applicable. In addition, .bin configuration files for the Aiphone door stations and master stations shall be provided by the Successful Offeror. All configuration files should be provided with complete instructions on restoring files in the event of system failure. Manuals supplied should be written at the technician level rather than non-technical operator manuals. Offerors should not simply provide standard and readily available user equipment manuals.

**2. SECURITY ENHANCEMENT PROJECT ACCEPTANCE**

Periodic on-site observations will be made by Henrico personnel during the installation of the security enhancement project. Upon completion of all work, the Successful Offeror shall demonstrate the operation of the system and shall provide Henrico all system documentation as outlined above and create and provide 50 access cards. Within two (2) weeks of this documentation and access cards being provided to Henrico, representatives will inspect all work to ensure compliance with the requirements of this bidding documents (as well as any amendments that may have been issued as accompanying materials to this bid) and will inspect and test all Aiphone equipment, card readers, control panels and associated equipment to verify that all equipment is in proper working order and the all equipment installations are acceptable to Henrico staff. Card readers to be inspected for proper operation shall include the newly installed HID readers at HCPS sites and any new installed Honeywell readers at Henrico County Government facility sites. Any discrepancies between that observed by Henrico personnel and the requirements stipulated herein will be documented in a punch list and subsequently resolved by the Successful Offeror within a time frame agreed upon by both parties. Once discrepancies have been resolved, Henrico will forward a letter of acceptance to the Successful Offeror within ten (10) business days. In the event that no discrepancies are revealed, a letter of acceptance by Henrico will be provided within ten (10) days subsequent to the week allowed for the inspection.

**3. BASIC TRAINING**

The Successful Offeror will be responsible for training select HCPS and Henrico County staff in the operation and use of the access control systems installed as part of the security enhancement project. Training shall consist of two types: 1) Technical training for technical staff that will have the responsibility to maintain the access control systems installed. Factory and/or manufacturers certifications for technical staff are highly desirable and shall be proposed by the Successful Offeror and 2) General training provided to approximately six (6) key administrative staff (per school site) which shall cover the operation of all system components. Technical training shall be conducted at a designated Henrico site. Hard copy and electronic copies of training material shall be provided at the training. It is anticipated that a one hour training session with key administrative staff will allow adequate time to review components of the system and the proper procedures to operate same. This one hour training shall be provided for every school site.

The Successful Offeror shall provide at least five (5) complete copies of necessary system and training documentation for the proposed system.

**4. WARRANTY**

The Successful Offeror shall warrant any and all components of the security enhancement project for a period of two (2) years from the date of the letter of acceptance referenced above. This two (2) year warranty period is a firm requirement of this solicitation. Additionally, Successful Offeror shall offer pricing to extend this warranty coverage for three (3), four (4) and five (5) years. This warranty shall cover all equipment, materials and labor necessary to correct a deficiency discovered subsequent to acceptance. This warranty shall warrant that all equipment and associated materials installed are free of mechanical and electrical defect. Any and all work performed by Successful Offeror shall be performed at no additional cost to Henrico. Required response time shall be dictated by the level of severity of the equipment and for system failures. Level 1 conditions shall include major system failures (for example, a management system database corruption) and shall require a 2 hour response time. Level 2 conditions shall include mid-level system failures (for example, an inoperative edge panel) and shall require a 4 hour response time. Lastly Level 3 conditions shall include all other equipment failures and shall require a 24 hour or one business day response time. Henrico shall not be responsible for any shipping charges associated with the return of any defective equipment. It is understood that a warranty is provided by a number of manufacturers for provided equipment. However, the Successful Offeror shall be solely responsible to provide the warranty coverage requested and to promptly resolve warranty issues identified by Henrico. Additionally the warranty must include a manufacturer software maintenance agreement and will include all software updates, revisions, online support and telephone service assistance. The software maintenance agreement must include training for any changes in operation due to the nature of software revisions. All remote communications software and hardware shall be provided by the Successful Offeror. Remote access to the system shall be password protected. Beyond the two year warranty the Offeror shall provide a lifetime guarantee on the HID cards. The warranty shall convey directly from the Offeror to Henrico at the point of final acceptance. For all other matters beyond the offered warranty period a maintenance plan shall be offered.

**5.** **MAINTENANCE AND SPARE PARTS**

The Successful Offeror shall offer pricing on an annual maintenance plan that outlines costs for basic maintenance and response times and costs for evenings, weekend days and holidays. The required responses are set forth below in the section below outlining the Proposal Response. Henrico may or may not elect to purchase this maintenance coverage. While it shall be a mandatory requirement for Offerors to respond with a maintenance proposal as an integral part of their proposal response, Offerors are advised that Henrico considers this an optional service which Henrico may or may not purchase. The maintenance plan and associated costs shall be divided into two parts – the Aiphone system and the card access system. Two complete Aiphone systems comprised of two door stations and four master stations shall be provided to HCPS for use as hot swappable spare parts. The Successful Offeror shall clearly outline the proposed costs depending upon the level of failure and the time of day of the failure. The Successful Offeror shall propose and define a list of spare parts that shall be maintained and made immediately available to ensure continued system operation in the event of equipment failure. Additionally, the Successful Offeror shall provide the percentage of discount off list pricing for spare parts and equipment should Henrico decide to maintain the access control system equipment.

**VI. INTEGRATION OF SYSTEMS AND ALTERNATIVE DESIGNS**

The above specifications set forth in the SCOPE of SERVICES section outline the requirements for the basic system design proposed in this solicitation. Offerors are encouraged to submit along with their basic design bid or in lieu of a response that satisfies the basic design, alternative designs as set forth below.

**A. INTEGRATION OF SYSTEMS**

It is recognized that the Aiphone and card access systems may be integrated with other related systems. Through integration access control systems may begin to share information and control with a host of other systems including video surveillance and intrusion detection systems commonly referred to as burglary systems. Integration may be accomplished at several levels that include but are not limited to dry and wet contact integration, Ethernet, and database integration. For purposes of this bid solicitation, integration efforts shall be optional with two significant exceptions, as required above.

Integration of the components of the security enhancement project shall occur with the existing access control systems at Glen Allen High School and at Kaechele Elementary School to ensure that: **The access card used by police personnel shall always be operable and shall override any code blue or other system setting.**

Integration of the components of the security enhancement project shall also occur with the intrusion detection systems at all school locations. At a very basic level the door position switches requested in this RFP shall have two poles or contacts – one pole will connect to the door controller and the other **shall** be connected to the intrusion detection system of the respective school.

A number of manufacturers also offer optional integration across functional systems. Examples of this include integrations with the card access system and video surveillance systems. (See section III for a description of video surveillance equipment currently used.) For example, should a card reader identify an invalid card that is no longer authorized in the system, a video surveillance integration could capture the individual’s image with the camera at the door and then proceed to follow the individual on the campus with a video pursuit script. Existing DVR’s could also act as encoders and output video over the IP network to the access control centralized management system. Examples such as this are virtually endless. Integration examples the Successful Offeror may provide are highly desired and solicited. Integration of video surveillance equipment and card access within the same platform is highly desired by HCPS and Henrico County. Integration efforts that leverage system integration within and outside the security environment will be considered. An example outside of the security environment may be the ability of an Offeror to provide a mobile app server so that the police would have the ability to open doors on their mobile phones using proper network security credentials. Integration efforts reflect open architectural platforms versus proprietary platforms. The RFP evaluation criteria will yield points for open architectural platforms and integration efforts and vendors are encouraged to submit integration proposals.

Proposals for a physical security information management (PSIM) product that has the ability to integrate systems through proprietary SDKs and APIs and provides an integrated GUI user interface are also welcome. Any PSIM proposals should outline the methods and procedures that will be utilized to reconfigure the PSIM to address any subsystems that requires upgrades or maintenance.

**B. ALTERNATIVE DESIGNS**

It is further recognized that the basic design proposed in this solicitation utilizes proprietary hardware for access control. Offerors are encouraged to submit along with their basic design bid or in lieu of a response that satisfies the basic design, alternative designs. Alternative designs may include but are not limited to:

1. **Database integration:** As noted above, the complementary goals of the project are to control access at school entrances and to provide police personnel with access to selected school door entry points using the same single access control card that may be used to gain entry at County facility sites. Also noted above is the desirability that the access control equipment used by the County and HCPS be managed by the same centralized management system ensuring only one point of data entry and access card creation for card holders and access level information by site and time. The County currently uses the ProWatch management system. An alternative to both the County and HCPS using the same management system would be for the County to remain using ProWatch and for HCPS use another management system. For this approach to be viable it would be necessary for the Successful Offeror to stipulate a mechanism to accomplish a synchronization of disparate databases. Active Directory organizational units could be utilized and established as the link between disparate management systems. Alternatively, a daily (or twice daily) script could be written for the ProWatch database to update the second system’s database.
2. **Wholesale upgrade:** Again please note the desirability that the access control equipment used by the County and HCPS be managed by the same centralized management system ensuring only one point of data entry for card holders and access level information by site and time. Rather than remaining with ProWatch, Offerors might propose that it would be more cost effective for Henrico to change out the centralized management system and centralized access panels currently used by the County. Variations of this proposal could include modifying the firmware used by the current panels and replacing existing firmware with new firmware. Another option may be to completely replace existing panels with new panels but to re-use the existing peripheral devices (card readers, locks, etc.) with the newly installed panels. Should an Offeror propose this alternative an essential part of the proposal would be to set forth a detailed transition plan of parallel systems outlining the components and strategy for the smooth transition from the existing system to the new system. IT IS ESSENTIAL THAT THE EXISTING HENRICO COUNTY ACCESS CONTROL SYSTEM AND ALL OF THE RESPECTIVE COUNTY SITES MAINTAIN OPERATION THROUGHOUT THE PROJECT PERIOD. It is recognized that should a wholesale upgrade of county panels be proposed that the project implementation timetable would need to be extended beyond the 60 day implementation period outlined for the installation of card readers, panels and intercom devices at HCPS school locations. Any work involving replacement of equipment at County sites shall retain existing equipment locations. Any new cabling or installation that is necessitated by the project work shall follow the strict requirements set forth herein for HCPS sites. For example, no cabling shall be left exposed and unprotected from possible damage.

Components of this strategy would include the new badging / photo imaging client work stations that shall serve as both the credential creation and data input workstation for the card holder management of the system. Client work stations would be installed at Henrico Security, the Henrico Police Department and at HCPS as required by this RFP. Added to these components to support this strategy would be the provision of a new centralized management system and server.

Should a partial or wholesale upgrade or replacement of equipment be proposed by the Successful Offeror, as might be expected, a far more extensive, expanded training component shall be provided than that set forth in section E.3 above. In this event, a training curriculum shall be drafted to be appropriate for the specific category of users to include system administrators, system operators, system managers, IT staff and technical maintenance staff. Both HCPS and County staff shall be provided with all training materials and be actively included in all training classes. Should the number of users in any one user category delineated above be greater than the number of staff that may be accommodated in an average size classroom a train-the-trainer approach shall be considered the most cost effective measure for the delivery of the training curriculum.

1. **Redundancy:** Access control systems are a bit different than most systems that connect to a network in that standard access control configurations have failover functionality built into traditional designs. For example, in the event of a management system server failure that results in the management system being inoperable the local control panels may still perform their function since the panels still have in memory the needed access list information for the card readers that are connected to the panels. Additionally, a virtual server environment also provides an aspect of redundancy for the application software. Offerors are encouraged to submit proposals that will address system failures and database failures and the ability to mirror data in real time. The RFP evaluation criteria will yield points for redundancy efforts and vendors are encouraged to submit proposals that shall adequately address redundancy to ensure seamless and continual system operation.
2. **Scalability:** Outlined above are not only the capabilities of the system upon initial installation but the required capabilities of the system in the future to address potential future system expansion. Proposals are solicited that will offer scalability components to preclude short term obsolescence of the installed access control system.

**VII. PROJECT SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

Request for Proposals distributed February 21, 2014

Pre-proposal conference March 6, 2014, 10:30 a.m.

Receive written proposals March 28, 2014, 3:00 p.m.

Conduct oral interviews with selected firms TBD

Finalize contract documents April/May, 2014

Contract installation begins May 2013

Installation Completed August 30, 2014

Potential Integration of Systems September – November, 2014

Training of Staff September, 2014

Acceptance of the System September - December, 2014

**VIII. COUNTY RESPONSIBILITIES**:

Henrico County will designate an individual to act as the Project Manager for all work performed under this contract. The Project Manager shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract.

**IX. GENERAL CONTRACT TERMS AND CONDITIONS:**

**A. Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County should the Board of Supervisors or the School Board of Henrico County fail to make annual appropriations for the Contract.

**B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.

4. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the public bulletin board located at the following locations:

Purchasing Division Eastern Government Center

North Run Office Complex 3820 Nine Mile Road

1590 East Parham Road Henrico VA 23223

Henrico VA 23228

Henrico Government Center

4301 E. Parham Road

Henrico VA 23228

Notice of award or intent to award may also appear on the Purchasing Division website: <http://www.co.henrico.va.us/genserv>

**C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed primarily in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees 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.

2. 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 in accordance with the Virginia Public Procurement Act, 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.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1. 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.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County (including Henrico County Public Schools), and the County’s officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any goods and/or services, the failure to provide any goods and/or services and/or the use of any services and/or goods furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and the County (including Henrico County Public Schools) from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment G)**

**M.** **No Discrimination against Faith-Based Organizations**

Henrico County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with County officials in performing the Contract work so that interference with normal operations will be held to a minimum.

1. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

**P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of three years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Small, Women-Owned and Minority-Owned (SWAM) Businesses**

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the County’s Internet site at:

<http://www.co.henrico.va.us/genserv/purchasing/>

**S. Subcontracts**

1, No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Offeror desires to subcontract some part of the work specified in the Contract, the Successful Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

2. The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises. For assistance in finding subcontractors, contact the Supplier Relations Coordinator (804-501-5689) or the Virginia Department of Minority Business Enterprises:

<http://www.dmbe.state.va.us/>

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between the County and the Successful Offeror, as the taxes shall be an obligation of the Successful Offeror and not of the County, and the County shall be held harmless for same by the Successful Offeror.

2. The County is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in the County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement <http://www.co.henrico.va.us/genserv/pdfs/EnvironmentalPolicyStatement.pdf>, which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. The Successful Offeror shall have, at each location at which the Successful Offeror provides goods and/or services, a supervisor who is competent, qualified, or authorized on the work site, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and must be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

**Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (**Attachment H**) Any 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 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, Successful Offerors that are proprietorships, partnerships, or corporations shall provide their federal employer identification numbers to the County. Pursuant to Virginia Code § 2.2-4354, Successful Offerors who are individual contractors shall provide their social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**AA. Contact with Students**

Offerors shall certify that any of their employees who will provide services under the Contract resulting from this procurement and will be in direct contact with Henrico County Public School students: (1) has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (2) such person has not been convicted of a crime of moral turpitude. Offerors shall cause any of their subcontractors to provide the same certification described herein with regard to the subcontractors’ employees.

**Henrico County cannot award a contract to an Offeror that does not complete the Attachment H as part of their proposal/submission.**

**BB. Conduct**

1. Fraternization between supplier and teachers or students is strictly prohibited.
2. Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on school grounds.
3. Cigarette smoking is prohibited on school grounds.
4. Use of vulgar, suggestive or abusive language or gestures is strictly prohibited on school grounds.
5. Use of radios/stereos or other noise producing equipment shall not be used. No weapons of any kind are allowed on school grounds.

**X. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(Attachment I**) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
   1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division office. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.
   2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
   3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
   4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment J)**
   5. A proposal may be modified or withdrawn by the Offeror anytime prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division office in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division office up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved. Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall make a written request which shall reach the Purchasing Division office, Department of Finance, at least eight (8) days prior to the date set for the receipt of proposals. Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative. **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division office on time shall be accepted. All late proposals received by the Purchasing Division office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**XI. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. The Offeror should include in their proposal as a minimum the following:
3. Table of Contents – ***NUMBER ALL PAGES OF RESPONSE*. Provide a detailed INDEX of the proposal document for easy referencing**
4. Introduction – include the following items in this section of the response:
5. Cover letter outlining the Offeror’s history and experience in installing access control systems as required for this solicitation.
6. Successful Offeror – Provide information that is necessary to ensure Offerror can provide the services required. Provide name, experience, address, telephone number and qualifications. This section is intended to enable Henrico to determine if the Offeror and its employees are able to provide all that is required to make this project successful.
7. Proposal Signature Page – **Attachment I**
8. Proprietary/Confidential Information Identification **– Attachment J**
9. Direct Contact with Students **– Attachment K**
10. Virginia State Corporation Commission Identification Number **– Attachment H**
11. In a separate section provide an Executive Summary to include:
12. Response to Scope of Work – The Offeror should address each section of the Scope of Work section of this document indicating compliance with or acceptance of the requirement and any additional explanation of their response. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titles “Exceptions” The Offeror shall explicitly state the configuration model or models proposed.
13. Company Profile – Offerors are to present a Company profile that shows the ability, capacity and skill of the Offeror, their staff, their employees to perform the services required within the specified time.

A company statement shall include but not be limited to the following information:

* Overview of your company
* Statement outlining how your equipment and installation offerings differentiate your company from your competition
* A listing of staff certifications, for example: Electronic Safety and Security (ESS), and CPP (Certified Protection Professional). Any factory or manufacturers’ certifications held by staff should be outlined as well.
* Outline warranty and service capability
* Indicate your understanding of the single point of contact requirement and include complete contact information for your single point of contact and accountability/project manager.
* Describe local project management capability and corporate resources

1. References – Provide a minimum of three (3) references on **Attachment L**, who could attest to the Offeror’s past performance to provide services similar to those required to the contract. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references. However, past performance with Henrico County will be considered.
2. Implementation Plan – Provide a projected schedule for performing key phases of the projects, including estimated time frames, if applicable. Subdivide the project into distinct phases and associate timelines with each phase. Draft and delineate a week by week timetable showing the estimated beginning date and ending date for the installation work at each school.
3. Provide any copies of service level agreements (SLA’s).
4. Provide copies of warranty agreements.
5. Identify any hardware or software licensing required by Henrico and provide samples of licensing agreements. Clarify one-time costs and annually recurring costs.
6. Provide a sample of a test and acceptance plan describing the typical test procedures and acceptance criteria based on the system being proposed.
7. State that the firm, if selected, will be available for oral presentations and negotiations.
8. Provide a statement regarding the firm’s independence with respect to the County of Henrico and the firm’s approach to and conduct during this project.
9. Provide detailed information on training calendars, syllabus and resumes of instructors who will provide the training.
10. A list of equipment and materials that will be provided for each model proposed along with associated costs. A sample response form is provided below. An equipment list should be provided for EACH model proposed. All equipment must be new and “out-of-box” will full warranty and support.
11. Completed worksheets for each school site.
12. Maintenance Plan Proposal to include at a minimum the following information:

* Outline warranty and service capability
* Describe ability to offer a maintenance program (this may or may not be elected to be purchased by Henrico) along with a clear statement of annually occurring charges. In outlining this optional service please comment on the following:
* Preventative maintenance
* Locally trained technicians
* Spare and repair parts
* Strategy for resolving system malfunctions during business hours, non- business hours and weekends
* Process of tracking service calls and escalation of recurring problems and comprehensive quality control/maintenance plan including inspections.

1. Provide the following information:

* How many days will it take to complete the installation?
* How many man hours will it take to complete the project? Please provide by position description and tasks.
* Virginia DCJS (Dept. of Criminal Justice Services) license # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Class A Virginia Contractor Registration Number # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Warranty for all support, materials and equipment is a minimum of 2 years following the date of installation and acceptance. Yes \_\_\_\_\_No
* Offeror has verified that the make and model “as bid” is currently available from the manufacturer.\_\_\_\_\_Yes\_\_\_\_\_\_ No
* Offeror has verified that the make and model “as bid” is in current production by the manufacturer.\_\_\_\_\_Yes\_\_\_\_\_\_ No
* Offeror has verified with the manufacturer that the production of the make and model “as bid” has not been discontinued by the manufacturer.

\_\_\_\_\_Yes \_\_\_\_No

* My/Our payment terms are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide a copy of the Offeror’s latest audited financial statements.
2. Pricing:
3. Offerors will provide pricing that should include as a minimum, the total cost for the security enhancement project, including all hardware, software, implementation costs, training, warranty/repair(s), project management, inventory system, required support services and any other optional services requested by the county (e.g. maintenance proposals). A sample response form is provided below.
4. Additional options to include in the response may be: (1) Alternative proposals as set forth in the Integration of Systems and Alternative Design sections above. (2) Other value added options recommended by the Offeror but not specified in the RFP.
5. **Offerors shall provide a proposed payment schedule for all services and equipment provided. The County will not pay in advance for elements under this contract. The preferred method of payment would be at the system acceptance phase.**
6. Appendix – Offerors may submit additional information materials that will clarify their response. Also, Offerors are encouraged to provide information regarding partnering opportunities that, upon approval by the Purchasing Office, may be offered at no additional cost.

**XII. PROPOSAL EVALUATION/SELECTION PROCESS**:

A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

* 1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |  |
| --- | --- | --- |
|  | EVALUATION CRITERIA | WEIGHT |
| 1. | Functional Requirements   * Extent to which the proposed hardware and software meet the RFP’s functional requirements * Compliance with RFP’s technical requirements * Extent of modifications required to meet requirements * Integration of systems components * Open systems architecture * Redundancy components | 30 |
| 2. | Implementation Services   * Project Approach * Project Plan and Schedule * Project Management * Project Team * Integration * Training * System Acceptance * Current Workload and ability to complete required work within Henrico schedule | 20 |
| 3. | Experience and Qualifications of Firm   * Installations (number and size) in k-12 environment or similar environment. * Previous installations with HCPS or Henrico County * Financial Stability Firm * References | 15 |
| 4. | Experience and Qualifications of Proposed Staff   * Resumes of proposed staff * Certifications of proposed staff * Team organization and amount of experience as a team | 10 |
| 5. | Price   * Base Hardware costs * Installation costs * One-time and recurring changes * Licensing costs * Maintenance costs | 20 |
| 6. | Quality of proposal submission/oral presentations | 5 |
|  | TOTAL | 100 |

1. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

## ATTACHMENT A

**EQUIPMENT INSTALLATION WORKSHEETS**

This attachment is subdivided into three (3) parts as follows:

Attachment A, Part 1: Elementary Schools

Attachment A, Part 2: Middle Schools

Attachment A, Part 3: High Schools

## These attachments provide for each school pictures of the first, second and third doors where applicable and show the approximate wall location for installation of the card readers. The pictures of doors are complemented by work sheets outlining the exact work to be performed at each school. Finally, maps of individual schools outline IDF locations.

As might be expected, some of this detailed installation information is confidential in nature and accordingly will only be released to Offerors that are seriously interested in responding to this RFP provided that the Offeror signs a non-disclosure agreement. Interested Offerors subsequent to signing the Non-disclosure agreement (**Attachment M**) will be provided with this attachment.

**ATTACHMENT B – IP AIPHONE SITES**

|  |  |
| --- | --- |
| **Chamberlayne ES** | **Short Pump MS** |
| **Davis ES** | **Brookland MS** |
| **Johnson ES** | **Holman MS** |
| **Longan ES** | **Tuckahoe MS** |
| **Maybeury ES** | **Pocahontas MS** |
| **Mehfoud ES** | **Highland Springs TC** |
| **Pemberton ES** | **Adult ED** |
| **Pinchbeck ES** | **GRAD Center** |
| **Seven Pines ES** |  |

**ATTACHMENT C** – **HENRICO COUNTY EQUIPMENT LOCATIONS**



**ATTACHMENT D** – **APPROXIMATION OF REQUIRED MATERIALS (PART 1)**

**ATTACHMENT D** – **APPROXIMATION OF REQUIRED MATERIALS (PART 2)**



**ATTACHMENT E** – **HCPS** **EMERGENCY GENERATOR LOCATIONS**



**ATTACHMENT F**

**RFP Request No. 14-9535-1CS**

**SAMPLE RESPONSE FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | | **Make/Model**  **Number** | | **Unit Price** | **QTY** | **Total Price** |
| **1** | **Aiphone Door Station** | | **COP-ISIPDVF-HID-1** | | **$** | **70** | **$** |
| **2** | **Surface Mount Box** | | **SBXISDVFP** | | **$** | **70** | **$** |
| **3** | **Aiphone Master Station** | | **IS-IPMV** | | **$** | **123** | **$** |
| **4** | **Aiphone Master Station Monitors** | | **IS-IPMV** | | **$** | **10** | **$** |
| **5** | **Access Card** | | **HID** | | **$** | **800** | **$** |
| **6** | **Door Position Switch** | | **1076D** | | **$** | **176** | **$** |
| **7** | **Request to Exit Sensor** | | **Bosh DS-DS1501** | | **$** | **176** | **$** |
| **8** | **HID Card Reader** | | **HID RP40 iCLASS SE READER** | | **$** | **85** | **$** |
| **9** | **HID iclass reader module** | |  | | **$** | **21** | **$** |
| **10** | **Intelligent Controller** | | **PW6K1ICE** | | **$** | **74** | **$** |
| **11** | **Reader Panel** | | **PW6K1R1E** | | **$** | **88** | **$** |
| **12** | **UPS units, 750 watts** | | **SMT750RM2** | | **$** | **148** | **$** |
| **13** | **Power Injector** | | **IFS MS-POE** | | **$** | **296** | **$** |
| **14** | **Power Supply for injector** | | **PS48VDC.38A-US** | | **$** | **296** | **$** |
| **15** | **Equipment Cabinet** | | **Onq H4-EN1200** | | **$** | **162** | **$** |
| **16** | **Door Lock** | | **HES 9600 / HES 9400** | | **$** | **57** | **$** |
| **18** | **Power Supply** | | **Altronix**  **AL600ULXPD16** | | **$** | **148** | **$** |
| **19** | **Aiphone Installation Services** | |  | | **$** | **1** | **$** |
| **20** | **Card Reader and Panel Installation Services** | |  | | **$** | **1** | **$** |
| **21** | **Basic Training**  **(see section E.3)** | |  | | **$** | **1** | **$** |
| **22** | **Warranty**  **(include 2yr cost in total)**  **2yr\_\_\_\_\_\_\_\_**  **3yr\_\_\_\_\_\_\_\_**  **4yr\_\_\_\_\_\_\_\_**  **5yr\_\_\_\_\_\_\_\_** | |  | | **$** | **1** | **$** |
| **23** | **EAC Management System**  **(including card reader licensing)** | |  | | **$** | **1** | **$** |
| **24** | **Annual Software Support**  **of EAC Management System** | |  | | **$** | **1** | **$** |
| **25** | **VonDuprin electrified locking hardware** | |  | | **$** | **26** | **$** |
| **26** | **Installation cost for the complete access control system** | |  | | | | **$** |
| **27** | **Cabling materials ( to include cable, patch panels and jacks)** | |  | | | | **$** |
| **28** | **Miscellaneous Materials** | |  | | | | **$** |
| **29** | **Electrical Installation**  **a. IDF 20 amp circuits**  **b. Door circuits** | |  | | **$\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_** | **148**  **148** | **$\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_** |
| **30** | **Replacement**  **of County card readers (N=97)** | |  | | | | **$** |
| **31** | **Badging workstation, camera, printer and signature pad**. | |  | | | **3** | **$** |
| **32** | **Badging management system (if not included in #23)** | |  | | | **1** | **$** |
| **33** | **Annual software support of Badging System (if not included in #24)** | |  | | | **1** | **$** |
| **34** | **Provide DISCOUNT OFF list price for replacement spare parts and equipment** | |  | | | | **%\_\_\_\_\_\_\_\_\_** |
| **Total RFP cost** | | | **$$$** | | | | |
| **PROVIDE COSTS FOR THE FOLLOWING OPTIONAL ITEMS** | | | | | | | |
| **35** | **Expanded Training of personnel on operation and maintenance of proposed system**  **(see Alternative Design section)** | |  | | | | **$** |
| **36**  **Optional Maintenance Costs**   * + - * 1. **Aiphone Maintenance Costs**   **Annual Preventative Maintenance \_\_\_\_\_\_\_\_**  **Level 1 response**  **Service call charges per hour: day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_**  **Level 2 response**  **day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_**  **Level 3 response**  **day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_**   * + - * 1. **Access Control Maintenance Costs**   **Annual Preventative Maintenance \_\_\_\_\_\_\_\_**  **Level 1 response**  **Service call charges per hour: day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_**  **Level 2 response**  **Service call charges per hour: day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_**  **Level 3 response**  **Service call charges per hour: day \_\_\_\_\_\_\_\_ weekend \_\_\_\_\_\_\_\_**  **night \_\_\_\_\_\_\_\_ holidays \_\_\_\_\_\_\_\_** | | | | | | | |
| **Item** | **Description** | **Make/Model**  **Number** | | | **Unit Price** | **QTY** | **Total Price** |
| **37** | **Honeywell Centralized Panel** | **Honeywell**  **PW5000** | | | **$** | **19** | **$** |
| **38 Optional Alternative Designs (see section VI)** | | | | | | | |
| **Alternative Design #1**  **Attach Statement Description** | | | | **Total Cost:** | | | |
| **Alternative Design #2**  **Attach Statement Description** | | | | **Total Cost:** | | | |
| **Alternative Design #3**  **Attach Statement Description** | | | | **Total Cost:** | | | |

## ATTACHMENT G

## INSURANCE SPECIFICATIONS

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia and is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the Successful Vendor shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

$100,000 for each Disease by employee

$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

Professional Liability/Errors and Omissions

$1,000,000 Each Occurrence/ $3,000,000 aggregate

NOTE 1: **The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.**

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. This insurance shall apply as primary insurance and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

**ATTACHMENT H**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offertory’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**ATTACHMENT I**

**SUBMIT THIS FORM WITH PROPOSAL**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX OR BOXES BELOW.**

**Please refer to definitions on Page 2 prior to completing. Check all that apply.**

**MINORITY-OWNED BUSINESS**  **SMALL BUSINESS**  **WOMEN-OWNED BUSINESS**

**NONE OF THE ABOVE**

**If certified by the Virginia Minority Business Enterprise (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE**

**Supplier registration –** The County of Henrico encourages all suppliers interested in doing business with the County to register with Eva, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

Eva Registered?  **YES  NO**

**ATTACHMENT I**

**page 2 of 2**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

“***Minority-owned business***” means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens and both the management and daily business operations are controlled by one or more minority individuals.

As used in the definition of “*minority-owned business,*” “*minority individual*” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. “*African American*” means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. “*Asian American*” means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. “*Hispanic American”* means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. “*Native American*” means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

*“****Small business****”* means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

*“****Women-owned business****”* means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**ATTACHMENT J**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and states the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

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**ATTACHMENT K**

**DIRECT CONTACT WITH STUDENTS**

**PROPOSAL RESPONSE ATTACHMENT**

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to the § [22.1-296.1](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-296.1) of the Code of Virginia, prior to awarding a contract for the provision of services that require the Successful Offeror, his employees (or subcontractors) to have **direct contact with students**, the school board shall require the Successful Offeror and, when relevant, any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

For the purposes of this subsection, **direct contact with student’s** means being in the presence of students during regular school hours or during school-sponsored activities.

**As part of this submission, I certify that the employees of, or Successful Offerors to, the above mentioned Successful Offeror that will be providing services to the School Division under the resulting contract (i) will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and/or (ii) have not been convicted of a crime of moral turpitude. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of Successful Offerors for the duration of the contract.**

*Signature of Authorized Representative*

*Printed Name of Authorized Representative*

*Printed Name of Vendor (if different than Representative)*

*Date*

**ATTACHMENT L**

**REFERENCES**

Offerors shall provide a minimum of three (3) references that will be contacted by HCPS. References shall be of customers for whom you have provided similar services within the last three years. For each customer listed, provide the customer name and address, contact name, title and telephone number and a brief description of the services your company provided. References from school systems are preferred.

1. School System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of services provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. School System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of services provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT L**

**Vendor Reference Sheet**

3. School System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of services provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. School System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of services provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT M**

**Non-Disclosure Agreement**

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agrees to abide by the following agreement (the “Agreement”) as a condition of receiving Attachment A,

For purposes of this Agreement, “**Confidential Information**” means any data or information provided to \_\_\_\_\_\_\_\_ Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_by Henrico County, Virginia (the “County”) relating to RFP #14-9535-1CS, that is designated by the County as confidential, including, but not limited to: Attachment A.

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_represents and promises that it will not disclose any Confidential Information, except as expressly authorized by the County. At all times Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_will use reasonable measures to safeguard Confidential Information, and will be fully responsible for any misuse or wrongful disclosure of Confidential Information by its agents or employees. Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledges that it has no right or ownership interest in any Confidential Information. Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledges that it is obligated to protect Confidential Information from unauthorized disclosure and that it will only use Confidential Information only to the extent expressly allowed by RFP #\_14-9535-1CS. Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledges that violation of this Agreement may subject it to discipline, which may include, but is not limited to: (i) termination from current County projects, (ii) exclusion from further County projects, (iii) exclusion from participation in RFP #14-9535-1CS and (iv) legal liability. Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_obligations with respect Confidential Information hereunder is a continuing obligation, whether Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_is awarded a contract pursuant to RFP #14-9535-1CS, or not.

Any failure by the County to enforce any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement. The Agreement is made and entered into in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to conflicts of law principles. Any dispute arising out of the Agreement, its interpretations, or its performance shall be litigated only in Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

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| **OFFEROR**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **COUNTY OF HENRICO**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |