



CHIPPEWA COUNTY REQUEST FOR PROPOSAL

Building Security & Access Control System County Building & Courthouse

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

**Project Representative: Brian Bartlett, Hardware Operations Analyst
Chippewa County Information Systems
325 Court St. STE 105
Sault Ste. Marie, MI 49783**

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I. INTRODUCTION

Chippewa County seeks proposals/bids from qualified firms, on a competitive basis for: Installation & Programming to replace the existing Building access control systems in the County Building, and install a new system in the Courthouse.

A. Proposal Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposal (RFP), using the format provided, to:

Chippewa County Administrator's Office
ATTN: Kelly Church, County Administrator
319 Court St.
Sault Ste. Marie, MI 49783
(906)635-6330

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Chippewa County Information Systems
ATTN: Brian Bartlett – Hardware Operations Analyst (Project Representative)
(906)635-6366
bbartlett@chippewacountymi.gov

ATTN: Anthony Zakic – Information Systems Specialist
(906)635-7611
azakic@chippewacountymi.gov

MAIL:
325 Court St.
Suite 105
Sault Ste. Marie, MI 49783

Contact with any other Chippewa County personnel regarding this RFP will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each proposal must be submitted on the approved form in a sealed envelope, plainly marked “***Building Security and Access Control System***” on the exterior. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this *Request for Proposal*, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. **Proposals must be received on or before 12:00 noon, May 8th 2024 to be considered.**

- C. Right of Refusal
Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of Chippewa County, irrespective of the bid price.
- D. Disclosure of Proposals
Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.
- E. Independent Price Determination
By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:
1. The prices in its proposal have been determined independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
 3. No attempt has been made or will be made by the proposing party to induce any other person of firm to submit or not submit a proposal for the purpose of restricting competition.
- F. Each Person signing the proposal certifies that:
1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
 2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.
- G. Insurance Requirements
The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.

2. Automobile liability including statutory no-fault coverages, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

H. County Liability.

Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors or the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during the engagement, except when such loss or damage is due to the fault or negligence of the County.

II. MINIMUM SPECIFICATIONS

PLEASE READ CAREFULLY: Proposals that fail to meet the minimum specifications, or those determined to exclude important components, features, services, etc... may not be considered. Bidders are encouraged to contact the Project Representative with any questions concerning the specifications PRIOR TO submitting their proposal.

A. REQUIREMENTS & SPECIFICATIONS

Prospective Vendors, Bidders, and Contractors are STRONGLY encouraged to schedule a site-survey with the Information Systems Department prior to submitting a proposal.

1. REQUIREMENTS

Chippewa County Building

Location: 325 Court Street, Sault Sainte Marie, MI 49783.

Replacement of two (2) existing separate door control systems (Exterior and Interior doors) with one (1) system for specified Door locations.

This will include but not limited to: removal of existing, and installation of new computer(s)/controllers and software; readers; strikes (except where noted); request for access sensors; release buttons; hardware as required.

NOTE: Must contain separate, break-out, pricing (See Specifications & Bid Submission Form).

Chippewa County Courthouse

Location: 319 Court Street, Sault Sainte Marie, MI 49783

New installation of Building access controls where none are present for 14 Doors. To be integrated with Security Controller. To include Four (4) Egress points: Basement egress via Ramp & East Egress (Bingham Street); North Egress (Ridge Street); and South Egress (Between buildings), and Interior Office doors for the courts on basement and second levels

NOTE: Must contain two (3) separate, break-out, pricing for: Basement Egress and Public Offices; (Three) Large-wooden, 1st floor egress doors (N. S. E) & Court Areas (See Bid Submission Form).

Both Buildings

- Controller Hardware, Software, and Cards must comply with FIPS 201 requirements.
- One, central system/controller for both buildings. If separate controllers must be used, they must be the same make/model.
- Except where existing strikes might be utilized, components must be the same makes/models and specifications for ALL, NEW: Central controller(s); Readers; Cards; Locks; and related hardware for egress and interior door access.
- Cards must be HID.
- Card readers must be HID, compatible.
- Cards must be supplied, and function as multi-purpose: Work with readers at doors, and Multi-Factor Authentication (MFA) computer security readers.
- All controls must be hardwired and connected to Unitary Controllers
- Security and Unitary Controller(s) should be "sized" to allow for future expansion.
- Magnetic locks must not be used.
- Door opening mechanisms must continue to function in the event of a power-outage or other system failure. Egress doors must retain the use of mechanical openers (push-bars, door handles, etc...) to safely exit the buildings.
- Public Office areas must also include the ability to activate locking mechanisms with a button(s), hardwired to the controls

2. SPECIFICATIONS

SYSTEM(S) & COMPONENTS

ITEM	QTY	DESCRIPTION
System Security Controllers	1	Preferred qty. One – FIPS 201 compliant: https://www.idmanagement.gov/fips201/
Unitary Controllers	Varies	FIPS 201 compliant (where applicable)
Management Interface		Must be accessible with current browser technology (No IE Modes)
Card Readers	Varies	HID compatible
Cards	250	HID Composite – Dual Technology
Locks/Readers	Varies	Same Makes/Models throughout where new installation(s) required
Release & lock-down Buttons	Varies	Must be hardwired

COUNTY BUILDING – 325 Court Street

OFFICE	QTY	LOCATION
County Building West	1	325 Court Street (Main Entrance)*
County Building North	2	Sheriff – Bingham Street Parking area*
County Building South	1	Sheriff – Spruce Street Parking area*
Prosecutors Office	3	1st FL Main Hallway (2) and Vestibule entry*
Sheriff Office	3	1st FL Hallway; Vestibule entry*; Report Room South Hallway*
MDOC	2	1 st FL Hallway; Office Vestibule entry*
Information Systems Room	1	1st FL Corridor
Room	1	1st FL Corridor
Room	1	Basement Rm20
Public Defender	3	2nd FL Public Defender Hallway entrance, Stairwell, and vestibule*
County Building Break-out		
Parol Office	2	2nd FL Hallway N. and S. Offices
District Court	4	2nd FL Hallway (2), Conf. Room, Jail Holding Room
FOC	1	1st FL Main Hallway*
PoE Camera	1	2nd FL Hallway – South (near elevator) Make: ACTi – Model ZA6: To be integrated with existing ACTi NVR

* Existing Reader(s) and/or Release buttons

COURTHOUSE – 319 Court Street

OFFICE	QTY	LOCATION
Public Egress	1	Basement – East Ramp (Bingham Street)
Telecom Closet	1	Basement - Hallway
Administrator	1	1 st FL Public Office – To include “Lock-down” function
Finance	1	1 st FL Public Office - To include “Lock-down” function
Equalization	1	1 st FL Public Office – To include “Lock-down” function
Clerk	1	1 st FL Public Office – To include “Lock-down” function
Register of Deeds	1	1 st FL Public Office – To include “Lock-down” function
Treasurer	1	1 st FL Public Office – To include “Lock-down” function
3 rd Floor Offices	3	3 rd FL Public Offices - Vestibule door; (2) Offices – to include “Lock-down” function
Courthouse Break-out 1		
Egress Double Doors	3	1 st FL North, East, South stairs.
Courthouse Break-out 2		
Probate Court Offices	4	Basement - Hallway

Circuit Court Offices	4	2 nd FL Circuit Court (Admin; Chambers; Recorder; Jury Rooms)
Probate Court Room	2	2 nd FL Probate Court (Chambers and Office)

- B. **TECHNICAL SERVICES**
Installation and Programming of Security controller must be configured on a local IP subnet.
- C. **INSTALLATION**
Prospective bidders, vendors, and contractors must be physically present to install systems and devices. They will be required to work with Information Systems and Maintenance staff as needed.
- D. **WARRANTY**
Labor must be guaranteed for a period of not less than 90 Days following completion. The following must be disclosed: Applicable manufacturer warranties for all hardware; Service and support terms, including labor to be performed.

III. DETERMINATION OF THE BEST BID

- A. Any purchase resulting from this RFP will be made from respondent whose bid is advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
1. The ability, capacity, and skill of the respondent to provide the items as required.
 2. Whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous engagements with the bidder.
 5. Previous and existing compliance by the bidder with applicable laws and ordinances.
 6. The sufficiency of the financial resources and ability of the bidder to provide the requested server.
 7. The number and scope of conditions attached to the bid.
 8. Any potential conflicts of interest between bidders and the County governing body and staff.
 9. The quality and performance, reputation, of the products being proposed by the bidder.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference as follows:
1. If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%
 2. For bids exceeding \$2500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%

IV. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County, on the criteria listed above.



CHIPPEWA COUNTY
Building Security & Access Control System – County Building
325 Court Street
BID SUBMISSION FORM

Firm/Individual Name _____

Address _____ Phone (____) _____

Description	Price
Building Access Control System	
Break-out Price – Second Floor (5 doors - 91 st District Court)	
TOTAL COST	

A list of all applicable costs must accompany the submitted bid.

A signature of official authorized to bind the firm to the provisions of the RFQ:

Typed or printed name and title: Date _____

Failure to complete this form will be considered grounds for elimination from the selection process.

Proposals must be received on or before 12:00 noon May 8th, 2024 to be considered.



CHIPPEWA COUNTY
Building Security & Access Control System – Courthouse
319 Court Street
BID SUBMISSION FORM

Firm/Individual Name _____

Address _____ Phone (____) _____

Description	Price
Public Office and Basement (Ramp Egress; Telecom Closet)	
Court Specific Areas (Basement and 2 nd Floor)	
3 First Floor Egress Doors (North, East, South)	
TOTAL COST	

A list of all applicable costs must accompany the submitted bid.

A signature of official authorized to bind the firm to the provisions of the RFQ:

_____ Date _____
Typed or printed name and title:

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