

**CITY CLERK
ORIGINAL**



CITY OF GLENDALE

MATERIALS MANAGEMENT REQUEST FOR PROPOSAL

**C-8805
12/04/2007**

SOLICITATION NUMBER: 07-47

**DESCRIPTION: Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System
Monitoring**

OFFER DUE DATE AND TIME: December 4, 2007 AT 2:00 P.M. LOCAL TIME

PRE PROPOSAL CONFERENCE: A pre-proposal conference will be conducted on November 19, 2007 at the Sine Building, 6829 N. 58 Drive, Conference Room A, Glendale, Arizona, 10:00 am, local time.

Offers for the materials or services specified will be received by the City of Glendale, Materials Management at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

Offer Opening and Submittal Location: **City of Glendale
Attn: Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599**

Offers must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. See Paragraph 2.2 for additional instructions for preparing an offer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding
General Terms and Conditions contact:
William Brewer
Materials Manager
bbrewer@glendaleaz.com

For questions regarding
Scope or Specifications contact:
John Mickel
Facilities Management Superintendent
jmickel@glendaleaz.com

TABLE OF CONTENTS

CITY OF GLENDALE

Materials Management

Solicitation Number: 07-47

**Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring**

SECTION		PAGES
	Notice	1
	Table of Contents	2
1.0	SPECIFICATIONS	3
2.0	TERMS AND CONDITIONS	14
3.0	OFFER SHEET	18
4.0	PRICE SHEET	19

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

1.1 INTRODUCTION

- 1.1.1 The City of Glendale invites sealed proposals from qualified firms to provide third-party monitoring, periodic testing, maintenance/repair and installation/construction services for low voltage electronic equipment for intrusion, access control, fire alarms and communication systems at various city locations on city owned proprietary systems.
- 1.1.2 This solicitation shall include electronic purchase, installation and maintenance of access control, intrusion detection devices, call boxes, intercom, telephones, closed circuit television (CCTV), video recording devices, and wireless and/or wire line communication devices. The intent of this request for proposal (RFP) is to be all inclusive to establish sources for new products, for repair and installation services for the various types of access control, security systems, door controls, public address systems, intercoms, telephones, nurse's call, panic call, CCTV, Hirsch card access systems, parking lot automatic gates, and other electronic equipment at detention facilities and other City buildings. Installations shall comply with applicable building codes and may be subject to the city's plan review process and issuance of construction permits. Bidders are encouraged to provide labor-pricing rates for the SPECIFIC equipment they specialize in.
- 1.1.3 This contract is also for all ancillary components, and miscellaneous devices and software that relate directly to the above described systems. Equipment and technology offered should be the most current available in the market and have the capability for uses as described in this RFP. The contractor shall provide all equipment, tools, labor, supervision, materials, transportation and all effort necessary to complete the services included in this contract.
- 1.1.4 The contractor may, at their option, sub-contract up to 10% of their proposal for items outside of their expertise and licenses. This is exclusive of the third-party monitoring services.
- 1.1.4.1 At the time a work-order proposal is submitted for a specific project, the contractor shall supply the name and licenses of those parties that are sub-contractors to the proposal.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

1.2 GENERAL SPECIFICATIONS

- 1.2.1 It is the City's desire to have the successful offeror to monitor, maintain and, from time to time, add to the existing systems to provide additional coverage of these systems in City facilities.
- 1.2.2 It is the City's intent that this RFP permit competition. It shall be the offeror's responsibility to advise the City in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. (The exception to the single source stipulation is the Hirsch access control system using Velocity software.) Such notification must be received by the Materials Management office no later than fifteen (15) days prior to the proposal due date.
- 1.2.3 Should a bidder find discrepancies in the specifications or be in doubt as to the meaning or intent of any part thereof, the offeror shall request clarification from the City in writing, not later than ten (10) working days prior to the proposal due date. Any changes to the RFP that result from such a clarification request shall be communicated through a written addendum. Failure to request such a clarification is a waiver of any claim by the offeror for additional expenses because its interpretation was different from the City's.
- 1.2.4 The labor rates offered shall include all direct labor and overhead, equipment, small tools, common expendables and sales tax. Labor rates shall be divided into the following categories:
- 1.2.4.1 REGULAR HOURS SERVICE is defined as hours between 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding City holidays. Services work shall be within FOUR hours on-site after Contractor receives request from the Contract Administrator, or his designee.
- 1.2.4.2 EMERGENCY REGULAR HOURS SERVICE is defined as calls requiring service within TWO hours of placing call for service and the work is performed during regular service hours. This is paid only when the City requests emergency regular hours of service.
- 1.2.4.3 AFTER-HOURS SERVICE is the hours between 6:00 p.m. and 6:00 a.m., Monday through Friday, all day Saturday, Sunday and City holidays. Service work shall be within TWO hours on-site after Contractor receives request from the Contract Administrator, or his designee.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

1.2.4.4 In the police and court detention facilities, service shall be made available to the city 24 hours a day 7 days a week.

1.2.5 The City has approximately 100 UL monitored intrusion and fire alarm systems of various manufacturers, ages and sizes.

1.2.6 The City has both analog and IP cameras. The City also has 25 digital video recorders (DVR).

1.2.7 The City has approximately 30 call boxes, monitored by a UL Listed Monitoring Station.

1.2.8 The City has deployed a Hirsch access control system with approximately 3000 users and 600 doors.

1.3 MINIMUM REQUIREMENTS

1.3.1 Shall be legally able to conduct business in the State of Arizona and be bondable and insured.

1.3.2. Shall carefully read and understand all parts of the RFP and assure that the Proposal is made in accordance therewith.

1.3.3 Shall provide a completed Pricing Schedule signed by an authorized company signatory.

1.3.4 Shall be a Hirsch Dealer in the Arizona market. Proof of such must accompany bid.

1.3.5 Shall be able to provide monitoring via a UL Listed Monitoring Station. Prove of the contractual relationship between the contractor and the monitoring station shall accompany the bid.

1.3.6 The Contractor shall have a valid State of Arizona Registrar of Contractors license #L-67 for Low Voltage Communications Systems. Proof of such must accompany bid.

1.3.7 All technical staff must have a valid Alarm Agent License with the City of Phoenix.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.3.8 All technical staff will be subject to a back-ground check by the City of Glendale Police Department unless one has been substantiated by another Arizona constabulary agency.
- 1.3.9 The contractor shall verify all existing zones and condition of the alarm systems. Upon award, a zone list of all COG Intrusion panels must be given to Facilities for their records. See 1.4 LOCATION BOOK.
- 1.3.10 Contractor's employees shall wear photo identification badges and at the contractor's option have uniforms bearing the company name whenever at the job site.
- 1.3.11 A company vehicle bearing the company name/logo shall be used whenever the Contractor is traveling on city property and to and from various job sites.
- 1.3.12 During the term of this Contract, the Contractor shall have in its employ a minimum of two technicians to perform service under this contract for assignment to City of Glendale facilities. Technicians shall have performed installations and maintenance/repair on similar equipment for at least two years. Technicians shall be in the Contractor's employment at the time the Contractor submits its proposal. The technician's names, resumes and training certificates shall be furnished to the City with the offer. Failure to provide this information shall cause the proposal to be considered non-responsive.
- 1.3.13 The Contractor shall train up to two City employees, designated by the City in operation, maintenance and overview of entire systems from alarm signal to dispatch. This class shall be held at a site chosen by the City during normal business hours. The class shall be a minimum of six hours. The class shall be conducted by a qualified instructor knowledgeable in fire/intrusion alarm repairs and maintenance. The Contractor shall submit a syllabus of the class for approval by the Contract Administrator at least two weeks prior to class. Training certificates shall be provided to those attending all six hours of training.
 - 1.3.13.1 The contractor, at his option, may include in this RFP off-site training by a third-party.
- 1.3.14 The Contractor shall comply with all current local, state and federal codes and regulations concerning the testing and maintenance of fire/intrusion alarm systems.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.3.15 The Contractor shall provide third-party monitoring via a UL Listed Monitoring Station. Proof of the contractual relationship between the Contractor and the monitoring station shall accompany the offer.
- 1.3.16 The Contractor shall have a valid State of Arizona Registrar of Contractors license #L-67 for Low Voltage Communications Systems.
- 1.3.17 There may be times when specialized equipment must be rented to perform repairs as the Contractor may not have such in his inventory (i.e. lift equipment). This equipment will be considered as *additional cost* and used indirectly for the installation and/or repair of electronic systems during the performance of electronic repair services: These items will be allowed an administrative mark-up cost of five percent (5%) (pre-approved by the City). Invoicing from the rental company must be attached to the contractor's invoice for payment.

1.4 LOCATION BOOK

- 1.4.1 Within 90 days after contract award, the Contractor shall prepare a book of the locations it services. Such book shall include:
 - 1.4.1.1 The site name and address.
 - 1.4.1.2 A floor plan with sufficient detail to show hallways and rooms
 - 1.4.1.2.1 When needed, computer based "tif" files will be furnished from city records for the background of the floor plans.
 - 1.4.1.3 The location of panel, alarms, monitors, cameras, etc.
 - 1.4.1.4 The panel or pad number, model and manufacturer
 - 1.4.1.5 Other relevant information
 - 1.4.1.6 Offeror shall update Location Book at least every six months (if needed)

1.5 MONITORING SERVICES

- 1.5.1 Contractor shall monitor alarm systems on a 24-hour a day, 365-days a year basis.
- 1.5.2 Upon receiving a fire alarm, the Contractor's central station shall follow the procedures set forth in National Fire Protection Association (NFPA) #71. The Contractor shall submit a monthly activity report to the Contract Administrator. The central station shall attempt to notify the City by the quickest method available for the receipt and disposition of all alarm signals.
- 1.5.3 The Contractor shall establish a procedure with the concurrence of the Contract Administrator for the receipt and disposition of intrusion alarms. Upon

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

verification of a false alarm, through security code identification, the Contractor shall notify the proper authorities of the false alarm signal.

- 1.5.4 The Contractor shall begin the notification procedure whenever an alarm is not set at its appointed time or an alarm is sounded.
- 1.5.5 Contractor shall provide, install, and otherwise “hook up” automatic communications compatible with alarm system vendor’s monitoring equipment, at no additional cost to the City. Installation shall be at a date and time set by the City as can be arranged with the existing Contractor to avoid a lapse in service.
- 1.5.6 The Contractor shall set up all automatic dial testing at approximately 5:00 a.m. every day to avoid interruption of regular phone service. Contractor shall use a toll free phone number. Contractor shall list all automatic dialing phone numbers as well as numbers the City calls for alarms for each site.
- 1.5.7 The Contractor shall allow the City to delete or add City contact representatives at no additional cost to the City.
- 1.5.8 Contractor shall maintain the systems in good working order as required by all governing fire safety standards as set forth by the City of Glendale, State of Arizona and National Code requirements.
- 1.5.9 No sprinkler devices (water-flow, tamper, fire pumps, etc.) are to be tested as part of this contract.
- 1.5.10 The Contractor is required to list all panels, makes, models and field device make and model numbers on the annual inspection report.
- 1.5.11 The City has a very significant amount of equipment in place. To the greatest extent possible, it is desired that this equipment continue to be used. All equipment purchased by the City becomes the exclusive property of the City. This applies to equipment purchased by the offeror but eventually paid for by the City. It also applies to the existing equipment and all other equipment that becomes attached to City property.
- 1.5.12 The third-party UL monitoring service shall permit one City of Glendale access to the alarm data through a pass-word protected, web based, system.
- 1.5.13 MONITORING SERVICES - REQUIRED DOCUMENTS & SERVICES

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

1.5.13.1 The City requires the following reporting capabilities and/or documents. Documentation shall be provided by a web based electronic mail service on a daily basis.

1.5.13.1.1 Code-in and code-out information on a monthly basis. This is to capture information concerning who has coded in and out at sites with older equipment that requires the user to call the monitoring service. This information may be faxed or emailed to the Contract Administrator.

1.5.13.1.2 Individual location information (as needed)

1.5.13.1.3 Failure to close reports (as needed)

1.5.13.1.4 False alarm histories

1.5.13.2 The contractor shall provide nightly notification of all sites that fail to close. This includes notifying the appropriate emergency personnel as identified by the City. Such reports must be legible and easy to understand.

1.6 PERIODIC TESTING SERVICE

1.6.1 The Contractor shall make one (1) regularly scheduled testing service call at 12-month intervals. All initial testing and inspections shall be performed within 90 days after contract award. One copy of the annual inspection report shall be left at each site.

1.6.2 The following services shall be performed during all tests and inspections:

1.6.2.1 Clean, adjust, and test all control equipment

1.6.2.2 Inspect and test outlying field devices

1.6.3 The regularly scheduled testing shall be established at a time mutually convenient to the City and the Contractor. The Contractor shall give at least five days notice. Some sites may require work to be performed on weekends and during evening hours.

1.6.4 The Contractor shall inform the City of any deficiencies to the system within 24 hours after test.

1.6.5 The City shall provide "Points of Contact" for each destination to be tested.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

1.6.6 Any material used under this Section will be billed to the City at cost. The Contractor shall submit a copy of the invoice for the parts when submitting invoice to the City.

1.6.7 The Contractor shall load test all batteries annually and replace as necessary. Report all such replacements noting locations and reason for replacement. Contractor shall invoice the City for replacement batteries.

1.7 INSTALLATION/CONSTRUCTION & MAINTENANCE/REPAIR SERVICES

1.7.1 The Contractor shall provide all materials and labor necessary to perform renovations, repairs, installations, or alteration of fire communication devices (dialers), CCTV systems, intrusion alarm and access control systems to maintain the systems in good repair at all times as required by this RFP and applicable codes. Contractor shall be prepared to work on all such devices and systems at all City-owned and leased facilities. If the Contractor requires a third-party provider to complete the maintenance/repair, the hourly rates shall not exceed the fixed hourly rates provided by the Contractor, and invoiced through the Contractor.

1.7.2 The Contractor shall respond to calls placed for emergency service within two (2) hours from receipt of notification from the City, unless otherwise instructed by the Contract Administrator or his designee. The City shall determine what constitutes an emergency (i.e., inability to reset an alarm at a critical facility, etc.)

THE REQUIREMENT TO PROVIDE EMERGENCY REPAIRS MEANS THAT THE CONTRACTOR MUST HAVE A 24-HOUR POINT OF CONTACT (NAME AND PHONE NUMBER) AND THE CAPACITY TO RESPOND TO THE SITE WITHIN TWO HOURS AFTER CONTACT IS MADE (AS STATED ABOVE).

1.7.3 The City shall provide a list of "Point of Contacts" for each destination to be serviced. All maintenance shall be scheduled through the Contract Administrator or his designee.

1.7.4 Man hours paid under this Contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor-owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate. **The City shall accept no offer with a minimum charge stipulation.**

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.7.5 The Contractor shall comply with all current City of Glendale Codes and Regulations concerning the testing and maintenance of fire/intrusion alarm systems.
- 1.7.6 Work-order Proposals:
 - 1.7.6.1 Contractor shall provide written "Not to Exceed" proposals for work-orders issued by the city that includes the full "cost to construct" on all non-emergency projects over \$500. It shall be the Contractor's responsibility to ensure they have all information to prepare an accurate proposal. This proposal shall include the number of hours, hourly rate listed in the contract, staff requirements, material cost and completion date. Contractor shall respond to these non-emergency work-orders within five days of the request and provide invoices for the work within 15 days of the completion of the project.
 - 1.7.6.2 Non-emergency work shall only be performed with the authorization of the City Contract Administrator or his designee. Upon authorization, actual work shall not exceed the Contractor's proposal unless special arrangements have been made prior to completion of the work.
 - 1.7.6.3 Materials shall be invoiced to the City at Contractor cost. The Contractor shall submit a copy of the invoice for the parts when submitting an invoice to the City.
 - 1.7.6.4 Unreasonable estimates shall be deemed cause to terminate this Contract.
- 1.7.7 Replacement parts and repairs for all systems shall be handled on a time and materials basis.
- 1.7.8 The Contractor shall promptly correct all work rejected by the Contract Administrator as faulty, defective, or failing to conform to this agreement whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.

1.8 REPLACEMENT OF EQUIPMENT DUE TO OBSOLESCENCE

- 1.8.1 The Contractor must inform the city of the non-repairable state of the equipment. The replacement of the obsolete item shall be performed under a separate work-order and comply with the stipulations herein for new installations.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.8.2 If the Contractor must transport equipment to his/her shop for repairs, a loaner (if possible) should be left for the city to use. Once it is determined what the cost of repairs will be, the Contractor must inform the city agency of repair cost and any other options, and inform the agency they have 48-hours to respond back with either a go ahead to repair, or no repairs. If the Contractor does not receive a response within the allotted time-line from the agency, the Contractor has the right to charge rental fees for the loaner for each day the machine is used by the agency (exceptions noted below). Rental fees will be those prevailing rates established by the Contractor. While in the City agency's possession, any damage incurred to the loaner shall be the responsibility of the City agency.
- 1.8.3 In the event equipment requires a prolonged stay at Contractor's shop for repairs or back order of parts, Contractor shall keep user agency abreast as to the delay on a weekly basis, via phone or letter. If a loaner is used by the agency, there shall be no rental fees imposed, should this be the case. Repairs to Contractor's loaner equipment (due to normal wear and tear) while being utilized by user agency shall be Contractor's responsibility at no additional cost to the City, excluding supply items. If the city opts to replace the equipment with a new one, and ordered through the Contractor, and the new equipment will take some time to arrive, the City will not incur any rental fees.

1.9 OTHER THAN FACILITIES MANAGEMENT DIVISION (FMD) REQUEST FOR EQUIPMENT CHANGE-OUTS:

Should a City agency other than FMD request a replacement of an electronic system, the Contractor is required to notify FMD that such a replacement is being proposed. As maintenance responsibility of the building is FMD's, this Division must be involved in the change-out process.

1.10 TERMS OF PAYMENT

- 1.10.1 The City shall issue a purchase order for purposes of invoicing and payment. Each invoice shall be itemized to reflect actual work completed and services provided for the specific period being billed.
- 1.10.2 One blanket purchase order shall be issued for the electronic monitoring of all systems by wire-line or wireless methods and the quotations for this service shall be paid on a six-month basis.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.10.3 One blanket purchase order shall be issued for the services of on-call technicians for routine preventative maintenance and repair of all electronic/electrical systems associated with the scope of services under this RFP.
- 1.10.4 Purchase orders for new work-orders may be issued for additional projects on city owned property. It may require the purchase of protected and proprietary products associated with and be compatible to products already in use by the City.

1.11 SUBMITTAL REQUIREMENTS

Proposer shall provide the following with the offer, identified by number, in the following order:

- 1.11.1 Provide a description and experience of your firm, including length of time in business and any other names you have conducted business under, and the specific individuals (submit resumes) who would be directly assigned to this project. This includes their areas of specialization.
- 1.11.2 Describe the technical capabilities of your firm. Give the names, addresses, and telephone numbers of three (3) companies, schools, government agencies, with which you have been retained by, and/or provided similar products/services to.
- 1.11.3 Describe the technical capabilities of your firm, and your understanding and ability to comply with the technological requirements of this RFP.
- 1.11.4 Provide any other examples, justification, experiences that would further demonstrate your ability to provide the products/services requested in this RFP.
- 1.11.5 Describe your understanding of the scope of work to be performed. Describe your approach to be taken and methods to be used to comply with the requirements of the request for proposal.
- 1.11.6 Provide three letters of reference from companies or governmental agencies for whom contractor has provided similar maintenance and services in the last twelve months. Also include company name, address, phone number, contact person, a general description of the security and fire alarm monitoring and maintenance program provided, the length of the agreement, and a description of any major variation(s) to the requirements of this RFP.
- 1.11.7 Provide documentation for and describe any contractual relationship as follows:
 - 1.11.7.1 Describe contractual relationship with any sub-contractors
 - 1.11.7.1.1 Underwriters Laboratory Certified (UL) Listed Monitoring Station.
 - 1.11.7.1.2 Location by physical address of monitoring service.
 - 1.11.7.1.2.1 Must be in the continental United States of America.
 - 1.11.7.1.3 List of corporate executives.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

- 1.11.7.2 List of respondent's employees assigned to this contract:
 - 1.11.7.2.1 Name;
 - 1.11.7.2.2 Address;
 - 1.11.7.2.3 Social Security Number
 - 1.11.7.2.4 Provide resumes of experience in related businesses:
- 1.11.7.3 Hirsch training certification for installers
- 1.11.7.4 Hirsch training certification for Velocity software.
- 1.11.8 Provide documentation of a valid #L-67 Low Voltage Communications Systems license from the State of Arizona Registrar of Contractors.
- 1.11.9 DO NOT LEAVE ANYTHING RELATED TO CREDENTIALS AND EXPERIENCE OUT OF THE RESPONSE TO THIS RFP.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, Terms and Conditions, General Instructions and conditions, and any attachments. The "General Instructions and Conditions" (Revision #1) applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale's, Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER *One CD-ROM containing the entire solicitation, contractor's response to solicitation (Offer) and an originally signed "Offer Sheet" (Section 3.0). With exception to the signed Offer Sheet, no Paper documents will be accepted. Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format (paper or electronic) different than specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.*

The offeror shall complete all sections of the solicitation in the format given (ie Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter "See Attachment A for detail".

Submittal of the CD-ROM by the offeror in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE The offeror shall submit a complete proposal on a CD as one file folder. The folder shall be identified as "RFP 07-47 0 – *Name of Offeror.*" (For example: RFP 07-47 – Acme Incorporated.) In order for your response to receive a full and complete evaluation from the evaluation committee, please label your files in the following manner. Failure to include all the items may result in an offer being rejected. Any and all costs associated with the preparation of responses to this RFP are the sole responsibility of the respondents.

The file folder shall include the following files or documents and shall be identified in the following manner:

- RFP #07-47 – Name of Offeror - Offer Sheet, Section 3.1
- RFP #07-47 – Name of Offeror - Price Sheet, Section 4.1
- RFP #07-47 – Name of Offeror - Specification Section 1.11

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

2.5 EVALUATION CRITERIA The criteria is listed in order of relative importance.

2.5.1 COMPLIANCE WITH SPECIFICATIONS

- 2.5.1.1 General quality of responsiveness of proposer.
- 2.5.1.2 Ability to meet all terms and conditions.
- 2.5.1.3 Completeness and thoroughness of proposal.
- 2.5.1.4 Grasp of scope of work to be performed.
- 2.5.1.5 Description of approach to be taken.
- 2.5.1.6 Evidence of good organizational and management practices.
- 2.5.1.7 Qualifications of personnel.
- 2.5.1.8 Experience and past performance.

2.5.2 COST

2.5.3 CAPABILITIES AND EXPERIENCE OF FIRM AND STAFF

- 2.5.3.1 The professional, technical and managerial qualifications and experience of the individual(s) to be assigned to this account.
- 2.5.3.2 Past experience in providing comparable systems/services to other clients.
- 2.5.3.3 Responses to Requirements.
- 2.5.3.4 Respondent Questionnaire responses.
- 2.5.3.5 Pricing. (Provide a sample list or catalog[s] of products typically used in and for the quoted systems.)
- 2.5.3.6 References

2.5.4 PAST EXPERIENCE IN PROVIDING COMPARABLE SERVICES

2.6 EVALUATION PANEL Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

2.7 PANEL CONTACT Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

2.8 PRICE All prices quoted shall be firm and fixed for the specified contract period.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

2.9 FOB POINT Prices quoted shall be FOB destination to: City of Glendale, AZ

2.10 TERM OF AGREEMENT The term of agreement for this RFP shall be for a two year initial period.

2.11 OPTION TO EXTEND The City may, at its option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.

2.12 EVALUATION LITERATURE Proposals submitted for products considered by the seller to be equal to or better than the brand names or manufacturer's catalog references specified herein, must be submitted with technical literature and/or detailed product brochures with written statements if the literature or brochure is not specific as to the specification for the City's use to evaluate the product(s) offered. Proposals submitted without this product information may be considered as non-responsive and rejected.

2.13 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have an "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Materials Management, 6829 North 58th Drive, Suite 202, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation Contractor(s) Protective	Statutory
Bodily Injury Contractor(s) Protective	\$1,000,000 each occurrence
Property damage Contractor(s) Protective	\$500,000 each accident
Contractual Bodily Injury	\$500,000 aggregate
Contractual property damage	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Automobile bodily injury & Property damage	\$500,000 aggregate
	\$1,000,000 each occurrence

2.14 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.16 PROCUREMENT CARD ORDERING CAPABILITY It is the intent of the City of Glendale to utilize the City's Procurement Card (i.e. MasterCard/Visa), to place and make payment for orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
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Solicitation Number: 07-47

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2.17 NOTICE OF INTENT TO AWARD Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale's, Materials Management Internet home page www.glendaleaz.com/purchasing immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.

2.18 COOPERATIVE USE OF CONTRACT This agreement may be extended for use by other governmental agencies and political subdivisions of the State including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members click on the following link: <http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

**Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring**

NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Authorized Signature

Company's Legal Name

Printed Name

Address

Title

City, State & Zip Code

Telephone Number

FAX Number

Authorized Signature E-mail Address

Company E-mail Address

For questions regarding this offer: (If different from above)

Contact Name

Phone Number

Fax Number

Email Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Proposer certifies it is a: Proprietorship Partnership Corporation

Minority or woman owned business: Yes No

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-47

**Electronic Equipment Purchase, Installation & Maintenance:
Access Control, Security, Fire, CCTV and Alarm System Monitoring**

4.1 PRICE

4.1.1 Installation/Construction & Maintenance/Repair Services

NOTE: Repeat section 4.1.1 as necessary, if the labor rate varies for the different manufacturers of equipment to be maintained.

4.1.1.1 Products _____ % off list

4.1.1.2 Labor Rates (refer to section 1.2.4):

Regular Hours Service \$ _____ per hour

Emergency Regular Hours service \$ _____ per hour

After-Hours Service \$ _____ per hour

4.1.1.3 Training \$ _____ per hour

4.1.2 Monitoring Services

4.1.2.1 Monthly fee \$ _____ per month

4.1.3 Costs/Fees listed above or on your attached pricing schedule shall include all overhead and profit. No billing will be accepted that shows any costs other than those listed on your attached pricing schedule. This includes, but is not limited to, secretarial, printing, delivery, rent, phone calls, overnight mail service, accounting, fuel, etc.

4.2 PROCUREMENT CARD ORDERING CAPABILITY See Section 2. Please check appropriate box.

_____ YES, I will accept payment under this contract with the Procurement Card.

_____ NO, I will not accept payment under this contract with the Procurement Card.

4.3 DISCOUNT/PAYMENT TERMS _____

Company Name _____



Solicitation Addendum One (1)

RFP 07-47

Electronic Equipment Purchase, Installation & Maintenance: Access Control, Security, Fire, CCTV and Alarm System Monitoring

CITY OF GLENDALE
Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599

A signed copy of this Addendum must be received by Materials Management on or before the Offer Due Date and time.

This solicitation is amended as follows:

Page 10, paragraph 1.6.6, modify the first sentence to read:

Any materials used under this Section will be billed to the City at cost, plus markup.

Page 11, paragraph 1.7.6.3, modify the first sentence to read:

Materials shall be invoiced to the City at Contractor cost, plus markup.

Page 21, paragraph 4.1.1.1 Products,

Change from: _____ % off list

Change to: _____ % markup

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this November 20, 2007, by William E. Brewer, 623-930-2865.

Authorized Signature	Date
Printed Name and Title	
Company Name	
Address	
City, State and Zip Code	
Company Email	