REQUEST FOR PROPOSAL

6617

G.E. ACCESS & SECURITY CONTROL SYSTEM SERVICES

FOR

VARIOUS WASHTENAW COUNTY BUILDINGS

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48107

Robert G. Devault, C.P.M
Purchasing Manager
(734) 222-6760

WASHTENAW COUNTY

Finance Department

Purchasing Division

P. O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST   FOR   PROPOSAL #6617

May 26, 2011

Washtenaw County Purchasing Division on behalf of the Facilities Management Department is issuing a Sealed Request for Proposal (RFP) #6617 for G.E. Access & Security Control System Services.

Sealed Proposals: Vendor will deliver **one (1) original and two (2) copies** to the following address:

> **Washtenaw County**
> **Administration Building**
> **Purchasing Division**
> **220 N. Main St. Room B-35**
> **Ann Arbor, MI 48104**

BY 2:00 PM ON FRIDAY, JUNE 10, 2011

Proposals received after the above-cited time will be considered a late proposal and are not acceptable unless waived by the Purchasing Manager.

- The envelope must be clearly marked "**SEALED RFP #6617**

- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault at (734) 222-6760 or devaultb@ewashtenaw.org

- Please direct any technical questions to Rick Farrell at (734) 891-2054 or email farrellr@ewashtenaw.org or Cynthia Every at (734) 222-6568 or everyc@ewashtenaw.org.

Thank you for your interest.

RFP # 6617 G.E. ACCESS & SECURITY CONTROL SYSTEM SERVICES

I.   PROPOSAL INFORMATION

Definitions: **"County"** is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform services in accordance with a contract.

Purpose of Proposal:

Washtenaw County Support Services – Operations and Maintenance Division is in need of G.E. Access & Security Control System Services for various Washtenaw County buildings.

Proposal Terms:

A.   Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.

B.   The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C.   The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of Bid.

D.   Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

E.   In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP's maybe adjusted to allow for revisions. To be considered, an original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

F.   Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are

permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

G. In the event, the County receives two or more bids from responsive, responsible bidders, on or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive and responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two of more bids are substantially equal.

II.   PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

1.   Vendor's qualifications to provide the fire detection and alarm system services required by Washtenaw County. Include information such as years in business, number of employees.

2.   List three references from current corporate or government customers purchasing similar services. Include business name, contact name and phone number.

3.   Review contract provisions and insurance requirements. Note any limitations on providing insurance requirements as outlined in the contract provisions or any other contract provision listed.

4.   The awarded vendor will be responsible for payment of security screening as determined by the County. Any employee of vendor will be subject to an approved criminal background check before entering County facilities.

III. STANDARD CONTRACT PROVISIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE I - SCOPE OF SERVICES

The Contractor will *(SPELL OUT SCOPE OF SERVICE)*

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed *(SPELL OUT DOLLAR AMOUNT)*.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to *(DEPARTMENT HEAD TITLE*) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable**,** the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on *(MONTH, DAY, YEAR*) and ends on *(MONTH, DAY, YEAR).*

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or

omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of $100,000 each accident for any employee.

2. Commercial General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR#_____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - PREVAILING WAGE RATES

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen,

mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project..

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV – CRIMINAL BACKGROUND CHECK

The Contractor will be responsible for payment of security screening as determined by the County. Any employee of the vendor will be subject to an approved criminal background check before entering County facilities.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ARTICLE XXIII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

IV.   TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County's specifications and needs.

Low Bidder: Low Bidder will be determined by the response given on the Bid Sheet to the lowest total bidder.

Term of Bid: The term of the contract will be for a one (1) year period from the date of award with the option to renew for years two (2) and three (3) providing the Contractor and County agree on the terms.

NO PRICE INCREASES ARE ALLOWED For price increases to be considered, information justifying the price increase must be submitted to the Purchasing Division at least 30 days prior to the increase taking effect. This information will be forwarded to the Support Services Operations & Maintenance Division for approval. The Purchasing Division and/or Support Services Operations & Maintenance Division will monitor the prices.

VI.   GENERAL SPECIFICATIONS

PART 1-GENERAL

SUMMARY

Description:

Provide GE factory authorized parts and service support to repair and modify as needed the existing Washtenaw County Picture Perfect Version 4.5 and the City of Ann Arbor's Facility Commander Wnx 7.5.1 Enterprise access control systems.

1. The following list of main items of the installation and service shall not be considered all inclusive.

    a. Card Readers and Keypad.

    b. Lock and electric strike power supplies.

    c. Modems and all related communication equipment.

    d. All power supplies or transformers.

    e. Client/workstation computer.

    f. Wire for readers/panel communication.

    g. Parking Lot Gates

    h. Long Distance Readers

A. SYSTEM CAPACITIES

    1. Provide mode of system operation that requires the operator to enter a response to an event when acknowledging it from the alarm view window.

    2. Provide mode of system operation that allows acknowledged alarms to be automatically cleared.

    3. Provide mode of system operation where un-acknowledged events will cause the computer to continuously emit a pulsating beep until all un-acknowledged alarms are acknowledged. A momentary silences feature should allow the beeping to cease for up to 60 seconds. The silence feature shall also provide a visual countdown to when the beeping will begin again.

    4. Provide mode of system operation where when an acknowledged, but not cleared event will be reissued requiring acknowledgment when an event changes to an alarm or trouble state.

    5.   Provide mode of system of operation that does not allow the operator to clear an alarm prior to it being restored to normal.

    6. Provide ability for manual operator control the system output relays. The manual functions shall include the ability to energize, de-energize, return to time zone, or pulse the output relay. The pulse time shall be programmable setting.

    7. Provide ability for manual operator control of system doors. The manual functions shall include the Lock, Un-Lock, Disable, Card Only, Card Pin only, Pin only, exit only and site code only.

8. Provide ability to automatically display stored "video image" of cardholder, and switch real-time camera from CCTV or digital server video to card reader location for specific card usage.

9. The cardholder "video image" pop-up shall be activated based on a priority level set to the cardholder and reader. Information in the pop-up shall include, but not to be limited to the cardholder's primary image or live video pop-up showing the person who initiated the pop-up, entrance name, time, date, cardholder name and status. User shall be able to display up to 40 note fields. The size of the pop-ups shall be adjustable by the operator.

10. Support multiple card reader technology including:

    a. Proximity.

    b. Wiegand effects.

    c. Biometrics.

    d. Magnetic strip.

    e. Bar code

    f. Keypad.

    g. Card/keypad(PIN)

    h. High-speed long range Vehicle ID.

    i. Smart Card

11. Provide a mean for scheduled automatic backups of any or all data based systems files. A mean to restore these files from a simple menu shall exist.

12. Provide the ability to address control up to 255 serial communication ports per communication server, where each port can be configured for either hardwired or dial- up. When configured for dial-up, any one port can support multiple dial-up locations.

13. Communication from the access control communication server to the remote intelligent control panel should be selectable. Communication options shall be RS-232 directly to the intelligent control, via RS-485 converter, dial-up, leases line from a defined communication port or by LAN/WAN using a IP address for direct connection to the intelligent controller via network interface card. When using IP addressing it shall be un-acceptable to use a communication port converter device on the communication server side of the transmission. A minimum of 255 such IP connections shall be allowed per communication server.

14. All commands and updates to the panel shall be verified and shall automatically retry if communication has failed.

15. Provide a system scheduler that shall automatically:

    a. Call remote locations to retrieve history transactions and update panel information, including time and date.

    b. Activate or deactivate cards locally or at remote dial-up sites.

    c. Initiate a pre-programmed command event/action.

    d. Synchronize system to intelligent controller time.

e. Run a pre-defined (template) History report.

f. Run a pre-defined (template) Card Holder report.

g. Card frequency report defined by reader(s), over a defined period of time with disposition options to automatically report or report and de-activate card or change the access level of the card.

h. Frequency shall be defined as Never, Now, Once, Hourly, Daily, Weekly, Once per 2 weeks, and Monthly.

16. Provide drop boxes for all system-required information that the user has previously entered.

17. Provide the ability to initiate an email (via SMTP) or page to a paging system based on a transaction state. A transaction state shall be defined as but not limited to Normal, Alarm, Trouble, Ajar, Trace, Not Found, Anti-Pass back Violation, Time Zone Violation, Site Code Violation, Door Used, Duress, No Second Card Presented, Trace Card or Expired Card, and System Alarms including Panel Com, Panel Power Failure. Modern Pool, Guard Tour, and Tamper. Intrusion partition events including but not limited to: Alarm, Alarm Cancel, Alarm Away, Arm Stay, Auto Arm, Auto Disarm, Bypass, Disarm, Fail to Arm, Fail to Disarm, Normal, Not Ready , Part Arm, Quick Arm, Recent Close, Remote Arm, Remote Disarm, Un-bypass, User Code Added, User Code Deleted, user Code Edited. Intrusion zone events including but not limited to: Alarm, Alarm Restore, Bypass, Fault, Fauly Restore, Normal, Trouble, Trouble Restore, Un-bypass. Intrusion output events include but not limited to: Alarm, Communication Loss, Normal, Tamper, Tamper Restore. Intrusion panel events include but not limited to: Access Denied, Automatic Test, Comm Fail, Comm Restore, Faults, Faults Restore, Line Restore, Line Trouble, Manual Test, Pager Restore, Pager Trouble, AC Restore, AC Trouble, Alarm, Battery Low, Battery Low Restore, Disarm, Normal, Recent Close, Reset, Panic Alarm, Power Up, Program Begin, Program Changed, Program End, System Shutdown, System Shutdown Restore, Tamper Alarm, Tamper Restore, Test End, Test Start, Time/Date changed.

18. A host grant mode of operation shall exist that requires the host computer to grant accesses to "valid card". An Alternate host grant mode shall allow the card access information to be downloaded along with unlocking doors for "valid" cards.

B. CARD DATABASE

1. Provide a simple card and card holder database import utility. The utility shall be password protected and accessible only to administrators of the access control system. Information that can be imported shall include but not be limited to: First Name, Last Name, Card number, Activation Date, Deactivate date, status, up to 40 note fields and photo image. A simple CSV (comma separated value) file shall be used for the import of data and image file names.

2. Card holder information shall include unique card number up to 15 digit and optional personal identification Number.

3. Allow multiple cards per cardholders.

4. Allow for up to 32 access levels to be assigned tom a card, or a single" precision" access level. When using "precision" access levels it shall be possible to create a unique access

level per card using existing access level as a baseline template. This customize card access level shall have both beginning and ending dates.

5. Provide 40 user definable fields.

6. Each card holder note filed shall allow the option to be entered as free form or structured data. Structured data shall be by use a template or drop list. The template and drop list shall be created by the operator. The capacity of the template shall allow up to 65,000 characters.

7. Provide special options that include, but not are limited to:

   a. Time zone reference, which defines valid time.

   b. Visitor use, which provides a specific activation date and expiration date (scanning years).

   c. Trigger control value, which can initiate a predefined procedure at the intelligent control independent form any control function from the system computer.

8. Provide a card "Trace" function. The Trace function shall allow normal access control, but will provide a tracking alarm at the system monitor.

9. Provide ability to store digital images of card holders or other images such as property or family members. Up to 99 such images shall be associated with the cardholder.

10. Provide the ability to store a written signature of the card holder of other signature such as family members. Up to 99 such signatures shall be associated with the cardholder.

11. Provide the ability to prioritize specific card usage from 1 to 99 with separate priority options shall include but not be limited to Anti-pass back, Trace, Pin Violation, Normal, Not Found, Expired, Host Grant, Site Code and Time Zone card activity or violations.

12. Allow the user the ability to assign an operator message event per card state and a procedure for the intelligent control shall perform per event state.

13. Allow the user the ability to send an email message, selectable per card event type.

14. Upon editing card information, the updated information shall be sent automatically to the appropriate control access panel, when hardwired, with no other user intervention. If the port is dial-up, the entry will be stored on disk and shall be updated when connection is made to the remote loop. If the scheduler is used, then card updates shall be sent based on scheduling.

15. In a traditional (Wiegand) 5 digit card database, the number 0 and 65,535 shall not be valid card numbers as some devices transmit these numbers on an improper read.

16. In a 15 digit card database, the number 0 shall not be a valid number as some divices transmit this number on an improper read.

17. A card shall have the ability to be allowed access one or selected accounts up to all available accounts.

C. ACCESS LEVELS

1. Provide the ability to define specific time of access.

2. Provide the ability to define specific readers for access.

3. Provide a template of a defined access level detail, where changed can be made to the template and saved as a new access level detail.

4. Provide an access control tree structure that allows grouping of entrances. User shall have the ability to group program all entrances on the branch or make specific changes to individual entrances.

5. Provide ability to manually control the pan, tilts, and lens function(zoom, iris and focus).

6. Provide the ability to set and clear the movement limited of the pan and tilt mechanisms so equipped.

7. A "live view" from the CCTV switcher shall be displayed on the system computer. The view shall include pan, zoom, tilt, camera monitor selection, and the ability to send user program information to the video switcher. The ability to change the size and location of the view shall exist. The ability to capture store a single frame of video shall exist.

D. OPERATOR DATABASE

1. The software shall allow the assignment of operator levels to define the system components that each operator has access to view, operate, change or delete.

2. The ability to view, edit or delete cardholder's sensitive information such as note fields, card number and PIN shall be definable by field per operator.

3. Define the accounts that the operators have access to.

4. Provide the ability to log operator actions in the history files.

5. Provide default language to be used based on operators login.

6. Provide specific time periods that the operator can log in.

E. REPORTS

1. Provide reporting capability for printing of selected system transactions from the disk files by specific time and date selection, range from time and date to time and date or from start time to end time each day of the selected date range.

2. Provide feature to generate a history report for an alarm point(s) state. An alarm point state shall be defined as Normal, Alarm, Trouble or Ajar.

3. Provide feature to generate history report of system alarms. A system alarm state shall be defined by panel and include any of the following information: communication, ground fault, power, panel reset, low voltage, panel tamper and loop communication.

4. Provide a feature to generate a history report for a card(s) state. A card state shall be defined as Normal, Trace, Not Found, Anti-Pass back Violation, Time Zone Violation, Site Code Violation, or Expired Card. Addition search criteria shall include cardholders that met up to at least 3-note field restriction and filter the report with defined readers location(s).

5. Provide feature to generate a history report for system operator(s) activities. The report shall include time, date, operator name the device associated with the action and the type of action performed by the operator. Activities shall include but not be limited to: acknowledged and cleared transactions, camera control, door mode, door and relay control such as lock and unlock; door and input control such as shunt, un-shunt; login, logout, panel initialization, panel buffer and panel un-buffer.

6.   Provide complete database reporting of all data programmed to the system data files.

7.   Provide a mean to define how long a cardholder has been in a defined area. This report shall allow the time to be accumulated representing an attendance report. The definable filters shall include time/date range, reader(s) definition, card number, cardholder and note file. The output of the report shall allow sort options to include First Name, Last Name, Event time and Card Number. The sorted data shall be selectable as Alpha or Numeric sorting and Ascending or Descending.

8.   Provide feature to generate a report based on the frequency of usage of a card. The report shall allow the operate a time/date period, a minimum and maximum usage limit, a mean to define which reader or readers should be used to filter the report and the ability to further define the type of card to be reported on based on note field selections. This report shall also provide disposition function. The cards meeting the filtering criteria shall be acted upon based on the disposition setting. Disposition settings shall include but not be limited to: Report only, Deactivate the4 card or Re-assign to a specified an access level. This report shall be available in the event scheduler. When defining when to run the report an option to select the number or previous days to run the report against shall be provided. As an example the scheduled weekly report for the last 14 days could generate allowing for an overlap of time desired.

9.   Provide a mean to create report templates. Report templates shall include but not be limited to, History and Card Holder information. The templates shall be able to be assigned to a scheduler to run automatically per the scheduler setting.

10. Tracking/Muster Report

   a. A tracking feature shall allow the system operator to identify an area and the person(s) in that area.

   b. Areas shall be defined by reader representing an IN or OUT read status.

   c. Defined areas shall provide an automatic update of how many cardholders are in the area.

   d. An area defined as an exit shall remove the person from the tracking area.

   e. A view displaying all cardholders in a defined tracking or muster area shall mhave the ability to be sorted in columns where by clicking on the column the data in the column shall be sorted. At a minimum, the columns can be sorted by: Card Number, Status, Card Holder, Reader and Time/Date.

   f. A Muster area shall be defined by a reader(s) used to "muster" individuals in an event of an emergency.

   g. Reports can be generated for the defined muster or tracking area.

   h. Reports can be generated for all the muster and tracking areas in the system.

   i. Reports can be stored on time and date, card number, card holder name, or matching note field. When sorted on note field, a page break between fields shall allow the report to be easily handled for departmental uses.

   j. Tracking areas can include can include "Nested" areas. Nesting allows for various reports from a large area to a smaller area within a large area.

k. A tracking and Muster areas screen shall be continually updated with the most recent card activity, therefore minimizing the time required generating a report.

l. A history priming feature shall load history activities for the defined amount of hours when the software is started. This priming feature shall be implemented in the event that the system computer is offline when a muster call is initiated, therefore allowing the implementation of the tracking and muster features of the software. The history priming time shall be operated selectable in 1-hour increments up to 99 hours.

F. SYSTEM PROGRAMING

   1. Database

      a. The Contractor shall assist the Customer is setting up the system database requirements and formats. Forms to be utilized in collecting and entering all data shall be provided to the Customer by the Contractor. Written instructions on the use of all forms shall be included. Examples of the sequence of the completion of all related forms shall be provided. The Customer shall be responsible for the actual data collection and entry to ensure a complete understanding of the system and its content.

   2. Programming

      a. The Contractor shall initially configure the system in accordance with the design shown in the drawing All the access control requirements, alarm point definitions, camera/monitor, alarm point call up in/out relationships, individual component descriptions, and ant other programmable parameters required shall be shown in the appropriate drawings and schedules. The Customer shall perform any additional programming with the assistance of the Contractor.

G. FIELD DEVICES

   1. Vehicle Loop Detectors

      a. Provide Vehicle Loop Detectors where shown on Drawings.

      b. Video Loop Detectors are described as following:

         1. Failsafe and Fail-secure Outputs

         2. Six Selectable Sensitivities

         3. 24 VAC Power

         4. Automatic Sensitivity Boost

         5. Current and Historical Loop Fault Indications

         6. Automatic Tuning

         7. Consistent Present Time

      c. Vehicle Loop Detectors shall be peak Traffic Model 625X or approved equal.

2. Readers

    a. Proximity Card Reader- Wall, Single-Gang Box

        1. Provide surface mounting style 125 KHz proximity card reader suitable for Wall, US European or Asian, Single-Gang Box, Post, or window mullion mounting behind glass using an optional mounting bracket, and for mounting configurations as shown on the project plans.

        2. The reader shall be capable of reading access control data in standard Wiegand formats up to 84 bits in length from any HID Proximity card or equivalent, outputting the data in one of the following configurations.

        3. The card reader shall output credentials data in compliance with the SIA AC-01 Wiegand standard, compatible with all standard access control systems.

        4. The card reader shall output credential data using a Clock and Date interface, and be compatible with system requiring a magnetic strip reader.

        5. The reader shall be capable of outputting a periodic reader supervision message at a configurable time interval, enabling the host system to signal an alarm condition based on the absence of the message.

    b. The Proximity card reader shall provide the ability to change operational features in the field through the use of a factory-programmed card command card. Command card operational programming options shall include:

        1. Reader beeps and flashes green on the card read, LED normally red, single line control of LED.

        2. Reader flashes green on the card, LED normally red, single line of control of LED.

        3. Reader beeps on a card read, LED normally red, single line control of LED

        4. Beeper and LED are controlled by host only, LED normally red, single line control of LED.

        5. Reader beeps and flashes green on a card read, LED normally off, red and green LED's controlled individually.

        6. Reader flashes green on a card read LED normally off, red and green LED's controlled individually.

        7. Reader beeps on a card read, LED normally off, red and green LED's controlled individually.

        8. Beeper and LED are controlled by host only, LED normally off, red and green LED controlled individually.

        9. Reset the factory Defaults

    c. Proximity card readers shall provide the following programmable audio/visual indication:

        1. A piezoelectric sounder shall provide an audible tone successful power up/self test, good card read, or whenever the beeper control line is controlled by the host.

2. A bi-color, red/green LED shall light upon successful power up/self test, good card read, or whenever the LED control line(s) are asserted by the host.

3. The reader shall have individual control lines for the sounder, and for red and green LED indication. When the LED control lines are asserted simultaneously, an amber LED indication shall occur.

d. The reader shall have a configurable hold input, which when asserted shall either buffer a single card read or disable the reader, until the line is released, this input may be used for special applications or with loop detectors.

e. The reader shall require that a card, once read, must be removed from the RF field for one second before it will be read again, to prevent multiple reads from a single card presentation and anti-pass back errors.

3. Typical proximity card read range shall be up to:

a. 9" (22cm) using HID Proxcard ll card.

b. 8" (20cm) using HID ISOProx or DuoProx cards

c. 4" (10cm) using HID ProxKey ll key fob

d. 4.5" (11.4cm) using HID Microprox Tag

e. 8" (20cm) using HID iCLASS Prox, GE/F2F or Wiegand

4. Proximity card readers shall meet the following physical specifications:

a. Dimensions: 5x5x1" (12.7 x 12.7 x 2.54 cm)

b. Weight: 13.6 oz (385 g)

c. Material: UL94 Polycarbonate

d. Two-part design with separate reader body and cover

e. Color: Black, Gray, White or Beige as approved by the project architect.

f. Proximity card reader shall meet the following electrical specifications.

g. Operating voltage: 5-16 VDC, reverse voltage protected. Linear power supply recommended.

h. Current requirements (average/peak) 25/125mA @ 12 VDC

i. Reader shall be ProProx or approved equal.

j. Proximity Card Reader with Keypad- Wall, Single-Gang Box

5. Provide surface mounting style 125 KHz proximity card reader suitable for Wall, US Single-Gang Box, Post, or window mullion mounting behind glass using an optional mounting bracket, and for mounting configurations as shown on the project plans.

6. The reader shall be capable of reading access control data in standard Wiegand format up to 84 bits the length from any HID Proximity card or equivalent, outputting the data in one of the following configurations.

7. The card reader shall output credential data in compliance with the SIA AC-01 Wiegand standard, compatible withal standard access control systems.

8. The card reader shall output credential data using a Clock and Data interface, and be compatible with system requiring a magnetic strip reader.

9. The card reader shall be available in a optional serial output configuration, which shall output credential data in a Serial protocol interface, transmitting that data in Hex format, compatible with a host device using an RS-232 OR RS422 serial port

10. The reader shall include an integrated, weather-resistant, 12-position silicone rubber keypad which adds an additional level of security by allowing a user of a personal identification number.

11. The keypad shall interface with the host controller either by sending keypad data on the readers output data line, or by direct connection to the host controller keypad interface using either a 2 of 7 or 3 x 4 matrix.

12. The reader shall be capable of outputting a periodic reader supervision message at a configurable time interval (via the Wiegand or Clock and data interface) enabling the host system to signal an alarm condition based on the absence of this message.

13. The Proximity card reader shall provide the ability to change operational features in the field through the use a factory programmed card, or an 8-position DIP Switch. Operational programming shall include:

    a. Reader beeps and flashes green on a card read, LED normally red, single line control of LED.

    b. Reader flashes green on a card read, LED normally red, single line control of LED.

    c. Reader beeps on a card read, LED normally red, single line of control of LED.

    d. Beeper and LED as controlled by host only, LED normally red, single line control of LED.

    e. Reader beeps and flashes green on a card read, LED is normally off, red and green LED's controlled individually.

    f. Reader flashes green on a card read LED normally off, red and green LED's controlled individually.

    g. Reader beeps on a card read, LED normally off, red and green LED's controlled individually.

    h. Beeper and LED are controlled by host only, LED normally off, red and green LED controlled individually.

    i. Change from Wiegand to Mag Strip output format (excludes Serial output model).

    j. Change from Mag Strip to Wiegand output format (excludes Serial model). Reset the Factory Defaults

        1) Proximity card readers shall provide the following programmable audio/visual indication:

      a) A piezoelectric sounder shall provide audible tone upon successful power up/self test, good card read or whenever the beeping control line is asserted by the host.

      b) A bi-color, red/green LED shall light up upon successful power up/ self test, good card read or whenever the LED control line(s) are asserted by the host.

      c) The reader shall have individual control lines for the sounder, and for the red and green indication. When the LED control lines are asserted simultaneously, an amber LED indication will occur.

14. The reader shall have a configurable hold output, which when asserted shall either buffer a single card read or disable the reader, until the line is released. This input may be used for special applications or with loop detections.

15. The reader shall contain an integral tamper switch to provide tamper protection when connected to an external alarm system.

16. The reader shall require that a card, once read, must be removed from the RF field for one second before it will be read again, to prevent multiple reads from a single card presentation and anti-pass back errors.

17. The reader shall contain a 2 position field-configurable jumper, used to optimize read range for mounting near metal objects.

18. Typical proximity card read range shall be:

    a. 8" (20 cm) HID Proxcard ll card

    b. 7" (17.5 cm) using HID ISOProx or DuoProx cards

    c. 3" (7.5 cm) using HID ProxKey ll key fob

    d. 4" (10 cm) using HID Microprox Tag

    e. 7" (17.5 cm) using HID ICLASS Prox, GE/F2F or Wiegand

19. Proximity card shall meet the following physical specifications:

    a. Dimensions: 5 x 5 x 1" (12.7 x 12.7 x 2.54cm)

    b. Weight: 12 oz (336 g)

    c. Material: UL94 Polycarbonate

    d. Three part design with separate reader body, cover and bezel

    e. Color: Beige or Gray as approved by the project architects

20. Reader shall be MaxiProx or approved equal

H. LONG-RANGE PROXIMITY CARD READER-WALL MOUNTING

1. Provide surface mounting style 125 KHz proximity card readers suitable for Post or Wall mounting, for parking applications, and for mounting configurations as shown on project plans.

2. The reader shall be capable of reading access control data in standard Wiegand formats up to 84 bits in length from any HID proximity card or equivalent, outputting the data in one of the following configurations.

3. The card reader shall output credential data in a serial protocol interface, transmitting the data in Hex format, compatible with a host device using an RS-232, RS-422, OR RS-485 serial post.

4. The card reader shall output credential data in compliance with the SIA AC-01 Wiegand standard, compatible with all standard control systems.

5. The card reader shall output credential data using a Clock and Date interface and be compatible with system requiring a magnetic strip reader.

6. The reader shall be capable of outputting periodic reader supervision message at a configurable interval (via The Wiegand or Clock and Date interface) enabling the host system to signal an alarm condition based on the absence of this message.

7. The Proximity card reader shall provide the ability to change optional features in the field though the use of a factory-programmed command card or internal DIP switch. Operational programming options shall include:

   a. Reader beeps and flashes green on the card read, LED normal, single line control of LED

   b. Reader flashes green on the card read, LED normally red, single line control of LED

   c. Reader beeps on a card read, LED is normally red, single line control of LED

   d. Beep and LED are controlled by host only, LED normally red, single line control of LED

   e. Reader beeps and flashes green on card read, LED normally off, red and green LED's controlled individually.

   f. Reader flashes green on card read, LED normally off, red and green LED's controlled individually.

   g. Reader beeps on card read, Led normally off, red and green LED;s controlled individually.

   h. Beep and LED are controlled by host only, LED normally off, red and green LED's controlled individually.

   i. Reset the Factory Defaults

8. Proximity card reader shall provide the following programmable audio/visual indication.

   a) A piezoelectric sounder shall provide a audible tone upon successful power up/self test, good card read, or whenever the beeper control line is asserted by the host.

   b) A bi-color, red/ green LED shall light upon successful power up/self test, good card read, or whenever the LED control line(s) are asserted by the host.

   c) The reader shall have individual control lines for the sounder and for red and green LED indications. When the LED control lines are asserted simultaneously, an amber indication will occur.

   d) The reader shall have a configurable hold input, which when asserted shall either buffer a single card read or disable the reader, until the line is released. This input may be used for special applications or for loop detectors.

9. The reader shall have a 4-stage auto-tuning circuit allowing the read range to be maintained within 4 inches of metal.

10. The reader shall contain an integral tamper switch to provide tamper protection when connected to an external alarm system.

11. The reader shall allow that a card, once read, must be removed from the RF field for one second before it will read again, to prevent multiple reads from a single card presentation and anti-pass back errors

12. Typical proximity card read range shall be:

    a. 24" (60.9 cm) HID Proxcard ll card

    b. 20" (50.8 cm) using HID ISOProx or DuoProx cards

    c. 17" (43.2 cm) using HID ProxKey ll key fob

    d. 15" (38 cm) using HID Microprox Tag

    e. 20" (50.8 cm) using HID ICLASS Prox, GE/F2F or Wiegand

13. Proximity card reader shall meet the following physical specifications:

    a. Dimensions: 11.8 x 11.8 x 1" (30 x 30 x 2.54cm)

    b. Weight: 51 oz (1.4 Kg)

    c. Material: UL 94 Polycarbonate

    d. Two part design with separate reader body and cover

    e. Color: Gray as approved by the project architects

14. Reader shall be Maxi Prox or approved equal

I.   REQUEST TO EXIT DEVICES

    1. Motion Detectors

BID SHEET

In the event that work needs to be performed during hours not specified in Section VI, paragraph 5, indicate your hourly rates and hours of operation.

HOURS   **Price/Person/Hour**:

Daytime hours M-F 8:30 am – 5:00 pm $_____

Emergency hours M-F during M-F list hours_____ $_____

Weekend hours Saturday-Sunday List hours: _____ $_____

Material Mark-up percentage on all parts: _____%

Material Discount off List on all parts: _____%

Response time for regular business service requests: _____

Response time for Emergency service requests: _____

List Any/All Additional charges: _____

_____

_____

_____

<div align="center">

BID SHEET

</div>

Sample Job

Provide all labor, parts and programming to install access control on 4 doors in a new location. That shall consist of, but not limited to the following;

1. One (1) Micro 3000 W/ internal power and battery backup   Cost _____

2. One (1) power supply   Cost _____

3. One (1) 8RP board (M5)   Cost _____

4. One (1) 20 Digital Input Supervised Points (M5)   Cost _____

5. Three (3) Transitions readers T-500sw Charcoal   Cost _____

6. One (1) Transition reader T-525sw with keypad   Cost _____

7. Four (4) Vonduprin electric door strikes mounted
   into existing interior steel jambs   Cost_____

8. Four (4) wire runs, above suspended ceilings and routed
   into standard steel stud construction interior walls with 5/8"
   drywall using 2" x 4" cut in box for reader mounting.

   Cost_____

9. All programming required to set up access and levels per
   customer's requirements and in keeping with established
   Washtenaw County protocol and practices for Picture
   Perfect Version 4.5.

   Cost _____

10. All programming required to set up access and levels per customer's
    requirements and in keeping with established Ann Arbor protocol and practices
    for Facility Commander Wnx 7.5.1 Enterprise.

    Cost _____

11. List any other items necessary to support this installation   Cost_____

12. List all labor in hours to support sample job completion in straight time or regular
    hourly rates

    Number of Hours_____ x Hourly rate_____   = Total Labor Cost_____

    Total Project Cost_____

SIGNATURE PAGE

Signature

Company Name

Print Name

Company Address

Title

City   St.   Zip

Telephone #

Fax #

Purchase Order Email Address

Federal Tax ID #

Contact Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

☐ By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I., G. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.