



COUNTY OF LAKE

Request for Proposal (RFP)

for

“Security Fencing at Central Dispatch Facility owned and operated by the
Lake County Sheriff’s Department”

Issued: January 16, 2009

By:
Rodney K. Mitchell

Sheriff/ Coroner

DUE DATE AND TIME: February 26, 2009

PROPOSAL TITLE: Security Fencing

You are invited to submit proposals in accordance with the requirements of this solicitation,
which are contained herein.

**Mail or Delivery: County of Lake
Lake County Sheriff’s Department
1220 Martin Street
Lakeport, CA 95453**

1. Purpose

The County of Lake is seeking Security/Fencing Contractors to submit a proposal for the design, construction and installation of a security fence around the Sheriff's Departments Central Dispatch Facility, to be located on property owned by the County of Lake. Respondents are encouraged to suggest additions or modifications to the Scope of Work that will enhance the project.

2. General Process:

2.1 Registration and Inquiries: Proposers must register with the Department by January 23, 2009 to receive any amendments or other communications regarding this RFP. Proposers failing to register assume complete responsibility in the event that amendments or other communications are issued. To register or make inquiries regarding this RFP, contact:

Mary Beth Strong, Administrative Manager

Lake County Sheriff's Department

1220 Martin Street, Lakeport, CA 95453

Telephone: (707) 262-4218

Proposers may contact only the individual identified above and are specifically directed not to contact other Departmental or County personnel for meetings, conferences, or other technical discussions related to the RFP. No questions will be answered by other Departmental or County staff. All questions must be received in writing and questions and answers will be available for all proposers.

2.2 Proposer's Conference:

A **non-mandatory** pre-proposal conference/site visit will be held January 29, 2009 at 11:00 a.m. at: 1355 Hoyt Avenue, Lakeport. If you plan to attend the Pre-proposal meeting, it is required that you RSVP to the individual listed above.

The Department may accept oral questions during the conference and will make reasonable attempts to provide answers prior to the conclusion of the conference. However, oral answers given to oral questions shall not be binding.

The Department reserves the right to decline to respond to any questions if, in the assessment of the Department, the information cannot be obtained and shared with all potential proposers in a timely manner.

2.3 Inquiries/Requests for Additional Information: Fax or email any questions you have, at least ten (10) days prior to proposal opening to the following designated County contact(s):

Mary Beth Strong
Administrative Manager
Email: mbs@co.lake.ca.us
Fax: 707-262-4220

No communication is to be had with any other County employee regarding this Request for Proposal.

Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have Registered.

The Department reserves the right to decline to respond to any questions if, in the assessment of the Department, the information cannot be obtained and shared with all registered proposers in a timely manner.

3. Time Table: Non-Mandatory site visit **January 29, 2009**

Respondants need to meet at the Central Dispatch Office (1355 Hoyt Avenue).

Issuance of RFP	January 16, 2009
Proposals due	February 26, 2009 by 4pm
Opening of proposals	To be determined
Expected Award date	April 1, 2009

4. Format and Submission of Proposals

- 4.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.
- 4.2 Proposal Deadline: All Proposals must be received no later than the date and time and at the location specified on the Title page. Proposals received after this time and date will not be considered.
- 4.3 Proposal Content: Please assemble your Proposal in the following order.
 - a. **Cover Letter**: A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.
 - b. **Company Profile**: Provide a brief history of your company, and an executive summary of your response. Content should be no more than two pages.
 - c. **Project Understanding and Approach**: Provide an overview of your understanding of the needs of the department, and understanding of the services to be provided and your approach to the work.
 - d. **Scope of Work**: Provide your specific proposal to address the Scope of Work outlined in Section 6 below. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the work. If applicable, describe expected use of subcontractors.
 - e. **Pricing**:
 - i. Propose a complete budget indicating administrative and overhead costs, operating costs, equipment costs, start-up costs, and any other costs associated with service delivery. The proposal shall outline the estimated

cost of providing each component of the request and define a proposed method of reimbursement.

All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

Finally, provide a general description of your firm's preferred approach to contracting for your services, including your preferred contract type and compensation schedule.

- f. **Distinguishing Features:** Highlight the main features that distinguish your company from your competition relative to this solicitation.
 - g. **Deviations:** State on a point-by-point basis, any proposed deviations from full compliance with the requirements described throughout this RFP. You must cite the paragraph number or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed. If none, please so state.
 - h. **References:** Provide a minimum of three references wherein you have provided like services in the last 24 months. Each reference to include company name, address, telephone number, and contact.
- 4.4 **Proposal Submission:** Submit to the appropriate location specified on the Title Page (either by mail or delivery), five (5) complete copies of your Proposal in a sealed container, clearly marked on the outside with your company name and return address, the RFP Title and the due date. Faxed proposals will not be considered.

5. Evaluation Process

- 5.1 **Evaluation Panel:** Proposals shall be evaluated by a panel of current County employees and members of the public. The sole purpose in the evaluation process is to determine which one serves the County's best interest. The panel's recommendation will be submitted to the Board of Supervisors, for consideration. Any final analysis or weighted point score (if any) does not imply that one Respondent is superior to another, but simply that in the panel's judgment, the Respondent selected appears to offer the best overall solution for the County's current and anticipated needs.
- 5.2 **Investigation:** Submittal of a proposal authorizes us to investigate without limitation the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a proposal or to cancellation of any resulting Contract.
- 5.3 **Acceptability:** We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
- 5.4 **Award Criteria:** Proposals will be evaluated in relation to all aspects of this Request. Nevertheless, additional weight will be given to the following criteria:
- a. Your responsiveness to this RFP.
 - b. Your previous performance in providing said service.
 - c. Our perception of your understanding of our objectives and our desired products and ability to provide quality assurance, as evidenced by your Proposal, and possibly by interviews with you.

- d. The date by which you will have completed the study.
- e. Evaluation of cost in relationship to the foregoing criteria.

6 Scope of Work:

Design, purchase, construct, and install all necessary equipment to provide a secure facility.

To include the following:

Approximate fencing – 35' x 110' x 120' x 30' chain link, 15' high with razor wire on top. All fencing design, material and installation shall be within the ASTM standards.

Material used as follows:

120" - 2" mesh 9 gauge (0.148" diameter) galvanized wire , BK chain link fabric

Top rail: 1 5/8 OD full weight pipe, 2.27 lbs per foot. Top rail 21" in length, joined with 1 5/8 sleeve. "C" line posts spaced a maximum of 10'0" o.c.

Bottom of fence must be less than 2" above grade.

To include entrance (35') and exit gate(s). One bid to include the use of 1 gate. One bid to include the use of 2 gates. Gate shall be rolling type with a height and razor wire to be the same as fencing requirements.

Fence and gate between the existing fence and building on the North East side of building.

Owner prefers the use of an Elite Commercial slide gate operator, SL3000UL. If bidding on a different make/model, it must be equivalent and bidder must include specifications.

Keypad access on entrance gate(s) and a motion detector for the exit side of gate to activate the opening action. Specify on each bid. Conduit runs are in place. Wiring needs to be installed.

(Secondary bid would be for an access card system)

One control station to be located on the inside west facing door that will control the opening and closing of the gate(s).

Day/Night high-resolution color wide angle weather proof bullet cameras with IR distance of 150'+. One to be located on the SW corner of the building with a complete view of the parking lot and entrance and exit. One to be located on the NE corner of the building to view the access door to the dispatch center as well as view the power feed to the building across from dispatch (AWP). Conduit runs are in place. Wiring needs to be installed.

All equipment shall be hard-wired and not wireless connections. Cameras to be attached to the media computers at each station. Camera wiring to computer room

for power and then to each workstation. Conduit runs are in place. Camera signals to the work stations shall be Windows® compliant.

Single intercom to allow 2 way conversations at NE entrance. Intercom shall be workable from all seven (7) dispatch consoles while seated.

Both Cameras and Intercom shall be hardwired to each station. Both cameras shall be viewable at each seated “dispatch console”. These views shall be able to be minimized to the task bar of the monitor or viewed as two separate screens allowing the rest of the monitor screen to function as the computer desktop. (current monitors are 17” ViewSonic brand).

Any software needed to provide images and sound from cameras and intercom to the dispatch consoles shall be included.

3 Standard RFP Terms and Conditions

By your submission of a proposal, you agree to be bound by the following conditions:

- 7.1 To the fullest extent allowed by law, RFP’s will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County’s and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: **“CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE”**, and further, provide written notification to the County of its request to keep said information confidential. A Respondent’s request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- 7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.
- 7.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.
- 7.4 Disposition of Proposal(s) and Contract Award:
 - a. All proposals shall become the property of Lake County.
 - b. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.
 - c. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.
 - d. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under

any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

- e. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.
 - f. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.
- 7.5. Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.
- 7.6. Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.
- 7.7. Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.
- 7.8. It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the Respondent's responsibility to advise the County 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. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.
- 7.9. Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.
- 7.10. Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to

respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.

- 7.11. Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions, which are detailed in the attached contract.
- 7.12. Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.
- 7.13. Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects..
- 7.14. This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.
- 7.15. The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.
- 7.16. Specifications and Equals: Brand names, if any, are a means of establishing quality and characteristics desired by the County including, but not limited to, grade, style and technical specifications. Respondents are invited to quote their equals. It is the Respondent's responsibility to identify any alternate items offered in its Response and to prove to the satisfaction of the County that said item is equal to, or better than, the product specified, not only in terms of its quality, but specifically in terms of its functional equivalency and compatibility. Unless the Respondent clearly indicates in its response that an "or equal" product is being offered, the Response shall be considered as offering the brand name product specified. Respondents must attach on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the product including a full explanation of any variance from the specification document. Additionally, Respondent should include all descriptive material necessary for the County to determine whether the product offered meets the salient characteristic requirements of the specifications.
- 7.17. FOB Point: Unless otherwise stipulated herein, pricing must be FOB destination and include all freight charges.
- 7.18 Negotiations: Following initial selection, the County will enter into negotiations with the firm receiving the highest rating. If such negotiations are not successful,

negotiations will then be entered into with other qualified respondents in the order to their rating.