

NOTICE TO BIDDERS

BID NO. SC-1510A

In accordance with Title §14-22-101 of the Arkansas Code, notice is hereby given that the Sebastian County Judge will receive sealed proposals at the Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901, until 2 p.m. on the 10th day of November, 2015, at which time proposals will be publicly opened and read at the Purchasing Department.

Proposals will be taken for an **Integrated Security System** for Sebastian County. Specifications will be presented during the **mandatory** Pre-Bid Meeting, scheduled at 2 p.m. on the 3rd day of November, 2015, at the Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901. Additional information can be obtained by contacting the Sebastian County Purchasing Department via email at purchasing@co.sebastian.ar.us, by mail at Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901, or by visiting the County website at www.sebastiancountyar.gov. Proposals must, in all matters, comply with the laws of the State of Arkansas. Small businesses, as well as minority or women's businesses, are encouraged to participate in this process. The County Judge reserves the right to reject any or all proposals, waive any formalities, or to accept any proposal deemed most advantageous to the County.

Charity Gregory
Purchasing/Facilities Administrator
Sebastian County, Arkansas

For the Times Record:
Legal notice. Publish on October 25, 2015 and November 1, 2015

Return proof with statement no later than November 13, 2015

To:
David Hudson, County Judge
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

SEBASTIAN COUNTY JUDGE

Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 784-1502 Fax (479) 784-1550

October 26, 2015

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC-1510A

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details, regarding the products and/or services required by the County, and instructions for participating in the bid process are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders on our Bid List who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted. Any vendor seeking to be added to the Bid List may complete a Bid Application, which may be obtained online at www.sebastiancountyar.gov under Top Requested Documents.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are adhered to, since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department in writing via email purchasing@co.sebastian.ar.us or mail 35 S 6th Street Room 106, Fort Smith, AR 72901.

Charity Gregory
Purchasing/Facilities Administrator
Sebastian County

Attachment: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET

SECTION I

Bid Number: SC-1510A

Title: Integrated Security System

Pre-Bid Meeting: Date: November 3, 2015
(Mandatory) Time: 2:00 p.m.
Place: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

Opening: DATE: November 10, 2015
TIME: 2:00 p.m.
PLACE: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

Mail Sealed Proposals to: Sebastian County Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

On Outside of Proposal Show: (1) Return Address
(2) Bid Opening Date
(3) Bid Number and Title

Bidder must complete the following information:

Name of Bidder: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Instructions:

- (1) Unit prices and extensions are required on proposal form
- (2) **Return *three* copies of *entire* Request for Proposal**
- (3) Proposals must be signed to be accepted
- (4) Any trade discounts should be deducted and net prices shown
- (5) Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposal
- (6) Bidding procedures will be in compliance with Arkansas Laws
- (7) **Quote:** F.O.B. destination
- (8) **Terms:** Net 30 days

PROPOSAL FORM

BID NO. SC-1510A

SECTION II

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the Sebastian County Judge shall determine any and all questions or disputes which may arise concerning conformity to the specifications, conditions, and proposals; the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm, or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

| Description | Total Price |
|----------------------------|-------------|
| Integrated Security System | \$ _____ |
| Written Amount: \$ _____ | |

Warranty: _____ Installation Date: _____

Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.

Exceptions to specifications: NO _____ YES _____ (Attach itemized list)

From: _____ Signature: _____

Date: _____ Title: _____

General Conditions

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted, provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **No bid may be withdrawn, modified, corrected, or otherwise changed after the time set for opening the bids.**
2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.
3. Prices quoted will be considered net prices, unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days, unless otherwise stated in the specifications.
4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.
5. Bid bonds are not required, unless specifically required by law or specified in the bid invitation.
6. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder whom is submitting the bid or proposal.
7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. An exemption certificate will be furnished where required.
8. State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.
9. **Bids will be evaluated based upon compliance with the specifications, bid price, applicability, and suitability of the product/services being offered. Product and vendor reliability, warranty, delivery time, and such other factors deemed appropriate will be considered to assure the County receives a quality product most advantageous vendor to the county.** Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.
10. All questions or requests for clarification shall be submitted in writing via email at purchasing@co.sebastian.ar.us or mail at 35 South 6th Street Room 106, Fort Smith, AR 72901, ATTN: Purchasing Department.
11. The County reserves the right to accept part or all of any specific bid or bids and to accept any bid or bids with or without trade-in, whichever is most advantageous to the County.
12. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

Bid Specifications

1. Sebastian County (referred to as the “County”) requests bids from qualified, experienced vendors (referred to as the “Company”) that possess a current Arkansas Alarm Installation License for an integrated security system.
2. The required services are to commence not later than a date to be agreed upon by and between Sebastian County and the Company.
3. The responding Company shall perform according to the terms and conditions as stated herein, and according to the highest standards and professional practices. Instances of poor performance by the Company will be documented and submitted to the Company for immediate review and corrective action. Continued poor performance will be deemed a breach of the specifications of the RFP and shall be grounds for immediate termination of the contract. A review meeting will be called between the Company and the County when documented instances of poor performance occur. A plan for corrective action, agreeable to both parties, will be drafted and implemented. Sebastian County retains the absolute right to assess whether and when performance is subsequently acceptable.
4. The contract awarded in response to the RFP (the “Contract”) may be terminated without cause by Sebastian County, by giving the other party not less than 30 days written notice of intent to terminate as of the date specified. The Contract will not be assignable without prior written consent of both parties. Any attempted assignment without such consent shall be void and of no effect.
5. Specifications will be presented during the mandatory Pre-Bid Meeting, scheduled at 2 p.m. on the 3rd day of November, 2015, at the Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901. All companies interested in placing a bid must be in attendance.
6. Inquiries related to the RFP should be directed to the attention of Charity Gregory, Sebastian County Purchasing. Any requests or clarifications shall submitted in writing via email at cgregory@co.sebastian.ar.us, by mail at 35 South 6th Street Room 106, Fort Smith, AR 72901, or by fax at (479) 784-1550. All clarifications given to a prospective bidder will be furnished in writing to all prospective bidders as an amendment, if such information modifies these specifications or is deemed to be necessary in responding to this RFP.
7. Sealed, written, competitive proposals will be accepted until 2:00 p.m. on November 10th, 2015, in the Sebastian County Purchasing Department, Attn: Charity Gregory, 35 South 6th, Room 106, Fort Smith, AR 72901. Proposals shall be in a sealed envelope clearly marked with the RFP Number (SC-1510A) on the outside or it will not be considered. All proposals must be signed by an authorized officer of the Company and must be held firm for acceptance for a minimum period of 60 days after the opening date.
8. The Company should submit a base proposal in the specified manner, but may also propose other financial options to the County either as additions or alternates to the base proposal. Such additional offerings should be clearly identified. The county prefers that the Company’s response to the RFP be submitted in same item (paragraph) sequence as proposal – using the same item (paragraph) numbers for reference. Companies must submit one (1) original and three (3) copies of their proposals in order to be considered.
9. Proposals shall be submitted on 8 ½ x 11 inch paper, which shall be attached to this form. The proposal should follow the format laid out under Section 8. Submissions should be limited to a maximum of 15 pages, all required attachments included. Binders, brochures, and materials in

this RFP are neither requested nor desired. Please do not submit these with your proposal. If additional information is required, the County will request it after review of the proposals.

10. Sebastian County reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary. Award will be made to the Company whose proposal conforms to the RFP and, in the sole judgment of the County, will be most advantageous to Sebastian County.
11. The contents of the RFP will be incorporated into the final Contract documents. All terms and conditions stated herein shall constitute a complete and integrated document and the covenants contained herein shall not be altered or modified, unless such modifying term, conditions, or covenants are in writing and are signed by the Company and the agent of Sebastian County. Due to the anticipated complexities of this contract relationship, the County reserves the right to negotiate final terms and conditions with the Company(s) submitting proposals.
12. The County will not reimburse the Company's costs incurred in the preparation and submission of proposals. All proposals shall become the property of The County upon submission. The County reserves the right to negotiate commission rates from the selected qualified companies, subsequent to the submission of proposals, in accordance with the established contractual guidelines of Sebastian County, Arkansas.
13. Telegraphic, fax, or email proposals sent directly to Sebastian County offices will not be considered.
14. The Company(s) must acknowledge receipt of amendments by letter, telegram, or fax within 48 hours of receipt. Failure to provide such acknowledgment may be grounds for disqualification.
15. Companies are cautioned that the County is not obligated to ask for or accept data that is essential for a complete and thorough evaluation of the proposal after the opening date. The County may award a contract based on initial submissions without any further discussion of such proposals. Accordingly, each proposal should be submitted on the most favorable and complete price and technical terms possible. Any ambiguity in any proposal, as the result of omission, error, lack of clarity or noncompliance by the Company with specification, instructions, and all conditions of the Request for Proposal, shall be construed in the light most favorable to the County.
16. After the award of the Contract, all proposals will be open for public inspection. Financial data, trade secrets, test data, and similar proprietary information will, to the extent permitted by law, remain confidential, provided such material is clearly marked by the Company prior to submission of the RFP; however, net cost information may not be confidential.
17. All proposals must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to insure the Company pursuant to the terms of any contract resulting from the RFP. The Company shall procure and maintain, at the Company's expense, the following insurance coverage for the period of the Contract. Certificates evidencing the effective dates and amounts of such insurance(s) must be provided to the County.
 - a. Workers Compensation, as required by the State of Arkansas.
 - b. Comprehensive General Liability (Broad Form) coverage in amounts specified under the contract for work at the facility prior to the signing of the contract.
 - c. Commercial Blanket Bond Coverage (theft/fraud by employees) in amounts specified under the contract for work at the facility prior to the signing of the contract.
 - d. Minimum shall be in the total amount of the contract.
18. The Company will be required to furnish, for the life of the Contract, a Performance Bond in a form satisfactory to the County and issued by a surety company authorized to do business in the State of Arkansas, in the amount of the contract. An original and one (1) copy of the bond must be furnished at the time of Contract execution.

19. The Company shall indemnify and hold harmless Sebastian County, its officers and employees, from all claims, suits, actions, damages and costs of every nature and description arising out of or resulting from the Contract or the provision of services under the Contract.
20. The Company agrees that Sebastian County or any of its duly authorized representatives shall, at any time during the term of this Contract, have access to and the right to audit and examine any pertinent records of the Company related to this Contract. Company shall keep such records for a period of not less than five (5) years from the date the records are made, unless the County authorizes their earlier disposition. Company agrees to refund to the County any underpayments or overcharges disclosed by any such audit, or to take other corrective action as may be required.
21. The Company will obtain and maintain, at its expense and in its name, all necessary licenses and permits required to perform the services described herein.
22. The Company will assume full responsibility for any damage to the County's equipment or premises caused by the negligent or intentional acts of omissions for the Company's employees, agents, or officers, exempt ordinary wear and tear.
23. The name, mailing address, and telephone number of the Company's authorized agent, with authority to bind the firm with respect to questions concerning the Company's proposal, must be clearly stated in the proposal. An authorized officer of the Company must sign the proposal and/or the letter, which transmits the proposal to the County.
24. The Company will be responsible for collection and payment of all required taxes (local, state, federal) relating to its operation. Sebastian County is prohibited by ordinance from awarding contracts to companies that are delinquent in paying Sebastian County property taxes. If the Company business address is within Sebastian County, proof of payment of real and personal property taxes due in 2014 must be submitted with the proposal or it can be disqualified.
25. The County is committed to Equal Opportunity. Therefore, the Company employment policies shall meet the requirements of the Fair Labor Standards Act and all other regulations required by Federal or State law. The Company must pledge to comply with Equal Opportunity Laws and that it will not discriminate against any employees or applicant for employment because of race, color, creed, religion, national origin, sex, age, disability, marital status, or participation of a legally protected activity.

Integrated Security System

Scope of Services:

Sebastian County proposes to purchase and install an integrated security system that includes panic buttons and security cameras, as indicated by the attached diagram. There should be sixteen (14) indoor cameras and six (6) outdoor cameras, with an expandable DVR capable of recording at least 8 TB of data. New Category 6 UTP wiring shall be run from each camera to the nearest network wiring closet for each floor that connects to the Data Center. Each floor has a network wiring closet, except the first floor, in which case a run (less than 300 feet) to the closest network wiring closet on the ground or second floor will be required. The panic button system shall be a twenty-one (21) button expandable system, capable of interfacing with the camera system to provide location of alarm, with two (2) alpha numeric key pads and dialer system with repeaters. These buttons shall be placed at the same seventeen (17) locations of the current system, with additions to Human Resources, Quorum Court, the Second Floor Courtroom, and it's adjoined Judge's Quarters. Proposals shall include all cabling and installation of the new system.

Equipment Requirements

- I. (1) Video Management System
 - a. At least 64 channels
 - b. At least 8 TB storage capacity
 - c. Provide real time access to video through IP network
 - d. Advanced user and alarm management

- II. (6) Dome Cameras (Installed at the same height in the exterior locations indicated on the diagram)
 - a. Vandal-resistant enclosure, suitable for outdoor applications
 - b. Intelligent noise reduction bandwidth and storage
 - c. At least 3 megapixel resolution
 - d. IP based, PoE capable
 - e. IR night vision capable
 - f. Auto zoom/focus lens, PTZ (Pan, Tilt, Zoom)

- III. (14) Dome IP Cameras (Installed at the interior locations indicated on the diagram)
 - a. Vandal-resistant enclosure, suitable for indoor applications
 - b. At least 3 megapixel resolution
 - c. IP based, PoE capable
 - d. IR night vision capable
 - e. Easy to install with auto zoom/focus lens, PTZ (Pan, Tilt, Zoom), wizard, and pre-configured modes with option to auto pan to activated panic button locations

- IV. (1) Control Panel
 - a. Fully integrated intrusion and access control to interface with one system, with option to include fire interface option at a future date
 - a. NOTE: There is currently one (1) access control point, which is a single badge entry maintained by Brian & Dale's. Since there is a stationary camera on that door, there would be no reason to add to this system.
 - b. Supports up to 99 points and up to eight (8) areas and eight (8) doors for up to 500 users
 - c. On-board Ethernet port for alarm communication and remote programming
 - d. Email and text notifications with remote control using Android or iOS mobile devices

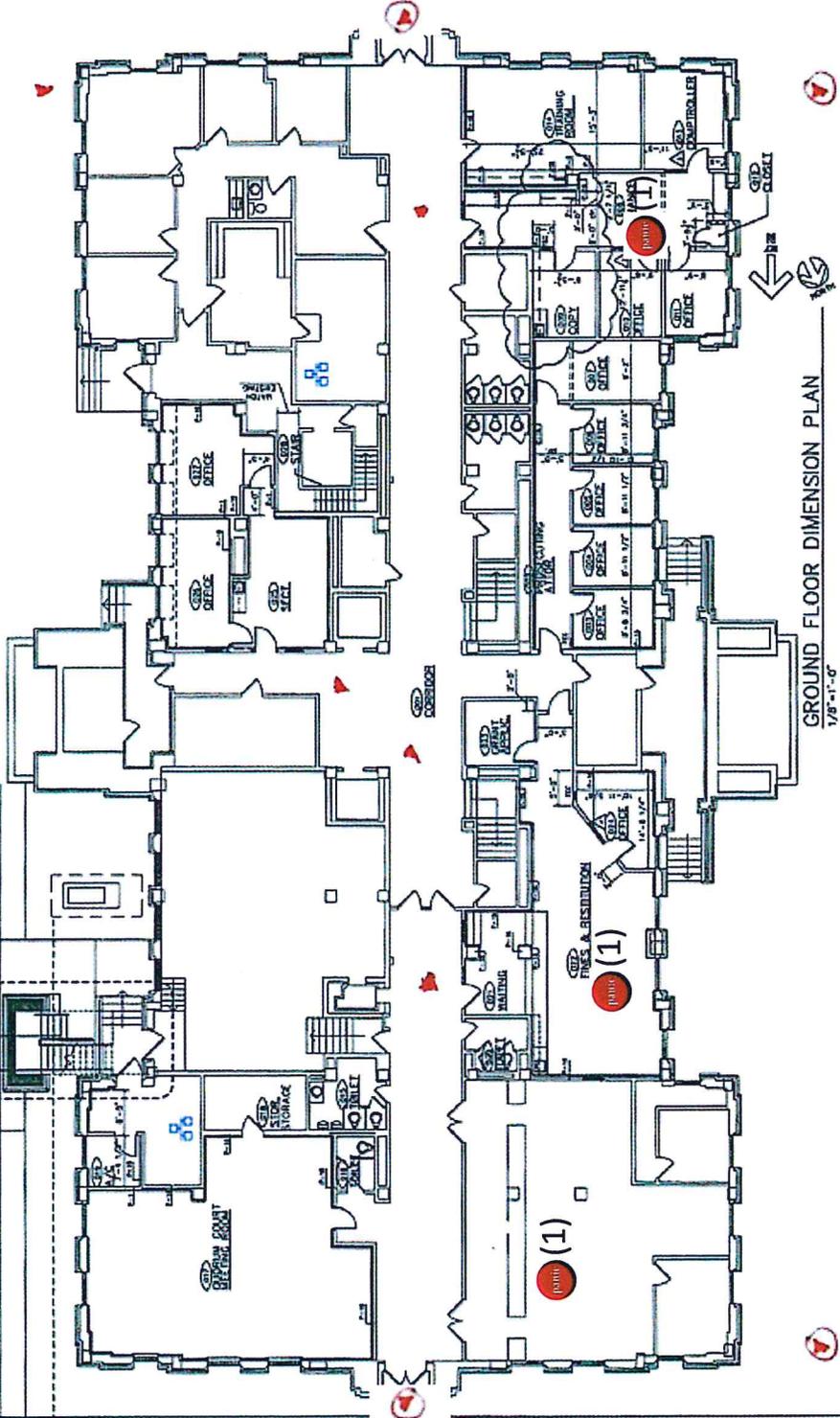
- V. Restrictions
 - a. The Sebastian County Courthouse is not on the historical register and no prior grant funds have been encumbered for remodeling work. However, the courthouse is a historical building and work should not detract from the look of the building.

1 STAIR FOUNDATION PLAN
 1/4" = 1'-0"

2 ENLARGED STAIR PLAN
 1/4" = 1'-0"

3 STAIR FRAMING PLAN
 1/4" = 1'-0"

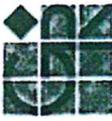
- DIMENSION NOTES**
1. ALL DIMENSIONS UNLESS NOTED OTHERWISE ARE TO FACE UNLESS NOTED OTHERWISE.
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GROUND FLOOR DIMENSION PLAN
 1/8" = 1'-0"

DIAGRAM KEY

- CURRENT CAMERAS
- ADDITIONAL CAMERAS
- PANIC BUTTONS (# per area)
- Wiring Closet



GUEST REDDICK ARCHITECTS

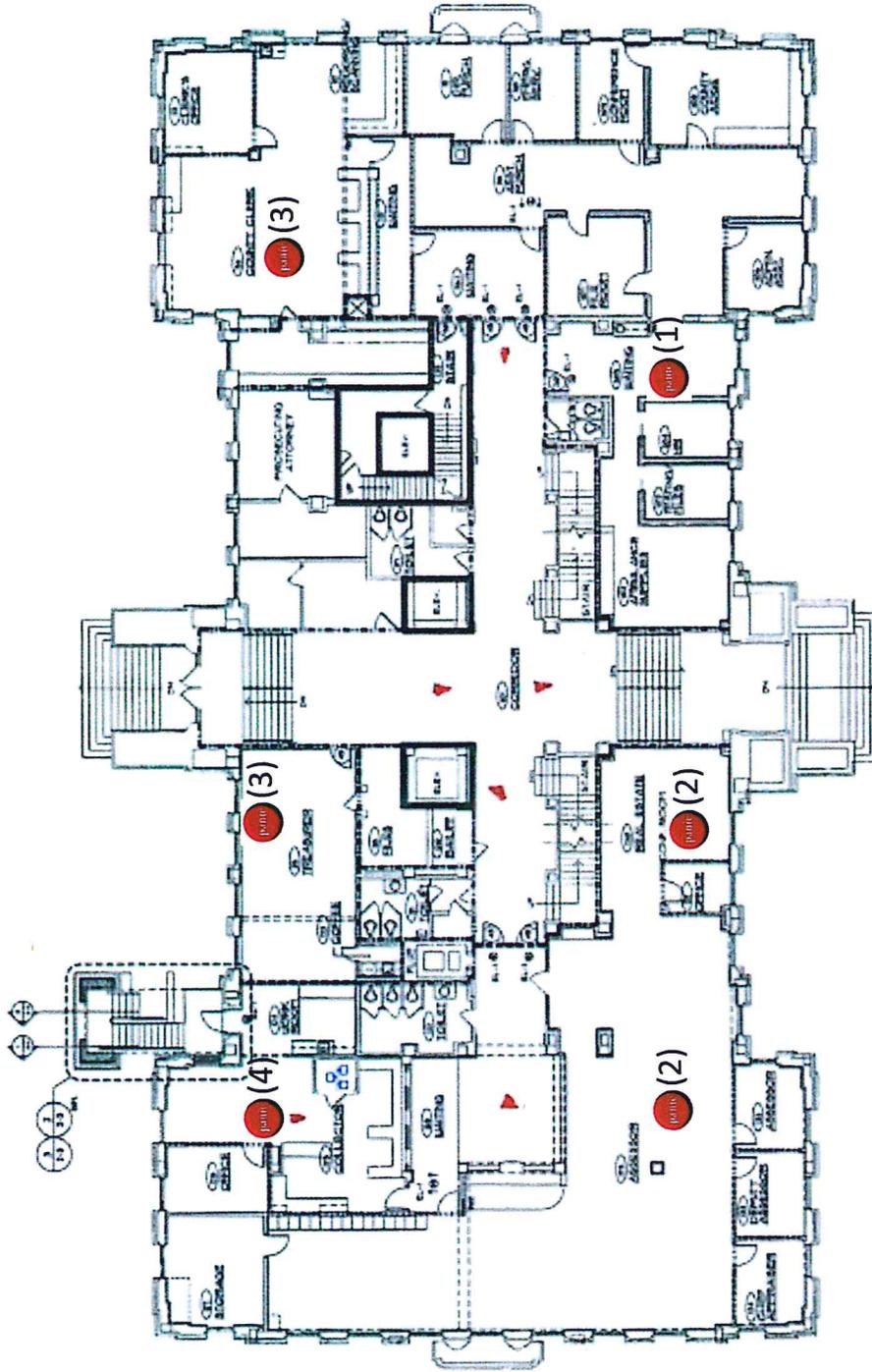
601 CARSON AVE
SUITE 800

FORT SMITH
ARKANSAS
72901

(501) 781-4005
FAX (501) 781-7453



**RENOVATIONS TO
SEBASTIAN COUNTY COURTHOUSE
FORT SMITH, ARKANSAS**



FIRST FLOOR LIFE SAFETY PLAN
08-11-08

GENERAL NOTES:

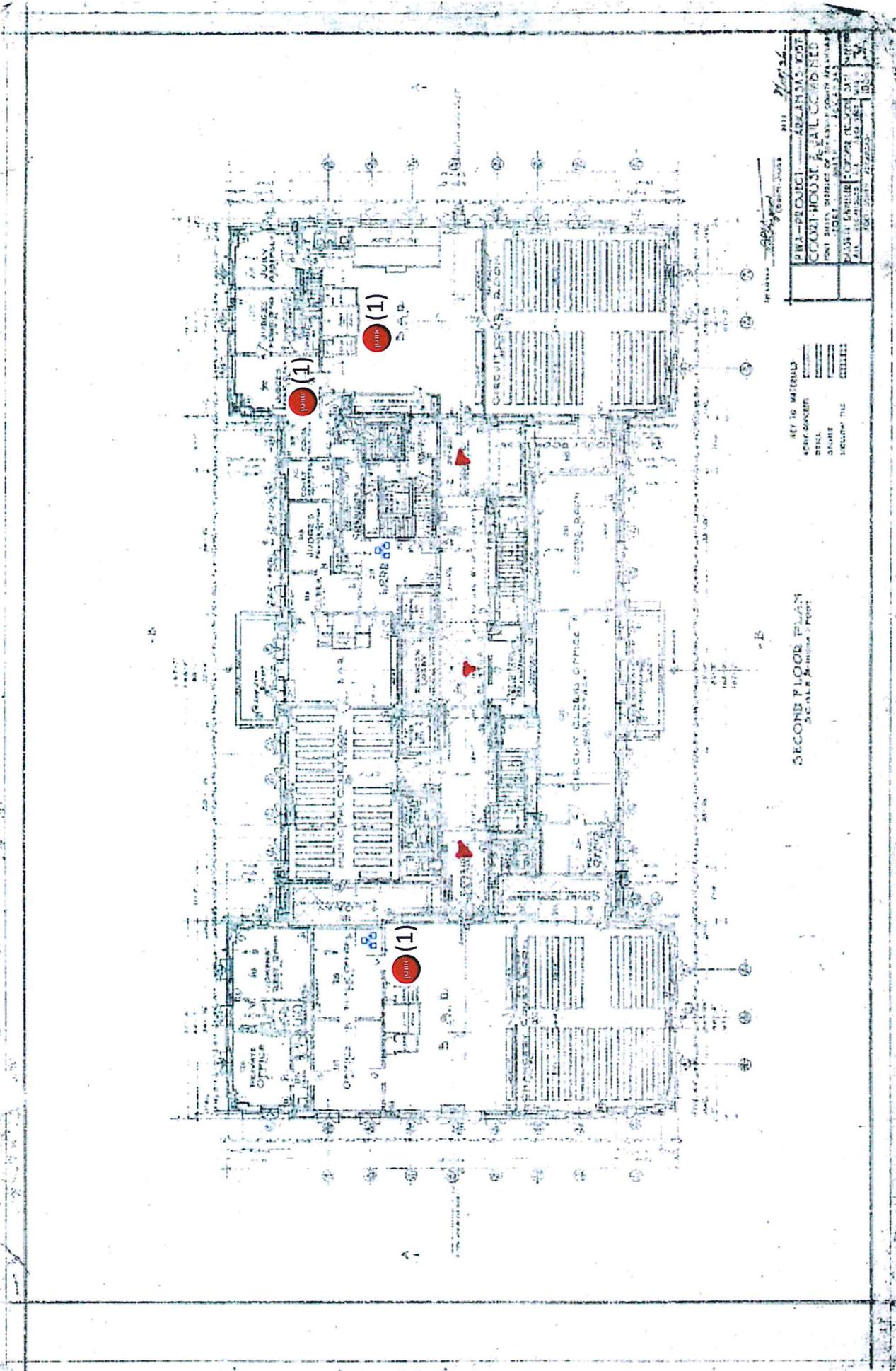
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) AND THE NATIONAL ELECTRICAL CODE (NEC) AS APPLICABLE.

LIFE SAFETY CODE LEGEND

| | |
|----------|-----------------------------|
| ○ (1-4) | NEW PANIC BUTTONS AS SHOWN |
| ○ (1-4) | EXISTING PANIC BUTTONS |
| △ (Red) | CURRENT CAMERA LOCATIONS |
| △ (Blue) | ADDITIONAL CAMERA LOCATIONS |
| ○ (1-4) | NEW WIRING CLOSETS |
| ○ (1-4) | EXISTING WIRING CLOSETS |
| ○ (1-4) | NEW WIRING CLOSETS |
| ○ (1-4) | EXISTING WIRING CLOSETS |
| ○ (1-4) | NEW WIRING CLOSETS |
| ○ (1-4) | EXISTING WIRING CLOSETS |
| ○ (1-4) | NEW WIRING CLOSETS |
| ○ (1-4) | EXISTING WIRING CLOSETS |

DIAGRAM KEY

- CURRENT CAMERAS
- ADDITIONAL CAMERAS
- PANIC BUTTONS (# per area)
- Wiring Closet



| | |
|-------------|------------|
| PWA-PROJECT | ARLANS DOT |
| GEORGETOWN | ARLANS DOT |
| POST OFFICE | ARLANS DOT |

KEY TO MATERIAL

| | |
|----------|----------|
| CONCRETE | CONCRETE |
| BRICK | BRICK |
| GLASS | GLASS |
| WOOD | WOOD |
| STEEL | STEEL |
| PAINT | PAINT |
| CEILING | CEILING |

SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

DIAGRAM KEY

- CURRENT CAMERAS 
- ADDITIONAL CAMERAS 
- PANIC BUTTONS (# per area) 
- Wiring Closet 

