

REQUEST FOR QUOTATION
Migration of Existing Security Access System to Existing Access System

GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia *insert agency name here* to establish a one-time construction contract for the following:

Project Description: The migration from the Agency Existing Security Access system located at *insert location here* to the Existing *insert system name here* Access System for *insert location here*. The request is for the vendor to provide and installation; to include all new card readers, control panels for doors, hardware, panic buttons, work stations, and all other necessary equipment to make the system 100% functional. This system must be fully integrated and be compatible with the existing system, without requiring the Agency to purchase additional software or hardware for functionality to include the *insert system name here* security access system. The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions and in the Project, Plans as defined below.

2.1 **“Construction Services”** means installation and/or repair; to include all new card readers, control panels for doors, hardware, panic buttons, work stations, and all other necessary equipment to make the system 100% functional as more fully described in the Project Plans.

2.2 **“Certified Technician”** means a Technician, certified by the respective manufacturers, to install and service the existing equipment or system that they are called upon to service.

2.3 **“Service Area”** means the ability to respond to a Service Request, by the Vendor, using manufacturer certified technicians within *insert time period here* following a request for service by the Agency.

2.4 **“Pricing Page”** means the pages contained in wvOASIS, attached hereto as Exhibit A, or included in the Project Plans upon which Vendor should list its proposed price for the Construction Services.

2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with Construction Services that is published by the Purchasing Division.

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- 2.6 “Project Plans”** means documents developed by an architect, an engineer, the Agency, or another design professional, which are attached hereto as Exhibit B, that provide detailed instructions on how the Construction Services are to be performed. If Project Plans contain drawings or other documents too large to attach in Exhibit B, Vendors can obtain copies in accordance with Section 9 of these Specifications.
- 3. ORDER OF PRECEDENCE:** This General Construction Specifications document will have priority over, and supersede, anything contained in the Project Plans.
- 4. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
- 4.1. Experience:** Vendor, or Vendor’s supervisory staff assigned to this project, must have successfully completed at least *insert number here* projects that involved work similar to that described in these specifications or the Project Plans. Compliance with this experience requirement may be determined prior to contract award by the State through knowledge or documentation of the Vendor’s past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.
- 4.1.1.** The Vendor should provide Manufacturer’s certification information to document their ability to install and service the manufacturer’s security access system and its components.
- 4.1.2.** The Vendor shall also be a manufacturer’s factory authorized local service organization for the system bid that shall carry a stock of spare parts and provide maintenance for the security access systems, wireless readers and related systems under this contract. Local shall be defined as a Vendor’s ability to respond to a Service Request using manufacturer certified technicians within *insert time frame here* following a request for service by the Agency.
- 4.1.3.** The Vendor shall provide a certified technician with the ability to respond to service requests *insert time frame here* of notification.
- 4.1.4.** The Vendor shall be a factory authorized and certified by the respective manufacturers to sell, install and service all integrated systems equipment.

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5. Vendor Installation Requirements:

5.1.1. Vendor shall provide all miscellaneous installation materials, wiring, cabling, labor, and accessories needed to install, commission, and provide a fully functional security system.

5.2.Warranty:

5.2.1. Vendor shall provide a minimum of one (1) year warranty on parts and installation.

5.2.2. Software Support & Maintenance:

5.2.2.1 Vendor should include with their bid a copy of any Software Terms and Conditions or licenses that the State of West Virginia or the Agency will have to agree or accept as a part of this solicitation. **This information will be required before Purchase Order is issued.**

5.2.2.2 Vendor should include a copy of Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency will be required to agree or accept as a part of this solicitation. **This information will be required before the Purchase Order is issued.**

6. CONTRACT AWARD: The Contract is intended to provide Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Pages contain alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

6.1 If the Vendor is submitting an Equivalent Brand, vendor should provide Equivalent product brochures with their submitted bid response. This information may be required before award of contract.

7. ACCEPTANCE OF SYSTEM:

If the test period produces no issues, the agency will issue a Letter of Acceptance of the system, and the contract and warranty period would start at that time.

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Once acceptance of the system is agreed to by the Agency and the Vendor. The Agency will issue a request for Change Order to the West Virginia Purchasing Division stating acceptance of the system thereby beginning the first (1) year warranty. Additional years of maintenance will be issued via change order upon mutual consent of both the vendor and the agency.

- 8. SELECTION OF ALTERNATES:** Pursuant to W. Va. Code § 5-22-1(e), if the Pricing Pages contain alternates/add-ons, there must be no more than seven listed, and the alternates/add-ons will be selected in the order of priority listed on the Pricing Pages. The first alternate/add-on must be selected before the second alternate/add-on can be selected and so on. Provided, that Agency may accept an alternate out of the listed order if acceptance would not affect determination of the lowest qualified responsible bidder. Any unaccepted alternate contained within a bid shall expire one hundred fifty days after the date of the opening of bids for review.
- 9. PERFORMANCE:** Vendor shall perform the Construction Services in accordance with this document and the Project Plans.
- 10. SUBSTITUTIONS:** Any substitution requests must be submitted in accordance with the official question and answer period described in the INSTRUCTIONS TO VENDORS SUBMITTING BIDS, Paragraph 4. Vendor Question Deadline. Vendors submitting substitution requests should submit product brochures and product specifications during the official question and answer period.

11. PROJECT PLANS:

Additional Project Plan Documents: There are no additional Project Plans other than those attached hereto as Exhibit B or any subsequent addenda modifying Exhibit B.

12. CONDITIONS OF THE WORK

- 12.1. Permits:** The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or Local laws, regulations and ordinances of any regulating body.
- 12.2. Existing Conditions:** If discrepancies are discovered between the existing conditions and those noted in the specifications, Vendor must immediately notify the Agency's representative. Vendor must also immediately notify the Agency if suspected hazardous materials are encountered.

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12.3. Standard Work Hours: The standard hours of work for this Contract will be *[insert hours/days]*, excluding holidays recognized by the State of West Virginia. Any work outside of the standard hours of work must be approved in advance at the Agency's sole discretion. Authorization of work outside of the standard hours of work will not entitle Vendor to additional compensation.

12.4. Project Closeout: Project Closeout shall include the following:

12.4.1. Final Cleanup: Vendor shall perform the final cleanup activities listed below, along with any other final cleanup activities normally associated with the work performed under this Contract, prior to final inspection:

12.4.1.1. Removal and disposal of all shipping containers, packaging materials, and construction debris.

12.4.1.2. Restoring of areas to their original condition prior to the work

12.4.1.3. Replacement of any materials damaged or destroyed because of the work.

12.4.2. Final Inspection: Vendor shall participate in a final inspection with the Agency's project manager. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Agency's final acceptance of the work. Vendor shall always be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Vendor from its obligation to ensure that work complies with the Contract requirements. Vendor shall submit any warranty documents to the Agency project manager at final inspection.

13. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. If access cards and/or keys are required:

13.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

13.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee if the cards or keys become lost or stolen.

13.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

13.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

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13.5. Vendor shall inform all staff of Agency's security protocol and procedures.

14. MISCELLANEOUS:

14.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

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EXHIBIT A – PRICING PAGE

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EXHIBIT B – PROJECT PLANS

EQUIPMENT SCHEDULE

NOTE: *Any model, brand, or specification listed below establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. **Any alternate or substitution request must be submitted to the Buyer prior to the technical question deadline.** Supplied hardware described below must be compatible, in all respects, with existing access and security systems.*

15. GENERAL REQUIREMENTS:

15.1. Mandatory Contract Item Requirements: Contract Item must meet or exceed the mandatory requirements listed below.

15.1.1. Indoor Camera

- 15.1.1.1. Fixed**
- 15.1.1.2. Tilt**
- 15.1.1.3. Zoom**
- 15.1.1.4. Resolution**
- 15.1.1.5. Housing**
- 15.1.1.6. Connectivity**

15.1.2. Outdoor Camera

- 15.1.2.1. Fixed**
- 15.1.2.2. Tilt**
- 15.1.2.3. Zoom**
- 15.1.2.4. Resolution**
- 15.1.2.5. Housing**
- 15.1.2.6. Connectivity**
- 15.1.2.7. Weather Resistant**

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15.1.3. Recording

- 15.1.3.1. Cloud**
- 15.1.3.2. Server**
- 15.1.3.3. Backup/Redundancy**
- 15.1.3.4. Compression Method**

15.1.4. Retention

- 15.1.4.1. *[Insert agency needs for retention of video]***

15.1.5. CARD READER:

- 15.1.5.1. Reader Type**
- 15.1.5.2. Read Range**
- 15.1.5.3. Cable**
- 15.1.5.4. Frequency**
- 15.1.5.5. Voltage Range**
- 15.1.5.6. Power Supply**

15.1.6. NETWORKED, WIRELESS, ELECTRONIC LOCKS

15.1.7. Door Hardware Code:

- 15.1.7.1. Series**
- 15.1.7.2. Chassis**
- 15.1.7.3. Function**
- 15.1.7.4. Reader**
- 15.1.7.5. Lever Style**
- 15.1.7.6. Finish**
- 15.1.7.7. Lever Cylinder Type**
- 15.1.7.8. Door Thickness**
- 15.1.7.9. Function**
- 15.1.7.10. Lever Style**
- 15.1.7.11. Finish**
- 15.1.7.12. Door Handing**
- 15.1.7.13. Strike**
- 15.1.7.14. Finish**
- 15.1.7.15. Backset & Latch**

15.1.8. Exit Device Code:

- 15.1.8.1. Surface mounted strike for rim exit device code**

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15.1.8.2. Face plate length

15.1.9. Projection

15.1.9.1. Lockset

15.1.9.2. Number of doors

15.1.9.3. Power failure mode

15.1.9.4. Finish

15.1.9.5. Rectifier kit

15.1.9.6. Buzzer

15.1.10. Electromagnetic Lock Devices

15.1.10.1. Series

15.1.10.2. Holding Force

15.1.10.3. Door Type

15.1.10.4. Input Voltage

15.1.10.5. Current Draw

15.1.11. Elevator Control Kit: (consisting of the following)

15.1.11.1. Remote antenna module

15.1.11.1.1. Series

15.1.11.1.1.1. Type

15.1.11.1.1.2. Communication Range Extension

15.1.11.1.1.3. Environment

15.1.11.1.1.4. Temperature Range

15.1.11.1.2. Wireless Reader Interface

15.1.11.1.2.1. Frequency Range

15.1.11.1.2.2. Modulation

15.1.11.1.2.3. Data rate RF

15.1.11.1.2.4. Credential verification time

15.1.11.1.3. Panel Interface Module

15.1.11.1.3.1. Frequency range

15.1.11.1.3.2. Modulation

15.1.11.1.3.3. Credential verification time

15.1.11.1.3.4. Communication range

15.1.11.1.3.5. System interface

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- 15.1.11.1.3.6. Power supply**
- 15.1.11.1.3.7. Voltage range**
- 15.1.11.1.3.8. Max current requirement**
- 15.1.11.1.3.9. Operating temperature**
- 15.1.11.1.3.10. Data rate RF**

15.1.12. Panic Button System (Wireless)

15.1.12.1. Wireless Panic Button

- 15.1.12.1.1. Water and Dust resistant**
- 15.1.12.1.2. Power/Voltage**
- 15.1.12.1.3. Supervision for Low Battery and removal from monitored area.**

15.1.12.2. Wireless receiver SD

- 15.1.12.2.1. Wall and cover tamper switch**
- 15.1.12.2.2. Radio Frequency Interference**
- 15.1.12.2.3. Effective wiring distance**
- 15.1.12.2.4. Power/Voltage**
- 15.1.12.2.5. Frequency**

15.1.13. Network and Video Camera Interface Equipment

- 15.1.13.1. Network Streaming Performance**
- 15.1.13.2. Network connection**
- 15.1.13.3. Recording Data Rate**
- 15.1.13.4. Playback and Live Streaming**
- 15.1.13.5. Number of Cameras**
- 15.1.13.6. Recording Storage**
- 15.1.13.7. Video Data**
- 15.1.13.8. Operating System**
- 15.1.13.9. Memory**
- 15.1.13.10. Processor**
- 15.1.13.11. Desktop chassis**

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- 15.1.13.12. Network Interface
- 15.1.13.13. Viewing Streams
- 15.1.13.14. Viewing Rate
- 15.1.13.15. Optical Drive
- 15.1.13.16. Power Input
- 15.1.13.17. USB Keyboard and Mouse
- 15.1.13.18. Display Port to DVI Adapter
- 15.1.13.19. VI to VGA Adapter
- 15.1.14. Network Switches
- 15.1.15. Physical Ports
 - 15.1.15.1. Port Configuration
 - 15.1.15.2. Port Speed
- 15.1.16. Switch Performance
- 15.1.17. Switch Architecture
- 15.1.18. Switch Fabric
- 15.1.19. Maximum Frame Size
- 15.1.20. Switch Functions
- 15.1.21. Camera Interface Translator
 - 15.1.21.1. Electrical
 - 15.1.21.2. Input Voltage
- 15.1.22. Coaxitron Ports
- 15.1.23. Coaxitron Level
- 15.1.24. Data Ports
- 15.1.25. Mechanical
- 15.1.26. Connectors
- 15.1.27. Maintenance [*Insert agency needs for system maintenance (if applicable)*]

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