

Request for Proposal

**SECURITY CAMERAS
REF #82917RFPSO**

LUZERNE COUNTY PENNSYLVANIA

DUE DATE: September 29, 2017
Luzerne County Purchasing Department
Attention: Mark A. Zulkoski
Penn Place Office Building
20 North Pennsylvania Avenue
Wilkes Barre, Pa 18711
570-820-6337
Mark.zulkoski@luzernecounty.org

FIND US AT: www.luzernecounty.org/procurement

ATTENTION:

RFPs will be received weekdays between the hours of 9:00 AM to 4:00 PM only (excluding holidays).

All RFPs must be delivered by the time stated in the bid packet.

All RFPs must be delivered to the:

Luzerne County Purchasing Department
20 North Pennsylvania Avenue
Suite 203
Wilkes Barre, Pa 18711

Any questions in regard to the RFP package, please contact Mark Zulkoski at 570-820-6337
Or mark.zulkoski@luzernecounty.org.

ATTENTION:

YOU MUST PRINT THE BELOW ADDRESS AND RFP INFORMATION AND AFFIX TO THE OUTSIDE OF YOUR RFP ENVELOPE. THE RFP WILL NOT BE ACCEPTED IF THIS INFORMATION IS NOT PROVIDED



Luzerne County Purchasing Department
Penn Place Building
Suite 203
20 N. Pennsylvania Ave
Wilkes Barre, PA 18711

All RFP returns must have this label attached with
The name and reference number of the RFP to the
Outside of the return envelope
(UPS, FEDEX, etc.) Or it will be rejected.

RFP Name _____

Company Name _____

Reference # _____

Responders who use USPS Services, PLEASE NOTE:

The Post Office does not deliver mail directly to Penn Place.

You should allow additional time for your bid to be forwarded from the Court House to Penn Place. It is the Responders responsibility to get their RFP packets to the Purchasing Department by the time specified. **LUZERNE COUNTY WILL NOT BE RESPONSIBLE FOR LATE OR MISDIRECTED MAIL.**

GENERAL INSTRUCTIONS TO RESPONDENTS

1. All prices shall include delivery. Orders only place, after receipt of a formal purchase order issued by the Purchasing Department.
2. Any alterations, erasures, additions to or omissions of required information, or change of specifications or bidding schedule, is done at the risk of the responder and may result in rejection of his/her RFP. In case a responder finds discrepancies or omissions, or is in doubt as to the meaning of the specifications of bidding schedule, he/she should at once notify the Luzerne County Purchasing Department, who will reply to such questions in official supplement and copies will be sent simultaneously to all responders.
3. All responders are responsible to see that their names appear in the Purchasing Department office on the form recording the names of prospective responders, so that the responders are assured of receiving pertinent bulletins which may be issued before the RFP's are opened.
4. All responders must be recognized dealers in the materials specified and qualified to advise in its application of use. The responders at any time requested, must satisfy the County Manager and administrative officers that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which responder is interested.
5. Submitting a proposal when it is intended to sublet the contract is cause for rejection of your RFP, or cancellation of the contract, unless approval is given in writing by Luzerne County prior to the RFP opening.
6. It is agreed by the parties hereto that wherever the word "Purchasing Agent" or the pronoun in place thereof occurs in the articles of agreement of specifications, it is hereby expressly understood that the Purchasing Agent is acting only under the authority of the subject to the approval of the County Manager and administrative officers.
7. In case of error in the extension of prices, the unit price shall govern.
8. The contract will not be awarded to any corporation, firm, or individual who has failed in any former contract with Luzerne County to perform work or delivery of guarantee.
9. It is expressly understood and agreed that the inspection of materials and workmanship by the purchasing or issuing department will in no way lessen the responsibility of the contractor or release him/her from obligations to perform and deliver to the County satisfactory work materials. The contractor agrees to pay the cost of all tests for defective materials and to allow the cost to be deducted from any money due him/her from the County otherwise bondsmen in this case are liable for satisfactory completion of the contract.
10. When the contract has been duly signed and the contract bond covering the same approved, then and not before, the contractor may secure instructions from the purchasing agent pertaining to the procedure of the work or delivery.
11. If more than one RFP is offered by any one party or in the name of his/her clerk, partners or other persons, all such bids may be rejected. However, a party who has quoted prices on materials to a responder is not thereby disqualified from quoting prices on materials to other responders or from submitting a RFP directly for the materials or work.
12. The County Manager and administrative officers reserve the right to reject any and all RFPs or specifications when deemed to the best interest of the County and also to purchase any, part, or none of the materials specified. The Luzerne County Manager may cancel the award at any time before the execution of the contract.
13. All terms, rebates and discounts shall be considered to be offered effective as of the date of payment by County notwithstanding anything to the contrary expressed by the responder in his/her RFP.

14. The County will reject all materials that do not meet the specifications even though the responders list trade names of such materials on the proposal sheet.
15. The material and equipment shall be delivered to the County of Luzerne, Pennsylvania. All prices quoted shall be f.o.b., Luzerne County Court House, or point of destination within Luzerne County if otherwise specified.
16. The party or parties bidding upon this proposal to whom the award or awards are made may be required to enter into a contract with the County of Luzerne within sixty (60) days of notification by the Purchasing Agent. Failure of bidder to do so, shall result in the cancellation of the award and forfeiture of the bid bond and/or bid deposit which shall become the absolute property of the County of Luzerne.
17. The responder or responders to whom the contract is awarded agree(s) to release the County of Luzerne from all suits or action of any nature or description brought against it for or on account of the use of patents, appliances, products or processes.
18. The County Manager and administrative officers at their discretion, may extend the time for the completion of this contract, if prevented by strikes of employees or by reason of it being impossible to procure the necessary material, equipment, etc.
19. All RFPs must be made on proposal blanks attached to these specifications and made part thereof, and must be enclosed in sealed envelopes/package directed to the Luzerne County Purchasing Department. Attached labels must be placed upon outside of said envelope/package, failure to do so may result in rejection of submitted RFP.
20. Responders must write or print figures in ink or typewritten.
21. A proposal which is incomplete, obscure, conditional or unbalanced or which contains additions not called for or irregularities of any kind or alterations may be rejected.
22. Luzerne County reserves the right for the Luzerne County and/or the Luzerne County Manager and/or their respective designees to perform financial and/or performance audits on any purchase, sale, award, contract or other transactions involving Luzerne County, therefore, any party to a purchase, sale, award, contract or other transaction involving Luzerne County must grant to the Luzerne County Controller and/or the Luzerne County Manager and/or their respective designees reasonable access to any property and/or equipment purchased in whole or in part with Luzerne County funds and must grant reasonable access for review, inspection and reproduction of any and all financial, employment and/or other records of the vendor, contractor, subcontractor or other entity deemed relevant by the Luzerne County Controller and/or Luzerne County Manager.
23. With respect to responders that are permitted to provide certified checks, cashier's checks and/or trust company treasurer's checks in lieu of a bid bond, such checks shall be returned to unsuccessful responders within thirty (30) days following the award of the RFP and will not be cashed. Luzerne County may deposit the check of the successful responder and may retain such funds until the successful responder enters into an agreement with Luzerne County to fulfill the RFP on the terms submitted by that responder. With respect to successful responders that are permitted to provide certified checks, cashier's checks and/or may be cashed and retained by Luzerne County pending the responder's full and faithful performance of the RFP.
24. Luzerne County will **NOT** accept vendor contracts that include automatic renewal and price escalation clauses.

Notice to Responders

Sealed RFP proposals must be submitted to the Luzerne County Purchasing Department, c/o Mark A. Zulkoski, 20 North Pennsylvania Avenue, Wilkes Barre, PA, 18711 by **4:00 p.m. (Prevailing time) September 29, 2017 for Security Cameras – Ref #82917RFPSO**

RFPs will be opened in the Luzerne County Purchasing Department. RFP packages may be obtained at the offices of Luzerne Purchase Department in the Penn Place Building, 20 North Pennsylvania Avenue, Wilkes Barre, PA 18711, and on the website at www.luzernecounty.org.

Mark Zulkoski is the only contact for this project. Contacting other County Officials, Council Members, or Staff Members as part of this process is not acceptable and is grounds for elimination from consideration.

RFPs will be received weekdays between the hours of 9:00 a.m. to 4:00 p.m. only (excluding holidays).

Failure to follow these instructions may result in RFP rejection.

The attached labels must be affixed to the outside of the mailing envelopes or the RFP will not be accepted.

Respondents who use USPS service please note:

The Post Office does not deliver mail directly to Penn Place. You should allow additional time for your RFP to be forwarded from the Court House to Penn Place, It is the Responders responsibility to get their RFP packets to the Purchasing Office by the time specified.

Luzerne County will not be responsible for late or misdirected mail.

By signing the submitting RFP, each bidder shall be deemed to have consented in writing that the RFP may be awarded and shall remain open up to ninety (90) days of the RFP opening.

The County of Luzerne is an equal opportunity employer.

Luzerne County Manger reserves the right to reject any or all RFPs or any part or items of the RFPs.

Luzerne County advertisement published by the order of:

C. David Pedri, Esq.
County Manager

**COUNTY OF LUZERNE
SHERIFFS DEPARTMENT
REQUEST PROPOSAL FOR SECURITY CAMERAS**

Part 1

General Requirements

- 1-1. Purpose.** This Request for Proposal (RFP) is being solicited by Luzerne County Sheriff's Department for a Video Surveillance System.
- 1.2 Issuing Office.** This RFP is issued by the Luzerne County Purchasing Department. Questions regarding this RFP can be addressed by contacting the Luzerne County Purchasing Department at (570) 820-6337. The issuing Office is the primary point of contact for this RFP. The Luzerne County Sheriff's Department is the secondary point of contact for this RFP.
- 1-3. Scope.** This RFP contains instructions to prospective proposers and specifications governing the solicited Video Surveillance System. Proposals must be submitted to the primary issuing office no later than September 29, 2017 at 4:00 P.M. Luzerne County is soliciting this request for proposal to secure the purchase of security cameras.
- 1-4. Background.** The County of Luzerne, a third class County in the Commonwealth of Pennsylvania, is soliciting proposals from qualified manufactures or vendors for the purchase of a Video Surveillance System. The County desires to obtain the highest quality security cameras at the lowest cost to its taxpayers. The County has identified the need to modernize several areas of its Video Surveillance System. The County's objective is to augment and improve overall security.
- 1-5. Rejection of Proposals.** The assignment of the above services may be made to one or more of the proposers responding to this Notice, but Luzerne County reserves the right to reject any and/or all proposals submitted, to cancel the solicitation requested under this Notice, and/or to re-advertise solicitation for these services.
- 1-6. Incurring Costs.** Luzerne County is not liable for any cost incurred by proposers prior to issuance of a contract.
- 1-7. Amendment to the RFP.** If it becomes necessary to revise any part of this RFP, an amendment will be issued to all proposers who received the basic RFP for which Luzerne County has identified and the amendment will be published on the County's website.
- 1-8. Response Date.** To be considered, proposals must be received at the primary issuing office no later than the date and time indicated in Section 1-3.
- 1-9. Proposals.** To be considered, proposers must submit a complete response to this RFP. Each proposal must be submitted with one (1) original and three (3) copies to the issuing office. The Proposer will make no other distribution of proposals. An official authorized to bind the Proposer to its provisions must sign all proposal. For this RFP, the proposal must remain valid for at least sixty (60) days. The contents of the proposal of the successful Proposer may become contractual obligations if a contract is executed.
- 1-10. Economy of Preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the

requirements of the RFP. Sketches should be provided by the Proposer to indicate conformance to the minimum standards indicated. Please refrain from adding unnecessary text and materials (Brochures or Company Amplifications) to the proposal.

1-11. Ownership. All Proposers shall certify and acknowledge ownership of all property proposed for the use for this RFP. No “third party” agreements shall be considered. Proposers shall also certify ownership of all access to the property proposed for use as parking area for this RFP. Proposals that include any access or portion of the parking area that is under easement, agreement and/or covenant with a third party shall be rejected. Proposers must include names of all owners of the proposers firm if not applying as an individual.

1-12. Insurance. All Proposers shall be responsible for furnishing and maintaining insurance in accordance with the specifications indicated as follows:

Commercial Automobile Liability Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence.

Commercial General Liability Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence

Professional Liability Shall include errors and omissions providing \$1,000,000 coverage.

Workers Compensation \$1,000,000 each occurrence

The above insurance shall be applied by the successful proposer to all of its employee’s, agents and subcontractors throughout the life agreement at no additional cost to Luzerne County. Luzerne County shall be listed on all above insurance policies as an “Additional Insured” cancelable only on thirty (30) days prior written notice to the Issuing Office. The successful proposer shall provide waiver of subrogation in favor of Luzerne County. The successful lessor shall also indemnify and hold Luzerne County harmless from any and all court action and/or suits resulting from the agreement.

1-13. Government Experience. Each proposer should detail its past experience in government security with specific reference to success with similar government entities in terms of size and similarities.

1-14. Article of Termination. This agreement can be terminated by either party notifying the other at least sixty (60) days in advance, prior to separation. In the event that the agreement is terminated, the County will compensate the vendor only for work completed up to the date of termination at the sole discretion of the County. The vendor shall be required to submit all completed work product deliverables up to the date of termination within seven (7) business days of the official date of termination. Approval of this condition shall be the sole discretion of the **COUNTY**. If the termination of the Agreement is due to **VENDOR** notification or if the termination is due to default, in any way, of the **VENDOR**, and the termination results in the loss and/or uselessness of partially completed work product that was previously paid by the **COUNTY** to the **VENDOR**, the **VENDOR** shall return all sums paid to date for the work for all task orders affected. No offset shall be applied by the **VENDOR**.

1-15. Pennsylvania Law to Apply. This Agreement shall be construed under and in accordance with laws of the Commonwealth of Pennsylvania and all obligations of the parties created hereunder are performable in Luzerne County, Pennsylvania, and any suit arising hereunder shall be brought in the Luzerne County Court of Common Pleas, Luzerne County, Pennsylvania.

1-16. Legal Construction. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and the Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

1-17. Amendment. No amendment, modification, or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof, and be duly executed by the parties hereto.

1-18. Rights and Remedies Cumulative. The rights and remedies provided by this Agreement are cumulative and the use of any one right or remedy by either party shall not preclude or waive their right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.

1-19. Waiver of Default. No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

1-20. Excuses. Neither **VENDOR** nor **COUNTY** shall be required to perform any term, condition, or covenant in the Agreement so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any government authority, civil riot, floods, or any other cause not reasonably within the control of the parties except that constant protection of all County assets must be maintained at all times by the **VENDOR** during the life of this Agreement.

NOTE: Please submit a cost breakdown for each County building listed below and a total sum for the project.

Scope of Services.

CAMERA LOCATIONS AND COVERAGE

Main Courthouse

- **Exterior:**
 - One (1) exterior camera to cover the loading dock area.
 - One (1) exterior camera for identification for person to be “buzzed” in through the loading dock receiving door.
 - One (1) exterior PTZ camera to be installed at the corner of the wall next to loading dock (possibly between 1st and 2nd floors). This camera will be able to view most of the entire area, loading dock, prisoner entrance, and Sheriff’s vehicle parking area.
 - One (1) exterior camera to cover steps leading to and the Building and Grounds subbasement door at the rear of the Courthouse.
 - One (1) exterior camera to cover prisoner entrance door, steps leading to door, and a portion of the vehicle parking.
 - Two (2) exterior cameras to cover the handicapped entrance door and a portion of the vehicle parking.
 - Up to four (4) exterior cameras that when overlap, cover the entire length of pedestrian tunnel.
 - One (1) exterior camera to cover North St. door and steps leading to door.
 - One (1) exterior camera to cover River St. Door and steps leading to door.
 - One (1) PTZ camera to be installed on the southwest corner of the South entrance enabling full view of the stairs, landing and South Lawn.
 - One (1) exterior camera covering the front steps and South Lawn doors.
 - One (1) exterior camera covering the basement access door to the right of the South entrance.
 - One (1) exterior camera covering vehicle gate at the River St. entrance (guard shack) of the parking lot.
 - One (1) exterior camera covering vehicle gate at the North Street exit of the parking lot.

- **Interior:**
 - One (1) interior camera to cover the loading dock.
 - One (1) interior camera to cover Building and Grounds subbasement door.
 - One (1) interior camera to cover the prisoner entrance approach and fire panel.
 - One (1) interior camera to cover the prisoner entrance door.
 - One (1) interior camera to cover the handicapped lift and stairs.
 - One (1) interior camera to cover North St. door and foyer.
 - One (1) interior camera to cover River St. Door and foyer.
 - Three (3) interior cameras in the South Lawn foyer covering all doors and security screening.
 - One (1) interior camera to cover the Building and Grounds basement door near the South entrance.

- One (1) interior camera in mailroom.
- One (1) interior camera in the Council meeting room.
- One (1) interior camera in foyer adjacent to proposed “new” security area to cover mag lock door for employees to bypass security.
- One (1) interior camera to cover the entryway to the proposed “new” security screening area.
- One (1) interior camera to cover walk through metal detector and x-ray machine.
- One (1) interior camera to cover the approach to the Security office door.
- One (1) interior camera to cover the law enforcement/civilian weapons storage area.
- Two (2) interior cameras to cover both sides of the Sheriff’s Office evidence room door.
- Two (2) interior cameras to cover both sides of the District Attorney’s Office evidence room door.
- One (1) interior camera to cover the hallway outside the County Manager’s suite.
- One (1) interior camera to cover the rotunda and security bubble
- One (1) interior camera to cover the 1st floor elevator area.
- One (1) interior camera to cover the inside of elevator #1.
- One (1) interior camera to cover the inside of elevator #2.

Equipment & Materials	\$ _____
Labor	\$ _____
Total	\$ _____

BERNARD C. BROMINSKI BUILDING

- **Exterior:**
 - One (1) exterior camera to cover North St. door and landing leading to door.
 - One (1) exterior camera to cover the emergency stairwell exit door and approach leading to door.
 - One (1) exterior camera to cover garage level door, approach leading to door and portion of parking area.
 - Two (2) exterior cameras to cover the garage parking area.

- **Interior:**
 - Up to two (2) interior cameras to cover garage level elevator lobby.
 - One (1) interior camera to cover first floor elevator lobby.
 - One (1) interior camera to cover first floor entrance door.
 - One (1) interior camera to cover security screening.
 - One (1) interior camera to cover the law enforcement/civilian weapons storage area.
 - One (1) interior camera to cover inside of elevator #1.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

PENN PLACE

- **Exterior:**
 - One (1) exterior camera to cover prison door, approach leading to door.
 - Two (2) exterior cameras on West (alley) side of building that, when overlap, cover the entire length of building (corner facing north, prisoner driveway facing south).
 - One (1) exterior camera cover the North stairwell exit door and approach leading door.
 - One (1) exterior camera to cover the vehicle entrance gate.
 - One (1) exterior camera to cover the vehicle exit gate.
 - One (1) exterior camera to cover employee entrance East door at the side of building, approach leading to door and windows toward Market Street.
 - One (1) exterior camera to cover the main entrance door at Market St., approach leading to door, and Southwest corner of building over the sidewalk.
 - One (1) exterior camera to cover the emergency exit double-door and windows along same wall.
 - Up to five (5) exterior cameras to cover the parking area.

- **Interior:**
 - One (1) interior camera to cover the employee entrance East door and foyer.
 - One (1) interior camera to cover Market St. door and foyer.
 - Two (2) interior cameras to cover ingress and egress of the gate and security screening.
 - One (1) interior camera to cover the prisoner entrance area foyer/hall.
 - One (1) interior camera in lobby to cover elevator doors, stairwell door and prisoner entrance door.
 - One (1) interior camera in lobby to cover double glass doors.
 - One (1) interior camera in second floor elevator lobby to cover elevator doors and stairwell doors.
 - Up to two (2) interior cameras in third floor elevator lobby to cover elevator doors, stairwell door, Courtroom "D" door and guard desk.
 - One (1) interior camera to cover the law enforcement/civilian weapons storage area.
 - Up to four (4) interior cameras to cover the rear stairwell doors.
 - One (1) interior camera in the hallway covering the entrances to Elections and the Credit Union.
 - One (1) interior camera to cover Licensing/Elections counter.
 - One (1) interior camera to cover inside elevator #1.
 - One (1) interior camera to cover inside elevator #2.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

COURTHOUSE ANNEX

- **Exterior:**
 - One (1) exterior camera covering River St, (front door) and approach leading to door.
 - One (1) exterior camera covering the North side of the employee entrance door and parking lot entrance.
 - One (1) exterior camera covering the South side of the employee entrance door and approach leading to door.

- **Interior:**
 - One (1) interior camera which covers ingress and egress of the River St. (front door) and security screening.
 - One (1) interior camera which covers employee entrance foyer and elevator door.
 - One (1) interior camera to cover the inside of elevator #1.
 - Two (2) interior cameras in the second floor hall covering the stairwell and elevator entrances and entry doors (front and rear) of the Assessment Office.
 - One (1) interior camera to cover the Assessment Office front desk.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

WATER STREET PARKING GARAGE

- One (1) exterior camera which covers the elevator doors and stairwell opening on eight floor.
- One (1) exterior camera which covers the elevator doors and stairwell opening on seventh floor.
- One (1) exterior cameras which covers the elevator doors and stairwell opening on sixth floor.
- One (1) exterior cameras which covers the elevator doors and stairwell opening on fifth floor.
One (1) exterior camera which covers the elevator doors and stairwell opening on the fourth floor.
- One (1) exterior camera which covers the elevator doors and stairwell opening on the third floor.
- One (1) exterior camera which covers the elevators and stairwell opening on the second floor.
- One (1) exterior camera which covers the elevators and stairwell opening on the first floor.
- One (1) exterior camera which covers the stairwell door, opening and stairs to upper level on first floor.
- One (1) exterior camera which covers vehicle ingress into the parking garage.
- One (1) exterior camera which covers vehicle ingress into the parking garage. Camera will point south and be able to read license plate as vehicle ascends ramp.
- Up to two (2) cameras which covers vehicle egress out of the parking garage. Camera will point south and be able to read license plate.
- One (1) interior camera to cover inside of elevator #1.
- One (1) interior camera to cover inside of elevator #2.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

EMERGENCY MANAGEMENT AGENCY

- **Exterior:**
 - One (1) exterior camera covering the North side of the steam plant
 - One (1) exterior camera covering front entry doors and windows.
 - Up to two (2) exterior cameras covering the rear parking area and sheds.
 - One (1) exterior camera covering rear entry door.

- **Interior:**
 - One (1) interior camera covering front entry doors.
 - One (1) interior camera covering rear entry doors.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

RECORDS RETENTION BUILDING

- **Exterior:**
 - One (1) exterior camera covering two (2) entry doors and approaches leading to doors on North side of building pointing East.
 - One (1) exterior camera covering two (2) entry doors and approaches leading to doors North side of building pointing West.
 - One (1) exterior camera covering loading dock area on the North side of building under roof of loading dock.
 - One (1) exterior camera covering loading dock doors on the North side of building under roof of loading dock.
 - One (1) exterior camera covering loading dock passageway on the North side of building under covered walkway.
 - One (1) exterior camera covering North entrance/exit property gate on the Northeast corner of building.
 - One (1) exterior camera covering entry door and approach leading to door on East side of building approximately 50ft South of camera covering loading dock passageway.
 - One (1) exterior camera covering entry door and approach leading to door on East side of building approximately 50ft South of camera listed immediately above under covered walkway.
 - One (1) exterior camera covering entry door and approach leading to door on East side of building approximately 50ft South of camera listed immediately above under covered walkway.
 - One (1) exterior camera covering entry door and approach leading to door on East side of building approximately 50ft South of camera listed immediately above under covered walkway.
 - One (1) exterior camera covering main public entry door and approach leading to door on the East side of building approximately 50ft South of camera listed immediately above under covered walkway.
 - One (1) exterior camera covering South entrance/exit property gate on the Southeast corner of building affixed to end of covered walkway.
 - One (1) exterior camera covering entry door and approach leading to door on the South side of building.
 - One (1) exterior camera covering entry door and approach leading to door on the South side of building.
 - One (1) exterior camera covering entry door and approach leading to door on the South side of building.
 - One (1) exterior camera covering entry door and approach leading to door on the West side of building.
 - One (1) exterior camera covering the entrance/gate to the 911 Center (across the street).

- **Interior:**
 - One (1) interior camera covering two (2) entry doors on the North Side of building pointing East.

- One (1) interior camera covering two (2) entry doors on the North side of building pointing west.
- One (1) interior camera covering loading dock doors on the North side of building.
- One (1) interior camera covering entry door on the North side of building.
- One (1) interior camera covering entry door on East side of building.
- One (1) interior camera covering entry doors on East side of building.
- One (1) interior camera covering north records area entry door on the East side of building.
- One (1) interior camera covering South records area entry door and “gate” to records area on East side of building.
- One (1) interior camera covering main public entry door and security screening area on the South side of building.
- One (1) interior camera covering public area and counter on the South side of building.
- One (1) interior camera covering entry door and foyer and the South side of building.
- One (1) interior camera covering entry door, body receiving foyer, and secure sliding door on the South side of building.
- One (1) interior camera covering door to cooler and limited access cooler area on the South side of building.
- One (1) interior camera covering entry door on the West side of building.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

VOTING MACHINE WAREHOUSE

- **Exterior:**
 - Two (2) exterior cameras to cover the East loading dock and general area.
 - One (1) exterior camera to cover the South (Easterly) loading dock general area.
 - One (1) exterior camera to cover the North loading dock area and windows.
 - One (1) exterior camera to cover the North 'garage", entry door and windows.
 - One (1) exterior camera to cover the South (westerly) loading dock/door area.
 - Two (2) exterior cameras to cover the West end of building and general area.
 - One (1) exterior camera to cover the East entrance door and porch.
 - One (1) exterior camera to cover the East exterior hallway and entrance door.
 - Up to three (3) exterior cameras facing the Road & Bridge garage.
 - One (1) exterior camera to cover South center lower level windows.
 - One (1) exterior camera to cover South center dock doors.
 - One (1) exterior camera to cover the gas pump.
 - One (1) exterior camera to cover front of warehouse and steam plant.
 - One (1) exterior camera to cover rear of the "white" house.
 - One (1) exterior camera to cover the recycling compactors.

- **Interior:**
 - One (1) interior camera to cover East entrance door and foyer.
 - One (1) interior camera to cover gate to voting machines.
 - One (1) interior camera to cover stairwell to lower level of building.
 - Up to six (6) interior cameras to cover voting machines and dock doors.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

ENGINEERS / ROAD & BRIDGE BUILDING

- **Exterior:**
 - Two (2) exterior cameras to cover the main entrance and emergency exit.
 - One (1) exterior camera to cover the gas pumps and voting warehouse.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

111 N. PENNSYLVANIA AVE.

- **Exterior:**
 - One (1) exterior camera covering door and approach leading to door on West side of building (Penn Ave. door).
 - One (1) exterior camera covering approaches leading to door on North side of "front" building.
 - One (1) exterior camera covering approaches leading to door on South side of the "front" building.
 - One (1) exterior camera covering approaches leading to door on South side of the "back" building.
 - One (1) exterior camera covering main (center) door and approach leading to door on South side of atrium.
 - One (1) exterior camera covering approaches leading to doors on South side of building pointing east.
 - One (1) exterior camera covering approaches leading to doors on South side building pointing west.
 - One (1) exterior camera covering approaches leading to door on North side of "back" building.
 - One (1) exterior camera covering approaches leading to door on North side of atrium

- Eight (8) exterior cameras on the four outside corners of the building covering the entire perimeter of both buildings.
 - Two (2) exterior cameras covering the approach from the hill toward the railroad tracks.
 - Two (2) exterior cameras covering the North parking lot.
 - One (1) exterior camera covering the South parking lot.
- **Interior:**
 - One (1) interior camera to cover the main public entry door, window and foyer on South side of building.
 - One (1) interior camera to cover the elevator lobby at ground floor and entrance to CYS waiting room.
 - One (1) interior camera to cover the security screening area.
 - One (1) interior camera to cover the public (CYS) waiting room.
 - One (1) interior camera to cover the entry door and foyer on the North side of the atrium.
 - One (1) interior camera to cover the Northeast stairwell exit door of “back” building.
 - One (1) interior camera to cover the Northwest stairwell exit door of “front” building.
 - One (1) interior camera to cover the Southwest stairwell exit door of “back” building.
 - One (1) interior camera to cover the Southwest stairwell exit door of “front” building.
 - One (1) interior camera to cover the entry door and foyer on West side of building.
 - One (1) interior camera outside CYS Director’s suite covering public entry door and fire panel.
 - Two (2) interior cameras at both ends of atrium covering entire atrium.

Equipment & Materials \$ _____

Labor \$ _____

Total \$ _____

STATE ST.

- **Exterior:**
 - One (1) exterior camera covering employee entrance door and approach leading to door on South side of building.
 - One (1) exterior camera covering approaches leading to door on South side of building point East.
 - One (1) exterior camera covering approaches leading to door on South side of building pointing west.
 - One (1) exterior camera covering main (State St.) door and all windows.
 - One (1) exterior camera at Northwest corner covering windows and Union Street building back door.

- **Interior:**
 - One (1) interior camera to cover the main public entry door and foyer on West side of building (Aging Office).
 - One (1) interior camera to cover the security screening area (CYS).
 - One (1) interior camera to cover the public waiting room (CYS).

Equipment & Materials	\$ _____
Labor	\$ _____
Total	\$ _____

UNION ST.

- **Exterior:**
 - One (1) exterior camera to cover the main entry door on Union Street.

- **Interior:**
 - One (1) interior camera to cover the main entry foyer.

Equipment & Materials	\$ _____
Labor	\$ _____
Total	\$ _____

NVR AND MONITORS

Recording system:

- ❖ Vendor must identify retention capability and estimates. A minimum of 2 weeks retention is required.
- ❖ Must support “pre-event” recording.
- ❖ Must support full HD recording of each camera with simultaneous view, record, playback, backup & remote multisite monitoring capability.
- ❖ Must support custom placement of cameras on-screen.

Central monitoring location

- **Main Courthouse:**
 - Ten (10) 32” Monitors One (1) to view Courthouse video feeds all others to view the feeds from other locations, six (6) of the ten (10) to be installed with tilting wall mount brackets.
 - One (1) 19” for identification for persons to be “Buzzed” in through the entry door.
- **Remote Monitoring Locations:**
 - Each remote location should have one (1) 32” Monitor and the ability to choose and place camera views on the screen.
- 111 N. Pennsylvania Ave.
- Penn Place
- Bernard C. Brominski Building
- Voting Machine Warehouse
- Records Retention Building
- Courthouse Annex
- State St.
 - One (1) 32” Monitor; and
 - One (1) 19” for identification for person to be “Buzzed” in through the entry door

Total Project Cost

\$ _____

NOTES:

- ❖ Vendor is expected to attend a pre-bid conference on **Monday, September 11, 2017 at 10:00 AM EST. All vendors and contractors will report to the Luzerne County Courthouse, Sheriff's Department (Basement Level) 200 North River Street, Wilkes Barre, PA 18704.**
- ❖ Proposal shall include at a minimum costs for all material and labor to complete work, additional required components so that all camera feeds can be viewed from the locations where the cameras are located and remotely.
- ❖ Vendor may propose re-using any existing CCTV conduit and wiring, but will be responsible for testing the same and guarantying its performance.
- ❖ Vendor may suggest alternate camera angles based on pre-bid conference and walkthrough.
- ❖ Vendor may propose PTZ cameras with "Patrol" feature.
- ❖ It is up to the vendor to propose a centralized or distributed system. In any event the system must support simultaneous centralized and remote monitoring.
- ❖ Vendor to specify any capability to integrate with Panic/Alarm systems.
- ❖ All camera locations are negotiable. Vendor is expected to suggest the optional camera position, type and viewing angle to cover the subject matter identified in this RFP.
- ❖ Vendor may recommend locating cameras on adjacent buildings facing the other building where this RFP covers both buildings.
- ❖ Vendor should take glare, ambient lighting and other environmental factors into account.
- ❖ Color cameras are preferred. Vendor to propose optimal camera type based on environmental factors.
- ❖ All cameras must be viewable from any monitoring station (central or remote). The user must be able to select which camera are selected and their position on the screen.
- ❖ Vendor must identify the number of simultaneous camera views available at each station and any "call-out" ability.
- ❖ Vendor must identify any networking/cabling requirements between buildings, including bandwidth. Luzerne County may provide Fiber service between buildings where available.

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Submit for your consideration a proposal to supply

The price for which (I/we) will supply each item specified on the following pages is shown immediately after the description of the particular article.

(I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) with sixty (60A) days.

Date: _____ 20 _____

Signature-typewritten

Signature-signed in ink

Street

City & State

Zip

Company telephone number

Salesman's telephone number

Company fax number

E mail address

Responders Signature Form

Responder _____

Proposal must be signed here _____

Address _____

Telephone number _____

Individual Partnership or Corporation

The responder certifies that they come under the class checked below:

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation _____

Exact name of corporation

State incorporated

Note:

All County proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the responder's records.

Proposal should be as net prices and shall prevail in the awarding of contracts.

Failure of the responders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the proposal. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the County and responders that all trade names, catalogue numbers or bids "as per sample" offered on this proposal shall meet the specifications, unless the responder states that such trade names, catalogue numbers or samples are not equal to the specified item.

**Return to Purchasing Department
Non Collusion Affidavit**

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

- 1) She/he is the _____ (owner, partner, officer, representative or agent) of the Bidder that had submitted the attached proposal.
- 2) She/he is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal.
- 3) Such proposal is genuine and is not part of any conspiracy, collusion or deception.
- 4) Neither the said nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the affiant, has in any way collided, conspired, connived or agreed, directly or indirectly with any other responder, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached proposal or of any other responder, or to fix any overhead, profit or cost element for the prices or the proposal price of any responder, or to secure through any collusion, conspiracy connivance or unlawful agreement any advantage against any person interested in the proposed contract; and the price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- 5) The price(s) and amount of this proposal, have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
- 6) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a responder/proposer or potential proposer, and they will not be disclosed before proposal opening.
- 7) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than its proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.
- 8) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal
- 9) The above representations are material and unimportant, and will be relied on by Luzerne County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of proposals for this contract.

(Signed) _____

(Name)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20_____

Name

Title

My commission expires _____