

Grundy County Sheriff's Office

Jail Control System

Request for Proposal



1) Introduction and Background:

Grundy County is issuing this Request for Proposal for professional services for the design, programming, project management, and project closeout for a new Jail Control System.

- a) **Facility Objectives:** Grundy County's Jail Control System was installed in the late 1990's. The integrated security system consists of multiple touch screen computers that control through a Programmable Logic Controller the Jail doors, intercom system, closed circuit television system, as well as some utilities such as power receptacles and lights.

The Grundy County Jail has 68 beds with approximately 80 cameras, 120 intercom stations, and 20 Paging Stations.

The Grundy County Project Team will consist of the Jail Superintendent, County Administrator, IT Staff, and the Sheriff.

All questions pertaining to this Request for Proposal should be directed to Jail Superintendent Ken White, at (815) 942-3243 or email at kwhite@sheriff1.com.

- b) **Project Funding:** Grundy County has not finalized funding for this project however an estimate of \$100,000 is currently being used for planning purposes.
- c) **Project Schedule:** The County desires to begin design and programming in early 2016 and have final installation and acceptance no later than November 1, 2016.

2) Instructions:

- a) **Submission of Request for Proposal:** Submit four (4) bound copies of the proposal with supporting documentation in a sealed package addressed to:
Grundy County Sheriff's Office
Attn: Jail Control System
111 E. Illinois Ave.
Morris, IL 60450

All documents must be received by April 20, 2016 by 12:00 p.m. Documents received after this time will not be accepted.

b) **Mandatory Walkthrough:**

A walkthrough of the Grundy County Jail is required. The mandatory walkthrough will be conducted on April 13, 2016 at 10:00 a.m. Those that wish to participate in the walkthrough shall meet at the Sheriff's Office located at 111 E. Illinois Ave. Morris, IL 60450 prior to 10:00 a.m.

c) **Questions and Interpretations:**

All questions about the meaning or intent of the Request for Proposal shall be submitted in writing to Superintendent Ken White via email at kwhite@sheriff1.com or personal delivery no later than five (5) calendar days prior to the date set for the opening of Request for Proposal. Any questions received after such time shall be answered at the discretion of the County. Replies will be issued to all firms of record as Addenda to the appropriate attachment and will become part of the agreement portion to the Project Documents. Questions will not be responded to by oral clarification.

Only questions answered by an Addendum shall be binding. Oral clarifications or interpretations shall be without legal effect. Addenda shall either be faxed or mailed to all persons having picked up Project Documents from the County.

d) **Submittal:**

Submit completed proposal with supporting documentation and other required documents in a sealed envelope clearly marked "Grundy County Jail Control Project" and include the name and address of the firm. No responsibility shall be attached to the County or the Grundy County Sheriff's Office for the premature opening of any proposal packages not properly addressed and identified. No proposal package will be considered unless all stipulations of this document have been completed.

e) **Pre-Qualification:**

The firm submitting a proposal shall on a separate document, to be included with the bid, give three current references, which are similar in size and scope of work to this bid. The references shall include the reference agency, contact name, address, telephone number, a narrative scope of work, the dates work began and was completed, and the contract amount. The firm shall also submit with the bid a copy of all pertinent licenses, which are required in the performance of this work.

Grundy County also reserves the right to require firms to provide information necessary

to determine the qualification of the firm to satisfactorily perform the work, including proof that the firm:

- i) Has adequate equipment to perform the work properly
- ii) Has a suitable financial status to meet the obligations incidental to the work
- iii) Have the appropriate technical expertise, licensing, certification, degree, and experience
- iv) Has satisfactorily performed contracts of similar nature and magnitude

f) **Request for Proposal Package opening:**

Proposals shall be stamped with the date and time received. The proposals shall be opened on April 20, 2016 at 1:00 p.m. by Superintendent Ken White or his designee at the Grundy County Sheriff's Office, 111 E. Illinois Ave, Morris, IL 60450 in the lower level conference room. Each proposal shall be analyzed to ensure that all stipulations have been satisfied. The results shall be recorded and forwarded with all proposals to the Grundy County Finance Committee for their consideration.

g) **Rejection of Firms:**

The County and the Grundy County Sheriff's Office reserve the right to reject any and/or all firms; to waive technicalities; and to award a contract which is in the best interest of Grundy County.

h) **Disqualification:**

Grundy County reserves the right to disqualify firms before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the firm.

i) **Request for Proposal Packages:**

As stated above, no proposal packages will be accepted after 12:00 p.m. on April 20, 2016. Proposal packages shall show how the firm will perform an evaluation of the systems within the Jail, lay out a timeline for design, programming, and implementation, and describe the anticipated down time for the system that is currently in place.

3) Scope of Work:

The proposal shall show how your firm will be able to furnish Programming, Design, Cost Estimating, Project Management and Project Closeout/Acceptance for the Grundy County Jail

Control System. The firm shall provide Grundy County with the name and contact information for the person designated by the firm to be the on-site supervisor of all work performed by the firms officers, employees, and/or agents pursuant to this agreement. The firm shall also provide a copy of government issued identification of all employees, officers, and/or agents that will be request access to the Grundy County Jail prior to entry being granted.

General:

It is planned to replace the following:

- * The existing computer control stations will be removed and replaced with new computer control stations.
- * The existing Intercom "head end" will be replaced
- * Existing CCTV head end will be removed.
- * Existing CCTV video recording system will either be replaced or integrated into the new jail control system.
- * Existing utility control of lights, power receptacles, and inmate phones will be maintained

a) **CCTV/Video Surveillance System:**

It is planned to replace the existing analog video system, system software, analog video switching, and viewing stations. The analog cameras and Axis IP encoders will be retained. The current server running the Milestone video management system will be made available for a replacement video management system that can be integrated with the Jail Control System. The following are a list of items to be included:

- i) Video Management System software and programming
- ii) Network Video System Recorders with storage space for 180 days
- iii) Virtual Matrix Display Controller and software
- iv) Associated camera and video system licenses for 80 video channels
- v) System connectivity and programming for integration with door controls and intercom system
- vi) Provide ability to view cameras on the touch screen control computers
- vii) Connect Video Management System to the Grundy County Sheriff's network for viewing on the local area network.

b) **Door Control System**

It is planned to replace the existing Allen-Bradley PLC equipment, power supplies, input/output modules, and communication modules. All touch screen computer control systems. Door Control System needs:

- i) Two Computer Control Stations to be located in the Jail Control Room
 - (1) Touch Screen Control Stations to include a 22" LCD Monitor
 - (2) Touch Screen Control Stations shall have all Microsoft updates applied
 - (3) Touch Screen Control Stations shall have authentic operating system licenses
- ii) One Computer Control Station to be left powered off and stored as a backup
- iii) Provide automatic and manual camera call up through on-screen display
- iv) Ability to playback recorded video through on-screen display
- v) Programmable Logic Controller (PLC)
- vi) Replace Programmable Logic Controller Power Supply
- vii) Reuse existing relays, terminal blocks, and fuses
- viii) Connect to existing building power / UPS
- ix) Existing equipment cabinets and racks will be retained
- x) Millwork to retain at all locations
- xi) Existing door locks, door monitors to remain
- xii) All existing wiring will remain unless it is found to be unusable
- xiii) Programming for PLC
- xiv) Add electronic door controls to Section K and Section A doors
 - (1) Firm will need to evaluate wiring and hardware needs for these sections

c) **Legacy Backup Door Actuators**

The Grundy County Jail currently has a series of manually actuated toggle switches located outside of each cell block. These toggle switches are designed to give a correctional officer the ability to manually override the Jail Control System and open/close a cell door. These toggle switches are currently not in working order. In an effort to simplify the transition from the old Jail Control System to the new, these switches will need to be repaired and tested prior to the transition period. These switches will then be used as a backup system in the event that the PLC system fails.

- i) Troubleshoot manual toggle switch operation of cell doors
- ii) Make necessary repairs to the toggle switch legacy system
- iii) Provide a basic schematic/design drawing of the toggle switch system after repairs are made

d) **Data Logging System**

Provide and install a new data-logging system that will monitor the Jail Control System. This system shall be installed in the Jail Control Closet and be accessible on the Grundy County Sheriff's Office network for reporting purposes.

- i) Data Logging Server
- ii) Black and White Laser Printer

- iii) 22" LCD Monitor
- iv) Retain logging records for a minimum of 365 days
- v) Provide a backup/archiving solution for logging data

e) **Intercom and Paging System:**

It is planned to replace the intercom "Head End"

- i) Desk intercom speaker and microphones at control room
- ii) Existing equipment rack to be reused
- iii) Provide integration between the PLC and the Intercom System
- iv) Provide the ability to record Intercom audio and retain for 30 days
- v) Provide the ability to export Intercom Audio for archiving purposes
- vi) Interface "Head End" to 20 cell block paging speakers

f) **Option #1 – Milestone Server Retention**

The County is interested in retaining the Milestone software licenses and hardware that are currently in place. This Milestone software and hardware will be used as a long term archiving solution for video recordings. Option #1 pricing shall include either integrating the Milestone system into the proposed Jail Control System or providing a second complete Video Management System that will integrate into the Jail Control System. If a second complete Video Management System is proposed this system shall retain the video for 30 days as a short term archiving solution and a backup to the Milestone Software.

- i) Server for short term archiving
- ii) Server to be installed in the Jail Control Closet

g) **Option #2 – Video Arraignment System**

The County currently does not have the ability to perform Arraignment Hearings over a closed circuit video system. We are requesting pricing to install a Video Arraignment system that will provide video and audio communications. This system will have three (3) locations; two (2) of which will be courtrooms and one (1) will be within the Jail Library. The Jail and the Court Rooms are currently in the same physical building. All required cable and equipment will be provided by and installed by the firm. The video and audio from the Arraignment System shall be recorded and maintained for a minimum of 30 days. The Milestone Video Management System can be made available for recording and archiving.

4) Closing

a) **Working Hours:**

Normal working hours are Monday – Friday 8:00AM – 4:30PM. The Jail is operational 365 days a year and can be made available after normal working hours if needed.

b) **Subcontractors:**

A complete listing of all subcontractors used in the project must be included with the firms proposal. The listing shall include the names, locations, and list of work to be completed by the subcontractor.

c) **Documentation:**

A complete set of design drawings as well as updated as-built drawings shall be provided upon acceptance of the Jail Control System.

d) **Construction Expectations:**

The County expects the current security systems to remain functional during the implementation and installation of the new security systems with less than a 72 hour transition window from the old system to the new. The firm is expected to provide a plan to show how the new security systems will be integrated into the existing Jail Control Closet.

e) **Training:**

Training shall be scheduled on a Tuesday and a Thursday on site. Training will include proper use of the touch screen control systems, video management system, intercom/paging system, and data logging system. If Option #2 is purchased additional training will be required for Court House staff to be coordinated with the Court House Security Sergeant.

f) **Project Close Out:**

Upon completion of the project a complete and thorough acceptance test shall be performed. The firm will demonstrate the following:

- i) Functionality of the touch screen control computer by opening and closing each door of the Jail in a controlled environment
- ii) Two-way audio communication from the control room to each of the 120 intercom stations
- iii) Video call up, playback, and static viewing on the control computer

- iv) Sequential independent operation of secure holding cell doors proving that security perimeter doors cannot be opened simultaneously without a specific security override.
- v) Utility operation by touch screen control computer
 - (1) Cell Block lighting
 - (2) Cell block receptacles

5) Prevailing Wage

All contracts for the construction of public works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Contractor agrees that no additional notice is required, and that the Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract. A copy of the prevailing wage rates is posted on the Grundy County website at <http://www.grundyco.org/bids-and-rfp/>. If wage rates change during the course of the project, the new rates will be available on County and State websites.

a) Certified Payroll Requirements (Public Act 94-0515)

Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor. The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Forms are available on the Illinois Department of Labor website at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

6) Insurance

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County.

- a) **Commercial General Liability**
 - i) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$1,000,000.
- b) **Automobile Liability**
 - i) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than \$500,000.
- c) **Workers' Compensation**
 - i) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) **Additional Insured**
 - i) The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.
- e) **Evidence of Insurance**
 - i) Grundy County shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
 - ii) Grundy County shall be provided with sixty (60) days prior notice, in writing, of Notice of Cancellation or material change.
 - iii) Insurance Notices and Certificates of Insurance shall be provided to:
County of Grundy
Attn: County Board Secretary
1320 Union Street
Morris, IL 60450
- f) **Hold Harmless Agreement**
 - i) The Vendor agrees to indemnify, save harmless and defend the County of Grundy, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to

property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of Grundy, their agents, servants, or employees or any other person indemnified hereunder.