



RFP 2876

Alarm System Integration, Install & Monitor
4/20/2018

The City of Lompoc is soliciting proposals from qualified contractors to provide Alarm System design, integration, installation, and monitoring services for the City of Lompoc, California. This notice does not constitute a commitment by the City. Any information provided to the City is strictly voluntary and at no cost to the Government.

Sealed Proposals must be received by 2:00 p.m., August 5, 2018 in the form of an original paper hardcopy and one digital copy on a memory stick, of their proposal copy delivered to: City of Lompoc; Purchasing Division, 1300 West Laurel Avenue; Building 4A, Lompoc, California 93436.

Such a project is not currently budgeted. RFP is being conducted to determine current market offerings and product features and also to measure interest of potential sources. The City of Lompoc is seeking commercial contractors to provide an alarm system to the City of Lompoc, California. We plan to reconfigure the draft specifications for the final RFP proposals in the light of the industry features we discover.

If you will hand carry the proposal to our office, please give yourself at least an additional half-hour to pass through our new pedestrian security gate, located next to the flag pole, and be signed in as a visitor to the Purchasing Offices.

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date until the contract is awarded. Interested proposers or their representatives are not allowed to communicate with City staff regarding this solicitation. If any proposer is found to be in violation of this provision, the City reserves the right to reject their submittal.

Estimated Timeline

RFP Released	June 1, 2018
Pre bid conference Walk Through	June 14, 2018
Written Questions due	June 28, 2018
Proposals due	July 12, 2018
Interviews if required	July 26, 2018
Notice of intent to Award	August 23, 2018

Late submittals will not be considered. The receiving time in the Purchasing Office will be the governing time for acceptability of bid.



Ray Ambler

Purchasing & Materials Manager

r_ambler@ci.lompoc.ca.us



Complete and return

“Registered Proposer Information Sheet”

In order to receive all changes and or addendums and if you have not registered as a proposer please complete this form (print or type your information) and return via fax to (805) 735-7628 or email to r_ambler@ci.lompoc.ca.us

(Please type or print)

Company Name	Contact Name
Date	Email Address
Mailing address	Federal ID
<p><input type="checkbox"/> Check yes if you will be able to make the prebid conference in Lompoc at 100 Civic Center Plaza Lobby, JUNE 14, 2018 @ 10:00 am</p>	

Scope of Work

The City of Lompoc invites the submittal of written proposals from qualified firms that specialize in Fire/Intrusion system design installation and Monitoring services. The City desires to end/forgo future onsite (internal local) monitoring of alarm panel signal transmissions. Lompoc asks for your proposal for service as an integrator to propose a new system design, provide installation and/or monitor the new system for fire and intrusion.

Location of Work

Lompoc Police Department, Located at 107 Civic Center Plaza, Lompoc, CA 93436. The Monitoring Contractor will monitor and will contact

Fire Alarm- Trouble/	City Facilities
Fire Alarm- Alarm/	Police Department Dispatch
Security Alarm-Trouble/	City Facilities
Security Alarm-Alarm/	Police Department Dispatch

Initial transference to Contractor

- 1. INSTALLER/INTEGRATOR** The Integrator will work as a partner to the City of Lompoc and work with the City Designated Representative.
- 2. DEMOLITION:** Integrator may remove from service all thirty-six (36) points including fifteen (15 panels), to its local Bosch alarm receiver system.
3. The Integrator along with City IT may /will shut down the Bosch receiver and remove it from its rack mounted location including any supplied battery backup UPS and will submit for recycling at appropriate E-waste facility.
4. The **City IT** is (may be) to shut down and remove all existing PC displays. Peripherals (keyboard and mouse) and cables (not to include home run LAN cabling or phone cabling) associated with the designated alarm signal monitoring PC's in the PD dispatch office.
5. Lompoc City designated representative (must) will preapprove in writing any to be performed work prior to invoices from the Integrator.
6. Note: City IT will have a copy of all IP addresses available upon request.

Central Station Monitoring

7. The City of Lompoc would like to enter into a one year contract, paid monthly, including optional renewal for up to four additional years, for Central Station monitoring of each fire and security panel account. The City of Lompoc, desires for all alarms/fire signals to be transmitted and monitored via third party Central Station monitoring contractor, eliminating any and all local signals monitoring services and equipment.
8. **MONITORING CONTRACTOR** will furnish and provide Central Station Monitoring System for fifteen (15) city buildings, fire alarm panels and intrusion alarm panels.
9. **MONITORING CONTRACTOR** will perform all required programming, physical connections or terminations and will test all points appropriately, noting any inconsistencies or failures with local signaling devices. (Door contacts, motion detectors, other system peripherals) and /or the alarm panels and signal transmission equipment.
10. The City designated representative will coordinate with Monitoring Contractor and City IT, Facilities, Information Systems to release the current used IP address info for all listed panels, advising on a one-on-one basis as the panels are re-programmed and the previously used IP info is no longer in use.

Work Hours and Conditions

11. All work must be performed during business work hours from 7:30 am to 4:00 pm Monday thru Friday only. No over time or off-hours work will be performed unless cleared by a City Representative prior to work being started.
12. All high voltage electrical work will be performed by City of Lompoc Facilities Maintenance if needed.
13. City of Lompoc will work with Contractors and Sub-Contractors to allow access to the sites and rooms where signaling equipment is located. The City of Lompoc also will make available and ready its IT, Facilities and Information Systems staff for support during the project.
14. The Monitoring Contractor will provide their detailed price listed parts, quantities, per each and extended quantity pricing, along with tax and labor sum.
15. The Integrator Contractor will provide their detailed price as close as possible, listing parts, quantities, per each and extended quantity pricing, along with tax and labor sum.

16. Any equipment found faulty or failed will be repaired or replaced as approved by the City Designated Representative. Any equipment found faulty will not be considered as part of this existing Scope of Work, but that it not be covered in this submitted cost estimate.
17. Change orders will be used to track any additional cost required to complete the project. Those determinations will be addressed on-site on a case by case basis with the selected contractor and City Representative, marked out on-site, and processed through a Change Order to the original approved Purchase Order/Contract.
18. Monitoring Contractor will provide a (1) one-year warranty on labor and programming services.
19. Safety, security, material storage, and clean-up shall be determined at the prebid conference.
20. Integrator will provide a (1) one year warranty on its labor and programming services.
Codes and Standards:

Service Level

21. **Service Requirements:** The contractor shall provide **preventative and remedial maintenance service** during City's normal business hours 7:30 A.M. through 4:00 P.M. except on City holidays to keep the equipment in good working order.

On Call remedial maintenance will be performed on an as needed basis as determined by the City of Lompoc.

An Adequate inventory of spare parts must be kept by the proposer to be available for repairs necessary to keep the alarm systems operating. All maintenance will be performed by fully factory trained technicians

22. **Regular & Preventive Maintenance & Supplies:** **Service** coverage offered in each instance, is to be a full service maintenance contract including all repair parts, labor and preventative maintenance service.
23. **Telephone Support Services:** The successful proposer must provide ongoing telephone support regarding the use of the equipment to using department and the City Facilities staff. Vendor will provide a contact name, and phone numbers for the support and service staff
24. **Monthly Check** Service shall include **at least one monthly service check** on each location to include a system health check to be submitted to Lompoc Facilities every check. The equipment will require preventative maintenance and repairs. .
25. **Response Time:** The Maximum Standard Response Time (for a technician on site)

allowed shall be 4 hours from the time of any initial call except for emergencies as defined below.

26. The Maximum Emergency Response Time (for a technician on site) allowed shall be 2 hours from the time of any initial call. Emergency includes calls from any 24/7 department such as the police department regardless of if the equipment is down or not. Service Calls will be prioritized. Emergency calls will be a higher priority and a 2 hour response time.

27. User Training: Proposers shall include in their proposal at least 1 hour of training for City Employees for each machine sector location.

28. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS. Contractor shall perform all work in strict accordance with all Federal, State, and local regulations. Contractor shall also obtain all permits required for the performance of the work outlined in these specifications

29. Required Submittals include at least the following:

- a. Proposed new Intrusion and Alarm system equipment with all specifications Bid Sheets
- b. **Engineering calculations that may be required shall be submitted**
- c. Deviations Page listing any exception your proposal takes to the specifications.
- d. Proposal References Page
- e. **Proposal Signature Form**
- f. **Drawings: Where applicable drawings showing detail of the materials, system and connections shall be submitted along with any manufacturer's installation instructions. Schedules showing size, types, and locations shall be submitted.**
- g. **Manufacturer's printed brochure for each model offered. Manufacture's literature (MSD), manufacture installation, and**
- h. **Provide detailed price listed parts, quantities, per each and extended quantity pricing, along with tax and labor sum.**

30. FIRM QUALIFICATIONS

- a. Must possess a minimum of five (5) years of experience in the area of security systems integration.
() Comply and document on request () Do not comply
- b. Must supply project references.
() Comply and document on request () Do not comply
- c. Must be registered with the California Secretary of State.
() Comply and document on request () Do not comply

- d. Bidder shall possess a C-7 [Low Voltage Systems Contractor license](#) through the State of California at the time of bid submittal.
() Comply and document on request () Do not comply
- e. Bidder shall possess a C-10 [Electrical Contractor license](#) through the State of California at the time of bid submittal.
() Comply and document on request () Do not comply
- f. Bidder shall possess an [Alarm Company Operator \(ACO\) license](#) issued through the State of California Bureau of Investigative Services at the time of bid submittal.
- g. Bidder shall possess an [Alarm Company Qualified Manager](#) (ACQ) license at the time of bid submittal.

31. BID SECURITY - Lompoc City Code 3.36.025. Bid security is required for all competitive sealed bids for public project contracts when the Public Works Director or Utilities Director estimates that the price will exceed \$30,000.00. Price means Demolition and installation cost. Monitoring will be not considered a public project.

32. SAFETY. Job site safety, both during and after working hours, is the sole responsibility of the Contractor. The Contractor, his employees and subcontractors shall be familiar with and comply with all applicable safety regulations and guidelines. The Contractor shall also provide for and ensure public safety around the site both during and after work hours. This shall include the provision of traffic control for the work site.

33. CONTRACTOR'S EQUIPMENT. The Contractor shall provide all necessary equipment, tools, and appurtenances for the timely completion of the work. Contractor's equipment shall be in complete and safe operating condition, and shall be appropriately maintained and operated during the project.

34. SCHEDULE. Work shall begin no later than seven (7) days after notice to proceed.

35. PAYMENT. Payment will be made according to the unit price schedule in the contract based on the actual unit quantities expended as determined by the CITY. Payment for lump sum items shall be made only upon satisfactory completion of the entire task.

36. User Training: Proposers shall include in their proposal at least 1 hour of training for City Employees for each machine.

37. The City of Lompoc is a public agency. Contracts exceeding \$1,000 with the City are considered "Public Works" when they include services for construction, alteration, demolition or repair work, and maintenance services.

38. Contractor and subcontractor(s) must register with the California Department of Industrial Relations (DIR) and that:

39. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

40. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

41. This project requires payments of not less than the general prevailing rates for per diem wages, overtime work, legal holidays, other employee payments, and travel & subsistence if applicable, in the locality in which the work is to be performed for each craft, classification, or type of worker needed as required in the California Labor Code. Such rates of wages are on file with the Department of Industrial Relations and in the office of the District and are available to any interested party upon request.

42. Each contractor and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Each payroll record shall contain or be verified by a written declaration that is made under penalty of perjury. The District requires hard copies of these records for verification, prior to making related payments to the contractor (this is in addition to the electronic reporting required by the DIR).

43. Additional information about these requirements and the new public works program regarding compliance monitoring, administration and enforcement of prevailing wage laws are available on the Department of Industrial Relations website at <http://www.dir.ca.gov/public-works/publicworks.html>.

44. Complete and submit.

a. Work (primary installation) shall be completed no later than _____ days after notice to proceed.

b. Proposer shall fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City.

c. Project Warranty Period: _____

d. Discount of offered for payment of invoice within 20 days of receipt of invoice _____%.

Evaluation Method:

The Alarm System contractor will be selected by a City Employee evaluation Committee who will score each proposal on the basis of: the following criteria.

Each evaluation criteria is given a weight factor. The scores from the demonstration trial period will be added to the preliminary scores and the final score will be tallied. .

Suitability of the Products, Services to meet the needs of the City including (25%):

- Components and Services Offered
- Installation and training proposed
- Maintenance and Support Services Proposed
- Features included which were not specified (additional points may be awarded for additional features above the minimum specified)
- Service response time and location (additional points may be awarded for response

Vendor Experience and Qualifications (25%):

- Qualifications and capabilities of the vendor and its personnel
- References responses for current clients
- Warranty length and coverage

Cost Proposal (30%)

- initial installation cost, and maintenance/service/supplies.
- Multi Year maintenance and support
- Payment discounts

Compliance with the RFP requirements and process specified in this section (20%):

The extent to which written proposal addresses items specified in Scope of Services section of this request, cost and merits of the proposed equipment and service.

BID PRICE PAGES

Complete and Submit.

The undersigned agrees to perform the work, therein described, in accordance with the attached specifications, instructions, and conditions, in the time, form, and manner provided by law at bid price herein.

Initial Setup Installation

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ITEM(S)	DESCRIPTION	Unit Price
	Lump Sum Labor and materials to Initial Inspections TEST ALL EXISTING EQUIPMENT in place to determine required hardware replacement	\$
	Labor and materials to DEMO AND DISPOSE of all/any obsolete current equipment	\$
	EQUIPMENT PROPOSED purchased Itemize equipment prices separately and attach to this proposal total.	\$
	INSTALLATION NON TAXABLE LABOR	\$
	Delivery Shipping	
	Sub-total	
	Sales Tax @ 7.75%	
	Total of all Charges	

INSTALLATION Total Lump Sum base bid price written in Words

Monthly/Annual Charges

ITEM(S)	DESCRIPTION separate zones	Monthly Monitoring Charge	Monthly 100% Maintenance	Monthly	Sum Monitor Maintain Annual X 12
				Sum Monitor Maintain	
1	City Hall *				
2	Vst Solid Waste*				
3	Aquatic Center*				
4	Library*				
5	Landfill*				
6	Corporate Yard*				
7	Museum*				
8	Civic Auditorium*				
9	Waste Water Treatment*				
10	Anderson Recreation*				
11	Deweese Senior*				
12	Vst Electric Supply* 1107 North V				
13	Fire Station 1				
14	Fire Station 2				
15	Police Department				
16	Water Treatment,				
Subtotal of annual charges					
Sales tax due and or collectable					
Total annual price paid monthly					

Prices for monitoring can be firm and fixed for _____ years

Prices for maintenance can be firm and fixed for _____ years

Will there be any sales tax on monitoring?

BID SIGNATURE PAGE

The undersigned has examined the site and all bidding documents and agrees:

To execute a satisfactory agreement between the City of Lompoc and the Contractor and to provide certified proof of insurance coverage to the City for work in accordance with this bid document within 14 calendar days after notice of award.

We hereby certify that:

- This bid was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- This bid is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid.
- We have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this bid price, or that of anyone else.

ORIGINAL BID DOCUMENT MUST INCLUDE AN ORIGINAL SIGNATURE.
UNSIGNED PROPOSALS WILL NOT BE CONSIDERED.

Submission of a signed bid will be interpreted to mean that proposer has read the entire document and agrees to all of the terms and conditions set forth in all the sheets, which make up this invitation.

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	E - Mail Address
Phone Number	Web Page
Fax Number	Date

INDEMNITY AND INSURANCE

ATTACHMENT "A" (Example, requirement after award)

The City of Lompoc requires that you furnish and maintain current certificates of insurance for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. **Worker's Compensation Insurance in an amount not less than \$1,000,000** per occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.
2. **Automobile Liability Insurance** with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than **\$500,000 per occurrence** combined single limit for bodily injury and property damage.
3. **General Liability Insurance** including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be **not less than \$1,000,000** per occurrence combined single limit for bodily injury and property damage.
4. **You must provide a separate endorsement naming the City as an additional insured** referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85.
5. The insurance policies described above shall include the following provisions or have added by endorsement:
 - a. The **coverages shall be primary**, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.
 - b. The policies shall not be canceled or materially altered without **30 days prior written notice** to the City.
6. The insurers utilized shall conform to the following terms:
 - a. Insurers shall have at least an "A-" policyholder's rating and a "VII" financial rating in accordance with the most current Best's Key Rating Guide.
 - b. Vendor shall furnish the City, within ten (10) calendar days of receiving Notice of Award, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

GENERAL TERMS AND CONDITIONS

1. **ISSUANCE OF BID:** This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all proposals or waive any irregularities or informalities therein.
2. **BID SUBMISSION:** Proposals must be mailed or delivered in sealed envelope and must be labeled with the Name of Proposer, Bid Title, and Date and Time of Opening. Prices shall be printed or typewritten. Mistakes may be crossed out and corrections printed adjacent and initialed by person signing the bid.
3. **BID VALIDITY/WITHDRAWAL:** Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Proposals submitted may be withdrawn by written request received BEFORE the hour set for opening. No proposer may withdraw their bid after the time set for opening.
4. **WARRANTIES:** Proposer will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.
5. **LAWS GOVERNING CONTRACT:** The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
6. **TAXES (FEDERAL EXCISE/SALES OR USE/:** The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use will be a consideration in bid evaluation.
7. **MINORITY BUSINESS ENTERPRISES:** It is the policy of the City that minority business enterprises shall have the maximum opportunity to participate in the City's bidding requirements.
8. **EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the City to promote the full realization of equal employment opportunity.
9. **BID PROTEST:** Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Title 3, Chapter 3.36.170 by calling the Purchasing Office at (805) 875-8000 or on the City's web site at: <http://www.cityoflompoc.com/ManagementServices/purchasing/protest.pdf>
10. **SELL OR ASSIGN:** Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.
11. **ENTIRE AGREEMENT** Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
 - Purchase Order
 - CITY's solicitation & Attachments
 - CONTRACTOR's Bid
12. **TIME OF BID SUBMISSION:** Your Proposal shall be submitted not later than the exact time set for opening of proposals. The official time clock for this bid will be the U. S. Naval Observatory (USNO): <http://www.time.gov/index.html>

PROPOSER REFERENCES

List and describe fully the three contracts performed by your firm which demonstrate your ability to provide the supplies, equipment, or services included with the scope of the bid specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name: _____

Contact Individual: _____ Phone No: _____

Address: _____

Contract Amount: _____ Year: _____

Description of Supplies, Equipment, or Services Provided:

Reference No. 2

Customer Name: _____

Contact Individual: _____ Phone No.: _____

Address: _____

Contract Amount: _____ Year: _____

Reference No. 3

Customer Name: _____

Contact Individual: _____ Phone No.: _____

Address: _____
