



## **Invitation for Bids**

### **King William County, VA**

IFB 22-001

Access Control

King William County is now seeking proposals from firms qualified and experience in designing and implementing physical access control systems.

Sealed proposals will be accepted until 3 PM, Friday, August 19<sup>th</sup> 2022 in the Finance Department, King William Administration Building, 180 Horse Landing Road #4, King William, VA 23086. Should any questions arise concerning this proposal, please contact Julie Mills at [jmills@kingwilliamcounty.us](mailto:jmills@kingwilliamcounty.us).

#### **I. Scope of Work**

King William County is looking to upgrade and add to the current video surveillance and door access control system at the Sheriff's Office/Courthouse and add new to the Administration Building, Historical Museum, Old Courthouse and VJCCCA. An onsite visit will be required to verify exact equipment numbers, but we are roughly looking at thirty to forty outdoor cameras, thirty to forty indoor cameras, thirty to forty doors with card access. The system will require the ability to apply Admin controls to different people for different buildings. The chosen system will need to be able to save the video files for at least thirty days and need to have the ability to audit card entries to all doors.

#### **II. SPECIFIC TERMS AND CONDITIONS**

A. The contract resulting from this RFP may be renewed annually (not to exceed four renewals) upon written approval of both the County and the Auditor. Annual increases shall not exceed the CPI-U for the applicable year.

B. The contract resulting from this RFP may be terminated with ninety days written notice by either the County or the Auditor.

C. The County and the Company selected may agree in writing to modify the scope of the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by both parties as part of their written agreement to modify the scope of the original

contract.

D. Potential offerors needing special assistance under the Americans with Disabilities Act shall contact Julie Mills on or before Wednesday, August 3, 2022 at [jmills@kingwilliamcounty.us](mailto:jmills@kingwilliamcounty.us). Every reasonable effort will be made to allow every qualified vendor to participate in the competitive process.

E. Questions will be accepted in writing through the end of the business day Wednesday, August 10, 2022. Written responses in the form of an addendum will be posted on eVA and on the County website by the end of the business day Friday, August 12, 2022.

F. Two (2) copies of the proposal including Exhibit I CONTRACTOR DATA SHEET shall be received by the Finance Department, 180 Horse Landing Road #4, King William, VA 23086, on or before the closing date and time of Friday, August 19<sup>th</sup> at 3:00 PM. Proposals not received by the Finance Department by this date and time will be deemed undelivered and not accepted. "RFP 22-001 Sealed Proposal-Access Control" should be noted on the outside of all submissions. Proposals shall not be accepted via fax or email.

G. The offeror shall purchase and maintain sufficient insurance to protect him from claims in the following amounts:

Workers' Compensation Virginia requirements per occurrence	State of General Liability \$1,000,000
Automobile	\$2,000,000 annual aggregate
Professional Liability	\$1,000,000 per occurrence
	\$1,000,000 per occurrence

A Certificate of Insurance shall be required within ten (10) days of the date of the award. The certificate must contain a provision stating that the coverages will not be canceled unless a minimum of fifteen (15) days prior written notice has been given to the County. King William County must be listed as an additional insured.

H. The offeror shall indemnify and hold harmless King William County, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting from the negligence the of offeror, his agents or employees during the performance of this contract.

### III. GENERAL TERMS AND CONDITIONS

#### A. Anti-Discrimination:

By submitting proposals, offerors certify to King William County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2 4311 of the Virginia Public Procurement Act.

#### B. Ethics in Public Contracting:

By submitting a proposal, offerors certify that their proposals are made without collusion or fraud

and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C. Immigration Reform and Control Act of 1986:

By submitting a proposal, offerors certify that they do not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

D. Policy on Drug and Alcohol Abuse:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this policy, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

E. Receipt of Proposals:

To be considered, proposals must be received at the location provided and within the time period specified in the Request for Proposals (RFP). Responses received after the specified date and time may be returned unopened to offeror at their expense.

F. Acceptance/Rejection of Proposals:

King William County reserves the right to accept or reject any or all proposals or portion of any proposal and to reissue said proposal.

G. Precedence of Terms:

Paragraphs A - F of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

H. Required Signature:

All proposals shall be signed with the firm name, Federal identification number and by a representative possessing the authority to bind said firm with his/her signature. The County may request documentation of the signer's authority.

I. Qualifications of Offerors:

King William County may make such reasonable investigations as deemed proper and necessary to determine the ability of an offeror to perform the work or supply the goods. The offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect the offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. Further, the County reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the County that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or supply the goods.

J. Changes to the Contract:

Changes can be made to the contract in one of the following ways:

1. The Finance Department may order changes within the general scope of the contract at any time by written notice to the Contractor. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Finance Department a credit for any savings. Said compensation shall be determined by one of the following methods:

a. By mutual agreement between the parties in writing;

b. By agreeing on a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units and the Contractor accounts for the number of units of work performed, subject to the Finance Department's right to audit the Contractor's records and/or to determine the correct number of units independently;

c. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Finance Department with all invoices or other records of expenses incurred and savings realized. The Finance Department shall have the right to audit the records of the Contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Finance Department within thirty (30) days from the date of receipt of the written order from the Finance Department.

K. Payment Terms:

All approved invoices will be paid within thirty days of receipt.

L. Default:

In the case of failure to deliver goods or services in accordance with the contract terms and conditions, King William County, after due oral or written notice, may procure them from other sources and hold the Auditor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to and cumulative with any other remedies the County may have under Federal, State and local law.

M. Evaluation and Award

Proposals will be evaluated as provided in Section 2.2-4302.2 in the Virginia Public Procurement

Act and as provided below:

A. An Evaluation Committee shall be formed to review all submittals.

B. Each submittal will be reviewed according to the following criteria IN ORDER OF IMPORTANCE:

1. Qualifications of the firm and key personnel;
2. Specific approach to the completion of the project;
3. References (minimum of three);
4. Estimated workloads during the life of the project.