BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND

AB 5733
August 4, 2020
Consent Calendar

AGENDA BILL INFORMATION

TITLE:	AB 5733: Building Access Control System Bid Award	☐ Discussion Only ☒ Action Needed:
RECOMMENDED ACTION:	Award the contract to Security Solutions NW and direct the City Manager to execute the Small Public Works contract.	☒ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	City Manager
STAFF:	Zach Houvener, Logistics Section Chief
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Scope of Work 2. Premier Cabling, LLC Quote
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	$ 199,827.00
AMOUNT BUDGETED	$ 0
APPROPRIATION REQUIRED	$ 199,827.00

SUMMARY

This agenda bill addresses the Building Access Control System project, which will enhance security and provide keyless access to City Hall, the Public Works/Maintenance building, and the Mercer Island Community & Event Center.

BACKGROUND

In 2016, staff issued a Request for Proposal (RFP) for a building access control system to improve employee and visitor security for City Hall. The RFP would have allowed staff to administer keyless access to the areas needed at the right times with minimal barriers, while preventing unauthorized access to restricted areas. A building access control system would replace traditional lock and key security protocols for six (6) exterior doors, and twenty-two (22) interior doors. Staff determined that the bids were not financially viable in 2016 and the project was put on hold.

Currently, authorized staff/visitors are given a generic passcode (not associated with individual employees) that allows either: (1) keyless electronic access through cylindrical pin locks, or (2) a traditional keyset for authorized people entering City Hall. This system does not allow for proper internal controls or audit trails of who entered a building and at what time. Passcodes are changed on a rotating basis, but must be changed via a local, wired connection to each keyless lock.

Sensitive areas (i.e. Server Room) are programmed with a different code to restrict unauthorized access, however other interior doors do not have a keyless entry lock installed and rely on traditional sets of cores to distinguish who is allowed entry into doors. Of note, the Mercer Island Police Department has a separate keyless access system and set of access protocols required for enhanced security and accreditation purposes.

During the COVID-19 Pandemic and related workforce reductions, building access control has been challenging for staff/vendors/visitors as traditional keysets were given out without logging who possessed keys for certain City facilities. Passcodes have been changed at City Hall to restrict unauthorized access via keyless entry.

Building access control protocols are similar at the Public Works/Maintenance building(s) utilizing a mix of keyless electronic access via cylindrical pin locks, and/or a traditional key and core for entering exterior doors. Currently, there are no interior doors at the Public Works/Maintenance building that require passcodes to enter.

At the Mercer Island Community & Event Center (MICEC), a tiered key/core schedule was installed that restricts access to only authorized individuals who are given traditional keys for access. There is currently no keyless entry hardware installed at the MICEC.

PROJECT DESCRIPTION

The Building Access Control project will retrofit 42 doors across three City facilities with contactless "smart" card technology solutions to permit access into secured areas as follows:

Phase 1: City Hall (28 doors)
Phase 2: Public Works/Maintenance Building (6 doors)
Phase 3: Mercer Island Community & Event Center (8 doors)

This system replaces the traditional brass keys and generic keyless passcodes currently used. The project scope of work (see Exhibit 1) requires solutions that seamlessly integrate with existing video surveillance systems and requires Power over Ethernet (PoE) capable locking hardware, enhancing building and staff security.

The system will provide pre-defined reporting as well as the ability to design custom reports, such as contact tracing requirements related to the COVID-19 Pandemic.

Access cards/fobs will be given to authorized employees and can be programmed remotely for pre-defined groups of doors where access can either be granted or restricted. Access permissions can be altered (either upgraded, downgraded, or voided) for set periods of time from a remote administrator account. In the event of emergency, the system allows specific security personnel free access throughout physical locations.

The proposed system as previously mentioned integrates with existing video security equipment and allows enterprise level security and surveillance for the City. Roles and identities can be connected with the City's surveillance system and allows administrators the ability to create rules or control access events to instantly detect someone at a specified access control point.

PROJECT CABLING AND WIRING

This project requires cabling and wiring. Those costs were not included in the scope of work as the City has an on-call cabling vendor, Premier Cabling, LLC, that has worked with the City for over 10 years on various projects. Their knowledge of City buildings will help limit the number of surprises and cost overruns during construction.

A formal quote from Premier Cabling, LLC is attached as Exhibit 2, and the cost for this work is included in the appropriation required to complete this project. Premier Cabling, LLC will be responsible for installing category 5e network cables to doors listed within the scope of work for each phase. Premier Cabling, LCC will also provide and install all necessary surface-mounted raceways, termination hardware, and 24 and/or 48-port category 5e patch panels in the server room for each proposed phase. The cost for the access control cabling component is $31,455, not including WA State Sales Tax (WSST).

BID RESULTS AND AWARD RECOMMENDATION

Although eight bids were received, only two bids came back responsive, meeting criteria outlined in the scope of work and addenda. The non-responsive bids were excluded for either not specifying hardware that would seamlessly integrate with the City's video surveillance system or proposed solutions that did not meet specifications requiring PoE capable locking hardware. This condition was specified from the City's IT staff due to potential IT and network security liabilities. The projected installation timeline is to have the system installed and operational by the end of 2020.

The lowest responsive bid was from Security Solutions NW, broken out in phases:

- Phase 1 bid amount: $99,165
- Phase 2 bid amount: $21,954
- Phase 3 bid amount: $29,087

The total bid amount for Phases 1-3 is $150,206 which does not include WSST.

Security Solutions NW has completed numerous building access system control projects for several organizations within Washington State in recent years, including projects for the City of Bellingham, Port of Anacortes, and the Edmonds School District.

Staff's review of the Labor and Industries (L&I) website confirms Security Solutions NW is a contractor in good standing, with no current violations and meets current requirements. Staff recommends awarding the Building Access Control System project to Security Solutions NW. The responsive bid results for the project are shown in the table below.

Building Access Control System BID RESULTS	
Contractor	**Total Bid Amount**
Security Solutions NW	$150,206.00
Absco Solutions	$150,423.00

The following table summarizes the overall project costs and budget amounts:

Building Access Control System PROJECT BUDGET		
Description	**Total**	
Small Public Works Contract (Security Solutions NW)	$	150,206.00
Premier Cabling, LLC	$	31,455.00
Sub-Total Cost	$	181,661.00
WSST @ 10%	$	18,166.00
Total Project Cost	**$**	**199,827.00**

FINANCIAL IMPACTS

Although this project was not specifically identified in the 2019-2020 Capital Improvement Program (CIP) staff recommend utilizing unspent money (currently more than $300,000) from the South Mercer Playfield Backstop project to fund the Building Access Control System project.

Building Access Control System AVAILABLE FUNDING		
Description	**Total**	
South Mercer Playfield Backstop Project (XP901C)	$	302,781.00
Building Access Control Project	$	199,827.00
Funds Leftover	**$**	**102,954.00**

The South Mercer Playfield Project is currently suspended and will be revisited during the CIP discussions planned as part of the 2021-2022 budget discussion this fall. Building security and improved control is a higher priority, therefore staff recommend reallocating the CIP funds to complete the Building Access Control System project in 2020.

RECOMMENDATION

Award the Building Access Control System project to Security Solutions NW in the amount of $150,206.00. Set the total project budget to $199,827.00 and direct the City Manager to execute the contract.