

City of Mercer Island Building Access Control System “Exhibit 1”

Scope of Work

1. INTENT:

The City of Mercer Island is seeking a qualified Contractor to enter a Small Public Works Contract to provide the City with a solution to implement a door access system at three (3) City-owned facilities. Building access solutions shall only include Power over Ethernet (PoE) capable locking hardware.

2. CONTRACTOR RESPONSIBILITIES:

- A. Provide the City with the materials, labor, support, hardware, and software necessary to install a building access system that would control a total of 42 of doors located in three (3) buildings. Wiring standard ethernet cables will be completed in-house and will not be the responsibility of the contractor. This project should be bid separately, by the three phases listed below:

Phase 1: City Hall (9611 SE 36th St, Mercer Island WA 98040)

- Total Number of Doors: 28
 - Door 1: Entrance by Lunchroom (exterior)
 - Door 2: IT/IGS Office A
 - Door 3: IT/IGS Office B
 - Door 4: Server Room
 - Door 5: City HR Door
 - Door 6: Giant Hallway Door
 - Door 7: City Manager Door
 - Door 8: Hallway down to Exercise Room
 - Door 9: Double Door to Courtroom
 - Door 10: Courtroom Double Door
 - Door 11: Court Clerk Room
 - Door 12: Court Clerk to Courtroom
 - Door 13: Jury Room to Courtroom
 - Door 14: Door from Courtyard to Courtroom (exterior)
 - Door 15: City Hall Main Entrance
 - Door 16: Council Chambers
 - Door 17: Chambers lobby to Police Lobby
 - Door 18: Police Storage
 - Door 19: Caucus Room
 - Door 20: Boiler Room
 - Door 21: City Storage
 - Door 22: Fire Control Room
 - Door 23: CCTV Room
 - Door 24: Workout Room to EOC

- Door 25: Workout Room to Stairwell
- Door 26: Stairwell
- Door 27: Double door to EOC (exterior)
- Door 28: EOC

Phase 2: Public Works/Maintenance Building (9601 SE 36th St, Mercer Island WA 98040)

- Total Number of Doors: 6
 - Door 1: Admin Office (East side of building and upstairs)
 - Door 2: Admin Office North (glass door near restrooms)
 - Door 3: Mud Room Door (East side of building)
 - Door 4: Parks Shop Door (South side of building)
 - Door 5: Warehouse Entrance
 - Door 6: Lower Level Entrance (ROW/Utility Entry)

Phase 3: Mercer Island Community & Event Center (8236 SE 24th St, Mercer Island WA 98040)

- Total Number of Doors: 8
 - Door 1: Admin Office East
 - Door 2: Admin Office North
 - Door 3: Slater Room (next to Admin Office North)
 - Door 4: Room 101 Exterior Door
 - Door 5: Lower Level Entrance
 - Door 6: Custodial Hallway
 - Door 7: Terrace to Landing Room
 - Door 8: Trash Room

- B. Provide contactless smart card or other door access technology solutions that allows the city to have no more than ten (10) people (at any one time) who can administer the system with varied levels of security.
- C. The City will entertain both on-premise and cloud-based access control solutions with the caveat that all proposals *must* have an on-premise solution as the primary solution, with an optional, alternative cloud based solution. Proposals that are cloud-based only will not be accepted.
- D. Proposals that include a cloud-based option require an accessible API and related documentation, detailed database structure and City's access to said database, and annual third-party vulnerability assessments.
- E. The City requires that all proposals integrate or expand on either one of the following existing systems:
 - Expand/upgrade CardAccess 3000 system currently used by a single department.
 - Integrate with the City's camera system, Avigilon.
- F. The system should provide for pre-defined reporting as well as the ability to design custom reports as needed, such as contact tracing requirements related to the COVID-19 Pandemic per Washington State Department of Health, King County Public Health and the Centers for Disease Control and Prevention recommendations.

- G. The software should allow for the opening of individual doors or pre-defined groups of doors from any of the 10-administrator account(s).
- H. The proposed system should allow for viewing events in real-time as well as reviewing historical events.
- I. The proposed solution should allow defining time-periods (days/hours) where access can either be granted or restricted.
- J. Access permissions should be able to be altered (either upgraded or downgraded) for set periods of time.
- K. The system should allow for multiple doors that could be grouped into single access-controlled areas.
- L. The system should allow for the definition of “normal” hours whereby specific doors would automatically be open for predefined times for predefined days.
- M. In the event of an emergency, the system should allow specific security personnel free access throughout the physical locations.
- N. Contractor will be required to pull any permits necessary for installation and will also be required to obtain a Mercer Island Business License prior to performing any work.
- O. Work scheduling must be as agreed upon with the Project Manager.
- P. The job site and surrounding areas must be properly protected from damage. Worksite must be left clean at the end of each workday.
- Q. The working hours will be flexible and final job scheduling will be agreed upon with the Project Manager, once the bid is awarded.
- R. In the unforeseen need of a Change Order (CO), it shall be noted in writing by the Contractor and approved in writing by the City before any CO occurs.
- S. The Contractor shall supply everything necessary for the execution and completion of the work. Site preparation and installation performance shall be in accordance with local building codes, standards, and manufacturer warranty and specifications for installation of proposed system.
- T. Damage to facilities during installation shall be the responsibility of the contractor to repair damaged area to the previous condition prior to damage by contractor.
- U. Successful bidder shall obtain and provide the City with a Certificate of Liability Insurance form as well as an Endorsement Form naming the City as Additionally Insured.

3. CITY POINT OF CONTACT INFORMATION:

All questions regarding this project must be sent via email to the Project Manager:

Zach Houvener, Logistics Section Chief
Zach.Houvener@mercergov.org

4. GENERAL REQUIREMENTS:

Contractor will be required to enter into a Small Public Works Contract with the City of Mercer Island with standard terms addressing Prevailing Wage Requirements, Insurance Requirements, and compliance with applicable laws, and other standard terms.

The City reserves the right to reject any (in part or in full) and all bids, and to terminate the selection process at any time if, in its sole discretion, the City determines that such action would be in the best interests of the City.

The City believes that effective project management is essential for the successful implementation of the building access system and Contractors will be evaluated against the following criteria (listed in no specific order).

- Ability to meet the functional and technical requirements
- Ability to ensure completion of project no later than September 30, 2020
- Ability to provide deliverables and documentation on all equipment/software
- History, experience and qualifications of the company and product
- Cost
- Ability to provide 3 professional references of past projects

5. SCHEDULE/TIMELINE OF WORK:

June 16, 2020	Call for Bids released
June 23, 2020	Site visit(s) at 11:00 am
June 26, 2020	Contractor questions due by 9pm
July 8, 2020	Bids due by 5:00 pm PST
July 13-14, 2020	Review bids
July 17, 2020	Award bid
End of July – August	Installation
September 30, 2020	Contract completed

6. BID SUBMITTAL & TIMELINE:

Bids will be accepted up until July 8, 2020 at 5:00 pm PST. Companies desiring consideration must provide the following information:

- A. Letter of introduction from Contractor describing company history, experience, and qualifications
- B. List of at least (3) past references of previous installations/solutions, complete with names, addresses, and telephone numbers of representatives to contact.
- C. Summary of each Phase shall be completed on Bid Form.
- D. Manufacturer warranty information must be included in the bid.
- E. Bidder acknowledges the general requirements, insurance documents, and scope of work for this project.

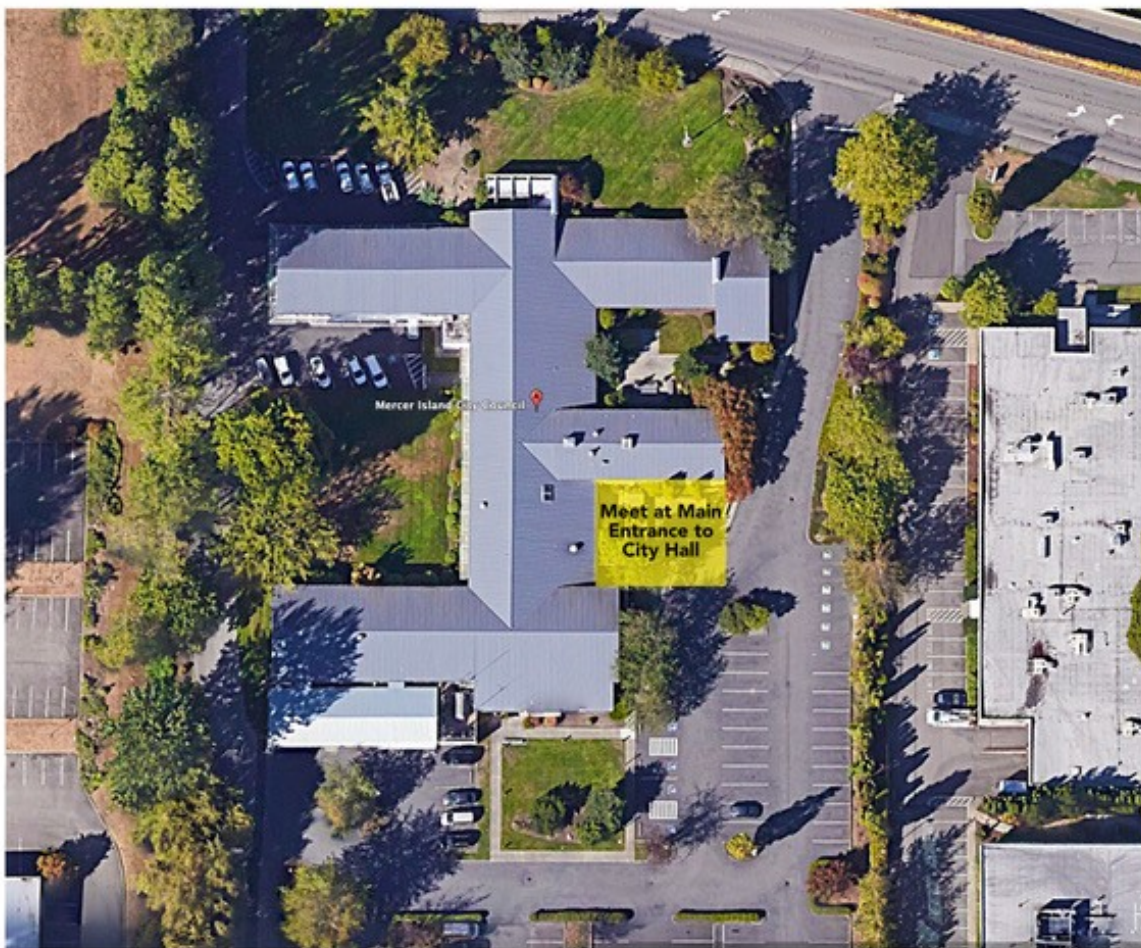
Due to the closure of City facilities, bids must be emailed to:

Email: Zach.Houvener@mercergov.org
Subject: [Mercer Island Building Access System Bid](#)

When a bid has been received, a response email will be sent to confirm receipt.

7. SITE VISITS AND PROJECT REVIEW:

The City strongly recommends all contractors wishing to bid, attend the site visit scheduled for June 23, 2020 at 11:00 am. Please meet in front of the main entrance to City Hall at 9611 SE 36th Street, Mercer Island, WA 98040. Please have all personnel wear a face covering during the site visits. The site visit will cover City Hall, Public Works Building (within walking distance of City Hall), and then drive to the Mercer Island Community & Event Center located at 8236 SE 24th St Mercer Island, WA 98040.



To arrange a site visit at a separate time, please contact the Project Manager.