



Cherokee County Board of Commissioners  
Purchasing Department  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6000  
Fax: (678) 493-6035

## REQUEST FOR PROPOSALS

### RFP# 2024-024 – Justice Center Emergency Panic Duress System

**THE PROJECT:** The Cherokee County Board of Commissioners Purchasing Department (County) on behalf of the Cherokee County Sheriff's Office ("Using Agency") invites interested and qualified Justice Center Emergency Panic / Duress System hardware and software equipment installers to submit a written response to requirements outlined in this Request for Proposal (RFP) in support of an upgraded, **Justice Center Emergency Panic Duress System** meeting the specifications and as described herein.

There **will** be a mandatory pre-bid meeting on **April 10, 2024, at 10:00 am** at the **Justice Center** located at **90 North Street, Canton, Georgia 30114** to review the requirements and the opportunity to review the work areas.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

The Cherokee County Standard Solicitation Terms and Conditions, contains all the standard forms potentially required to accompany a submission. Required forms are indicated below and are required for upload. **No** other vendor Terms & Conditions will be accepted.

Funding for this project is provided by the U.S. Treasury Department through the American Rescue Plan Act of 2021 (ARPA). This project supports the U.S. Treasury's Expense Category 3.4: Public Health-Negative Economic Impact: Public Sector Capacity – Effective Service Delivery. The awarded vendor will be expected to adhere to all applicable requirements and regulations outlined in the Final Rule which took effect on April 1, 2022. The Final Rule is available for download and review at: Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

**SCHEDULE:**

<b>RFP Issued Through Bidnet</b>	March 29, 2024
<b>Mandatory Pre-Bid Meeting</b>	April 10, 2024 – 10:00 AM
<b>Vendor Questions Due</b>	April 16, 2024
<b>Cherokee County Answers Due</b>	April 19, 2024
<b>Vendor Proposals Due</b>	April 26, 2024 – 4:00 PM
<b>Anticipated Award Date / BOC Meeting</b>	May 21, 2024

**THE EXPECTED PERIOD OF PERFORMANCE:**

The base period of performance is broken down into two areas: Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1.  NO PHYSICAL ITEMS/GOODS       PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

- Warranty Term Requested: Three Years Parts, One Year Labor

2.  NO SERVICES REQUIRED       PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

## Services Term:

- One Year
- Two Years
- Three Years
- Other: Service agreement with the option to automatically renew for an additional four, one-year terms after labor warranty expiration.

3.  OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an "X" in the corresponding boxes are required for this solicitation**):

- Information and Addenda Acknowledgement Form (Appendix A)
- Non-Influence and Non-Collusion Affidavit (Appendix B)
- E-Verify Affidavit (Appendix C)
- References\* (Appendix D)
- Acceptance of County' Standard Agreement\*\*, as below: (Appendix E)
- Professional Services Agreement (Sample provided)
- Construction Services Agreement (Sample Provided)
- Architectural & Engineering Services Agreement (Sample Provided)
- Small Construction and Trades (SCAT), (Sample Provided)
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Appendix F)
- Contractor's License Certification (Appendix G)
- Bonds Requirements **if the price bid/proposal base price > \$100K**
- Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
- Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing on Proposer's Company Letterhead
- Pricing on imbedded Bidnet pricing sheet
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- ARPA Terms, Conditions, Certifications & Representations (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- Any other requirements as requested under the scope of work or as a required upload.

## Notes:

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability, and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

ARPA Terms and Conditions will be incorporated into the final contract.

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## **EVALUATION CRITERIA AND WEIGHTING PERCENTAGES EXPLAINED:**

1. **Technical Capability (30%):** This criterion assesses the proposer's ability to meet the technical requirements of the Panic / Duress System. It evaluates the proposer's experience in similar projects regarding management, staff qualifications, and the use of technology in providing a complete, effective, Panic / Duress Emergency System. The goal is to ensure the selected vendor has the expertise and resources to effectively manage and mitigate emergency issues within the specified facilities.
  - **Key Aspects of Evaluation:**
    - Experience in managing similar projects for County Governments, Law Enforcement.
    - Staff qualifications, including certifications and training in Panic / Duress Systems
  - **Supplier Questions:**
    - What experience does your company have with similar Panic / Duress projects in governmental Courts or large governmental facilities in State, Local Governments, Law Enforcement?
    - What specific related certifications and training do your technicians hold?
    - Have you integrated or provided a setup for integration of this system with a Motorola system?
  - **Documents for Evaluation:**
    - Appendix J.
    - Certifications and training records of technical staff.
    - Descriptions of technologies and methods used in Panic / Duress Emergency System
2. **Price (60%):** Price evaluation will focus on the direct (Labor & Materials) and indirect costs (proposed markup costs) as provided by the Panic / Duress Emergency System Company. Pricing information will be submitted within the Bidnet software.
  - **Documents for Evaluation:**
    - County Provided BidNet pricing form imbedded in the RFP – filled out completely.
3. **Service Delivery and Management (10%):** This criterion assesses the efficiency and effectiveness of the vendor's service delivery model, including responsiveness, communication, and problem-solving capabilities. It ensures the vendor can reliably meet the County's needs, especially in emergency situations.
  - **Supplier Questions:**
    - What is your standard response time for emergency requests?
  - **Documents for Evaluation:**
    - Warranty and supplier service agreement.
    - Examples of communication materials or reports provided to clients, particularly proof of service delivery.

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms for Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

Proposals determined to be Responsive and Responsible will be evaluated and scored on the criteria above:

References may be contacted should the evaluation team deem them necessary.

Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

## **HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive: either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

### **A. Electronic Submissions Only:**

Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: "2024-024\_ABC Company\_Proposal"

## **QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. **Questions / requests are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as

part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**PROPOSAL QUALIFICATIONS, PREPARATIONS & SUBMISSION:**

- 1.1 Proposals shall be prepared simply and economically, providing a straightforward and concise description of the supplier's capabilities to satisfy the requirements of the solicitation.
- 1.2 The County expects proposals to be well organized according to the terms and organization of the solicitation, as well as address all the requirements contained in the solicitation.
- 1.3 Any and all costs associated with participating in this solicitation will be solely borne by the vendor.
- 1.4 Proposals and required forms must be signed by an authorized representative of the supplier.
- 1.5 Information which the supplier desires to present but does not fall within any of the requirements of the solicitation should be inserted at the end of the proposal and designated as "Additional Material".
- 1.6 It is the supplier's responsibility to ensure that the proposal is responsive to all the County's requirements and complete in all aspects.
- 1.7 The proposal, at a minimum, should contain all of the County's standard forms provided in the solicitation and any additional information as listed in the Submittal Instructions above; lack of such required submittals may be reason to deem a proposal "non-responsive". Such a determination by the County shall not be a cause of action by the vendor against Cherokee County.
- 1.8 Suppliers should use the forms included in the solicitation; alternate forms may not be accepted.
- 1.9 It is the responsibility of the interested party to ensure the timely delivery of the bid or proposal. Late proposals will not be accepted.
- 1.10 Submission of a response (completed, signed, and returned) shall constitute an offer to provide the goods and/or services specified by the Vendor, at the prices stated in the proposal, in accordance with the terms and conditions of the County's Contract and the terms and conditions of this solicitation.
- 1.11 If any exceptions are taken to any part of the solicitation or proposed contract, each exception must be stated in detail and submitted as part of the proposal document. If no exceptions are stated, it is assumed that the supplier fully agrees to the County's Standard Agreement in its entirety. The County reserves the right to reject all exceptions and award the work to a supplier who agrees to the County's terms and conditions without exceptions.

## **SCOPE OF WORK - Justice Center Emergency Panic Duress System**

### **1. Introduction**

- 1.1 This document outlines the scope of work for the design, installation, testing, and commissioning of a panic duress system for the Justice Center Courthouse and Historic Courthouse located in the city of Canton, Cherokee County, Georgia.
- 1.2 The County is not currently considering awarding an Agreement to multiple providers; but reserves the right to award multiple contracts if deemed in the best interest of the County.
- 1.3 The vendor shall furnish all supervision, labor, materials, and equipment required to upgrade the Justice Center Emergency Panic / Duress System for Cherokee County.

### **2. Project Objectives**

- 2.1 Implement a comprehensive panic/duress system to enhance the safety and security of judges, court personnel, and the public.
- 2.2 Provide a system capable of discreet and immediate response to emergency situations within the courthouse.
- 2.3 Integrate the system with existing security and networking infrastructure.
- 2.4 All work and training must be completed by Friday, December 20th, 2024.

### **3. System Components**

- 3.1 Panic/Duress Devices: Strategically placed panic buttons, computer peripherals, wearable pendants, or mobile app functionality for discreet activation.
- 3.2 Central Monitoring Station: A monitored location is housed within the courthouse staffed by Cherokee Sheriff Officers responsible for receiving and responding to system activations. Graphical floorplan location of alert desired.
- 3.3 Communication System: A reliable communication system to transmit alerts to designated personnel. Text to speech alert of alert location over Motorola radio system desired.
- 3.4 Visual and Audible Alerts: Strategically placed lights, strobes and sirens to notify occupants of an emergency desired.
- 3.5 Software Management Platform: A user-friendly platform for system configuration, access control, and reporting.

### **4. Work Scope**

- 4.1 Site Survey: Conduct a comprehensive site survey to assess the layout of the courthouse, identify potential threats, and determine optimal placement of system components.
- 4.2 System Design: Develop a detailed system design plan outlining the type, quantity, and location of all system components. Currently 71 devices.
- 4.3 Equipment Procurement: Procure all necessary equipment and materials, ensuring compatibility and compliance with relevant safety standards, networking standards.
- 4.4 Installation: Install all system components according to the approved design plan, minimizing disruption to courthouse operations.



- 4.5 Testing and Commissioning: Conduct thorough testing of the entire system to ensure all components function properly and communicate effectively.
- 4.6 Training: Provide comprehensive training to courthouse personnel on system operation, emergency response procedures, and best practices.
- 4.7 Documentation: Provide complete system documentation, including user manuals, installation diagrams, and maintenance schedules.

## 5. Deliverables

- 5.1 Approved System Design Plan
- 5.2 As-built drawings
- 5.3 Operation and Maintenance Manuals
- 5.4 Training Materials
- 5.5 System Acceptance Test Report

## 6. Project Schedule

- 6.1 A detailed project schedule should be provided with your proposal, based on a number of days from a notice to proceed, outlining key milestones and timelines for each phase of the project.

## 7. Acceptance Criteria

- 7.1 The system will be considered complete and accepted upon successful completion of the following:
- 7.2 All system components are installed and operational according to the approved design plan.
- 7.3 The system undergoes successful testing and commissioning, demonstrating functionality and compliance with relevant standards.
- 7.4 Courthouse personnel are adequately trained on system operation and emergency response procedures.
- 7.5 All required documentation is delivered to the courthouse.

The awarded proposer shall observe all safety and security precautions throughout the performance of the Agreement. All work shall be in strict accordance with all applicable Federal, state, and local requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The awarded vendor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the safety and security of personnel during the execution of the work. The awarded vendor shall be responsible for any citation(s) received for non-compliance with regulations and/or standards relating to any failure of performance and/or non-performance of the awarded vendor employees, contractors, or sub-contractors. Lack of knowledge on the part of the awarded vendor shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

## **Price Schedule**

Proposer shall use the imbedded Bidnet price sheet to provide pricing, listed by task. The prices provided in this proposal shall be valid for 12 months. The Agreement may be renewed twice; each renewal shall be for 12 months. Any price increases are to be submitted to the Purchasing Department by March 15<sup>th</sup> of each year for consideration. If approved, the price increase will be implemented at the beginning of the next County Fiscal Year (October 1<sup>st</sup>).

Vendor to submit Invoices for the following payment terms, net 30 days:

- 1) **10% upon mobilization to site**
- 2) **30% upon approved system design plan**
- 3) **30% upon delivery of major materials**
- 4) **20% upon handover of all as built schematic drawings, reports, and manuals to County.**
- 5) **10% upon system acceptance by Cherokee County Project Manager.**

Fees and prices for other services may be submitted, but the above services are the minimum requirements for a responsive proposal. The County may contact the awarded contractor for a quote for any services and/or facilities outside of this solicitation and subsequent Agreement, as amended, but reserves the right to contact another contractor for services and/or facilities outside of the Agreement.

Call Back Service Fees shall not be charged by the awarded vendor for re-occurring Panic / Duress system problems covered under this agreement.

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