



Port of Kennewick

REQUEST FOR PROPOSALS

Wi-Fi Network and Video Surveillance System Upgrade

Proposal due Date & Time

Friday, October 27, 2017
2:00 p.m. (PST)

SUBMIT PROPOSALS TO

Port of Kennewick
Attn: **Amber Hanchette, Director | Real Estate & Operations**
350 Clover Island Drive Suite 200 (2nd floor)
Kennewick, WA 99336
amber@portofkennewick.org
(509) 586-1186

PUBLIC NOTICE
REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Port of Kennewick (POK) will receive sealed proposals for the Port of Kennewick **Wi-Fi Network and Video** Surveillance System Upgrade until 2:00 p.m. PST Friday, October 27, 2017 in the Port of Kennewick Commission Chambers, 350 Clover Island Drive, Suite 200, Kennewick, Washington. Proposals received after the stated time will not be accepted. Proposals must be in a sealed envelope and show the name and address of the bidder. The proposals will be publicly opened by Port of Kennewick staff and read aloud at 2:00 p.m. Interested parties are invited to attend.

POK will evaluate the proposals in accordance with RCW 39.04.270 in order to determine the most advantageous proposal. POK reserves the right to reject any and all proposals and to waive any irregularities or informalities.

POK is seeking the services of a Vendor to design, install, and optionally provide ongoing maintenance services for an expandable Wi-Fi network and digital camera system located at Clover Island Marina. The purpose of the Wi-Fi network is to provide tenants of the Marina internet access. The purpose of the video system is to enhance security and deter acts of vandalism and theft. Provide visual evidence to law enforcement and reduce potential liability related to accidents involving docks, boats or other marina facilities. The cameras should cover select access points of the Marina. The Wi-Fi access points should provide coverage of the entire Marina.

There will be a **mandatory** pre-bid project walkthrough, Friday, October 13, 2017 at 9:00 a.m. at the Port of Kennewick, 350 Clover Island Drive, Suite 200, Kennewick, Washington.

POK is seeking a fixed price proposal. The project is anticipated to be completed by December 31, 2017.

The Request for Proposals will be available at the POK office and on the POK website at: <http://portofkennewick.org/business/current-projects/> after 8:00 a.m., Monday, September 25, 2017.

Amber Hanchette
Director | Real Estate & Operations
Port of Kennewick

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Request for Proposal

Port of Kennewick Wi-Fi Network and Video Surveillance System Upgrade

Port of Kennewick
September 24, 2017

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1. INTRODUCTION AND GENERAL NOTES

The entire document is organized into 10 sections. This introduction, **Section 1**, outlines the structure and contents used within this document. Following this introduction:

- Section 2:** General Project Scope and Technical Overview
- Section 3:** Project Deliverables
- Section 4:** Evaluation Factors
- Section 5:** Specifies the contact, schedule and RFP response
- Section 6:** Selection Process
- Section 7:** Terms and Conditions
- Section 8:** Instructions to Vendors
- Section 9:** Specifies the RFP response format.
- Section 10:** Contains all of the appendices pertaining to this RFP

2. PROJECT SCOPE AND TECHNICAL OVERVIEW

Port of Kennewick (POK) is seeking the services of a Vendor to design, install, and optionally provide ongoing maintenance services for an expandable Wi-Fi network and digital camera system located at Clover Island Marina. The purpose of the Wi-Fi network is to provide tenants of the Marina internet access. The purpose of the video system is to enhance security and deter acts of vandalism and theft. Provide visual evidence to law enforcement and reduce potential liability related to accidents involving docks, boats or other marina facilities. The cameras should cover select access points of the Marina. The Wi-Fi access points should provide coverage of the entire Marina.

The purpose of this document is to set forth minimum technical specification and operational requirements for the turnkey installation of both the Wi-Fi and surveillance cameras to the areas of the moorage slips and docks as outlined on the provided drawing. (Appendix D-Drawing)

1. Wi-Fi Specifications

The vendor will provide Business Class level Access Points, that allow for centralized management with a controller. The system is to include all mounting hardware and brackets for mounting to outside locations on covered moorage. The vendor will also provide an Enterprise Controller with five-year enterprise licenses (start after completion). The vendor will include a separate line for configuring each new AP with the specified name to include the Dock & Location (example: DockACenter), IP address (range to be provided by POK), and configure the controller dashboard to represent the physical placement of the AP within its appropriate location. A label will be affixed to the bottom (inward side) of each AP stating its specific name and last octet of the IP address. Example: "DockACenter.080". The vendor will include a separate line item for labor required for physically mounting each AP including the wiring to each location.

Vendor must complete an onsite review/survey to determine the placement of access points within the specified time frame as indicated in Section 5.B (Schedule).

Vendor must provide managed switches in outdoor wet location rated enclosures to support added to each MDF/IDF hosting access points using switches equivalent to or better than the existing gigabyte switches. Ports shall be POE. For every Access Point port needed, at least one additional port shall be available on the switch. Vendor is responsible for configuring all devices needed to implement the new wireless network. POK technical staff shall be consulted prior to making any and all changes to any system. The wireless network shall be configured to have multiple SSID's on dedicated VLAN's as defined by POK technology staff during installation and setup. Secure enterprise level authentication shall be provided. POK technology staff will be responsible for installing any services

needed on POK servers, and will be consulted prior to Vendor configuring those services. The Vendor shall provide all physical installation. Vendor shall work with POK staff to configure a Guest VLAN and SSID that provides only internet access through layer 3 switching.

A complete post-installation RF validation site survey and heat map shall be completed to show that all Marina Slips have a minimum RSSI of -65 dBm (in both the 2.4 GHz and 5 GHz bands) in all locations of those areas. This RF analysis survey shall be provided to the POK once complete.

All work not found in conformance with the intent of the proposal shall be repaired promptly at no additional charge to POK.

The Vendor must provide a guarantee that the system will operate and perform as advertised when completed. This includes minimum RSSI of -65 dBm (in both the 2.4 GHz and 5 GHz bands) in all designated spaces. The Vendor will be required to provide the appropriate devices at no charge if spaces are found that do not meet these requirements. Vendor will provide any additional and/or replacement wiring, patch panels, terminators and/or patch cables as needed to complete this project. Vendor is responsible for all project management; this is to be a turn-key solution with involvement of POK IT staff limited to specification of network security parameters, VLAN definition, and installation of any needed services.

All of the following must be met:

- A. Equipment must meet or exceed the 802.11 a/g/n/ac standard.
- B. The system must be Wi-Fi Certified for 802.11 a/g/n/ac or greater.
- C. Each access point must be an array of at least 2 radios that support 802.11 a/g/n/ac
- D. Each access point must have at least 1-gigabit Ethernet port.
- E. Each access point must support VLAN tagging on individual SSID's.
- F. Each access point must include spectrum analyzing capabilities.
- G. Each access point must have the ability to switch users from the 2.4 GHz spectrum to the 5 GHz spectrum automatically as needed for client load balancing purposes.
- H. Each individual radio in an access point must be manageable i.e. increase/decrease RX/TX, capable of setting different security protocols per radio, etc.
- I. Access points must have adaptive antenna technology and not transmit 100% of the time in an omnidirectional pattern.
- J. Each switch will have sufficient gigabyte ports to meet the two to one requirement for switch ports.
- K. Each switch will have sufficient power over Ethernet (POE) ports to meet the two to one requirement for switch ports.
- L. POK prefers new network cabling drops be installed for each connection. Category 6 cabling is required. Each node must be properly terminated, tested and verified with appropriate documentation. Vendor will be responsible for any additional or replacement cabling.
- M. A minimum throughput of 5 mbps per connected device is required.
- N. Business class devices are required.

2. Fiber Optic Cabling

Vendor will furnish and install single mode short range fiber 1 pull per switch. Vendor shall provide "As built" drawings for all equipment installed, including cross-connect block layout contract blueprint of all wire and cable placement throughout the project. The Vendor shall at all times install the fiber optic cable in complete accordance with the recommended practices of the cable manufacturer, and shall not exceed the tensile ratings, minimum bending radius or any other fiber cable installation restrictions of the manufacturer. Excessive pulling tensions that might damage the inter-building cable shall be avoided at all times. Bends of small radii and twists that might damage the cables shall be avoided at all times. There shall be a service loop created at each splice or termination location point, which shall be no less than a 20 foot coil. The Vendor shall perform all LC to LC connections terminations of the fiber optic cable at terminal points. All fiber optic cable entering or leaving any and all fiber terminal equipment shall be securely fastened thereto and dust sealed. The Vendor shall

perform continuity tests on every fiber in each fiber optic cable both before and after installation of the cable. Upon completion of the construction and terminations, the Vendor shall perform an end-to-end loss test on every fiber that has been terminated and/or spliced on both ends.

3. Switch Network Cabling

All low-voltage signal and power cables shall be installed in accordance with applicable TIA cable installation and management standards. All cable shall be rated for "WET" location and outdoor UV rated. Vendor will furnish and install Category 6 outdoor wet location rated data cabling as needed to complete the project; including any cross-connections from switching network and/or most appropriate MDF/IDF rack, to the location of the access point. Cables will be run within existing data cable conduit and/or wire trays where possible; unless it is determined the total length of the data run will exceed 300' if the logical path of trays is followed (contact POK staff to clarify any variations). Patch to connect to the switch and Cat 6 patch cables for final end AP connections.

4. Camera Specifications

All cameras shall be of the same brand and model number. Vendor shall provide the IP video server/DVR, storage and licenses as well as video viewing software. The IP video server/DVR will provide granular access privileges for viewing, copying and saving footage. IP video server/DVR will be continuous recording. Flexible configurable frame rate changes based on movement is required, minimum requirements of 5 FPS without movement and 15 FPS with movement.

The Vendor will remove all current cameras and wireless equipment that includes:

- 4 wireless cameras (all inoperable)
- 1 wired camera
- Relay to antennae
- Receiver and transmitter
- Remove all existing cable

The Vendor will install 6 new cameras that include (See Appendix D):

- 1 on the main building
- 1 at the entrance of Dock A
- 1 at the entrance of Dock B
- 1 at the entrance of Dock C
- 1 at the fueling station
- 1 viewing the levy at 270 degrees

5. Minimum Specifications and Feature Set

The IP video server/DVR shall retain a 30 day minimum of archived video of each camera at no less than specified resolution per camera (listed below) channel once the new camera installation is completed. All labor and materials will be provided by the Vendor to install all cameras, power supplies, low volt power, and 120vac power, all conduits, fittings, protective outdoor enclosures, outdoor rated data cables outdoor rated power cables, and required earth grounds per NEC. Vendor shall also provide all programming of the IP video server/DVR including any additional hardware, storage drives and licenses that are needed for this project. The POK will provide all IP address, POE data switches within the main building data room. The POK shall provide to Vendor prior to any programming, all user names and passwords for all cameras, IP video server/DVR, and user interface control software.

6. System Programming

The system menu setup functions shall be remotely programmable by using a client or preferably a web browser.

7. Built-in Camera Motion Detection

The system shall have the capability to process each camera for motion detection if required by the customer. Remote setup and configuration of motion detection parameters and the ability to detect

motion for triggering an event recording is required. Individual motion detection adjustment for each camera input to include frame rate, area and sensitivity is also required.

8. Camera External Alarm Trigger Inputs/Outputs

Not required but must have the capability without upgrade for possible future use.

9. Existing Storage Drive Capacity and Retention Requirements

Storage capacity must account for the retention requirements of 30 days for saved video with a minimum 15 PPS for 24hr/7 days per week, at no less than 30FPS at 3 megapixel or greater recording resolution. Vendor shall provide the POK a Calculation of the required hard drive storage space needed for the camera model and brand being deployed. The calculation report shall show the exact manufacture and camera model number that will be installed.

10. Remote Network Viewing

The IP video server/DVR recording system will be "IP network ready" for remote video viewing and playback. If more than one remote viewing client is to be used for remote PC viewing , then the Vendor shall provide the additional client software and required licenses for each live viewing PC/station for playback and search capabilities based on time/date, camera motion detection event or alarm recordings. Mobile Access is desired.

11. IP "MegaPixel" Video Surveillance Color Cameras

Camera body type shall be "BULLET STYLE HOUSING"
3.0 Megapixel
Weather-proof IP66, rated for outdoor use

12. Field of View

30 degree with 270 degree max 2.8-12mm varifocal auto iris lens with auto focus and remote optical zoom control lens is required

13. Video

Compression: H.264, MJPEG & MPEG-4

Streaming:

Multiple simultaneous streams
H.264 streaming over UDP, TCP, HTTP or HTTPS
MPEG-4 streaming over UDP, TCP, HTTP or HTTPS
H.264/MPEG-4 multicast streaming
MJPEG streaming over HTTP or HTTPS

- Supports activity adaptive streaming for dynamic frame rate control
- Supports video cropping for bandwidth saving
- Supports ePTZ for data efficiency
- Supports 3GPP mobile surveillance

Frame rates:

H.264: 15 fps at 1920X1080
MPEG-4: 15 fps at 1920X1080
MJPEG: 15 fps at 1920X1080

14. Image Sensor

1/2.7" CMOS sensor in 1920 x 1080 resolution

15. System

CPU: TI DM368 SoC
Flash: 128MB
RAM: 256MB
Embedded OS: Linux 2.6

- 16. Lens**
Board lens, vari-focal, f= 3-9 mm, F1.2 (wide), F2.1 (tele), auto-iris
Removable IR-cut filter for day & night function
- 17. Minimum Illumination**
0.08 Lux @ F1.2 (Color)
- 18. IR Illumination**
Built-in IR illuminators, effective up to 90 feet, automatically switch to “night mode” with auto IR feature
- 19. Networking**
10/100/1000 Mbps Ethernet, RJ-45
Onvif support
Protocols:
IPv4, IPv6, TCPIIP, HTTP, HTTPS, UPnP, RTSP/RTP/RTCP, IGMP, SMTP, FTP, DHCP, NTP, DNS, DDNS, PPPoE, CoS, QoS, SNMP, and 802.1X
- 20. Alarm and Event Management**
Triple-window video motion detection
Tamper detection
One D/1 and one D/0 for external sensor and alarm
Event notification using HTTP or SMTP
- 21. On-Board Storage**
MicroSD/SDHC card slot (up to 64gb card allowed) Provide 32gb HC Micro SD Class-10 for each new camera.
- 22. Security**
Multi-level user and administrator access with password protection
IP address filtering
HTTPS encrypted data transmission
802.1X port-based authentication for network protection
- 23. Power** shall have ability to power from any of the below:
12VDC
24VAC
Power consumption: Max. 9.6 W
802.3af compliant Power-over-Ethernet (Class 3)
- 24. Camera Protective housing**
Weather-proof IP66 -rated housing
Approvals (Must meet all approvals below)
CE, LVD, FCC, VCCI, C-Tick, UL
- 25. Operating Environments**
Temperature: -20 °C ~50 °C (-4°F ~ 122 °F)
Humidity: 90% RH
- 26. Camera Warranty**
Shall be no less than 36 months from date of project completion
- 27. Head-End Equipment**
For the purposes of this requirement, the head-end is defined as the location of the cabling home-runs, IP video server/DVR, NVR, network switch, power supply and UPS.

28. Cable Management and Installation

- All low-voltage signal and power cables shall be installed in accordance with applicable TIA cable installation and management standards. All cable shall be rated for "WET" location and outdoor UV rated.
- For IP cameras the Vendor shall use type CAT6E and 18/4 stranded power cable designed for each IP camera application and shall also be rated for "WET" location and outdoor UV rated.
- All cabling shall be installed in from each camera to designated head-end location as required.
- Proper labeling on Cameras, Patch Panels and DVRs.

29. Protection of connections

Weather proof camera back boxes shall be used on all cameras.

Camera connections shall be within the camera manufacture supplied back box. No exposed connections will be permitted.

30. Cable Management

All cables shall be concealed through all enclosures and/or camera mounts, (Cable Pass-thru mount shall be used). No exposed cables leaving the camera body/back box shall be permitted.

31. Camera and hardware adjustments

Final camera field-of-view adjustments shall be approved by the POK project representative. The VENDOR SHALL ALLOW APPROPRIATE TIME FOR ALL MINOR CAMERA ADJUSTMENTS WITH THE PORT OF KENNEWICK PROJECT REPRESENTATIVE.

32. System Training

The Vendor shall provide four (4) two (2) HOUR training sessions with the customer in the use and operation of the systems installed and remote viewing application software. This includes retrieving and archiving recorded video surveillance footage and saving retrieved video to alternative media for submitting evidence to law enforcement and for long term incident archiving.

33. Project Documentation Package

The Vendor shall provide a project documentation binder to include a description of the system, final floor plans showing camera locations, functional system block diagrams and equipment manuals.

34. Documentation form and delivery

All drawings shall be in CAD form delivered to the customer on a new unprotected DVD with a soft copy of the Product Documentation Package on the same DVD prior to the final training of the system use.

35. Project Completion and Acceptance

On-site compliance inspections shall be conducted at the completion of this project. The Vendor's project manager and project representative will perform these site inspections. The Vendor shall provide a detailed sign off and acceptance form that shall include but may not limited to the following:

- Cabling installation
- Camera installation
- Approved field of camera views as set
- NVR performance additions made
- All approved electrical inspection made by Labor & Industries, (L&I).

36. Management

A copy of this Request for Proposal (RFP) may be obtained from the POK web site at <http://portofkennewick.org/business/current-projects/>. It is the sole responsibility of the 'proposer' to monitor the POK web site for any amendments to the RFP. For the purpose of this document the terms proposer and vendor are those entities representing the submission of a response to this RFP.

37. Dock Roof Heights:

- Dock "A" 14 feet
- Dock "B" 16 feet
- Dock "C" 20 feet
- Cameras installed at 10-12 feet above dock level

38. Dock Lengths (Nominal Lengths):

- Dock "A" 462 feet
- Dock "B" 464 feet
- Dock "C" 468 feet
- (Transient 272 feet nominal length)

3. PROJECT DELIVERABLES

The awarded Vendor shall provide engineered shop drawings, plan check services, permits, fees, coordination, planning, scheduling, supervision, materials, supplies, lifts, installation labor and equipment, terminations, programming and testing to complete the installation of the integrated camera system in accordance with all applicable codes.

Engineered drawings will need to be submitted to the POK representative within thirty (30) days of the Notice to Proceed (NTP). The drawings, at a minimum, will be required to be submitted both in hard copy, PDF and in CAD according to the POK CAD Standards Manual containing the following items:

- A. Overall detailed system diagram
- B. Plan site with equipment locations
- C. Detailed site drawing "as-built"
- D. Electrical with panel & circuit information along with load calculations.
- E. Electrical single line diagram
- F. Existing panel schedule
- G. Battery load calculations
- H. Equipment details
- I. Manufacturer and model number for all equipment furnished on the project
- J. Manufacturer's catalog data sheets for all components
- K. RF validation site survey and heat map

The awarded Proposer will be required to submit final as-builts to the POK upon completion of their work.

All deliverables will be developed with input from POK and will not be considered accepted until POK staff reviews and approves the deliverables as to their accuracy and quality. When practical and as determined by POK, the Vendor shall submit all deliverables in both electronic and hardcopy media.

4. EVALUATION FACTORS

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a Vendor's proposal and how well the proposal meets the needs of POK. POK reserves the right to be the sole judge of the acceptability of all responses.

POK need not, as a requirement of acceptance, accept the lowest proposal or the conditions imposed by the vendor. POK will evaluate the proposals in accordance with RCW 39.04.270 in order to determine the most advantageous proposal. POK will use the following factors to evaluate the proposals, listed in order from most to least important:

- A. Ability of the proposed system(s) to meet the stated requirements;
- B. Vendor experience and qualifications related to delivering, installing and maintaining the system in a like environment;
- C. Vendor references for comparable designs;
- D. All associated costs for the proposed design;

- E. Vendor warranty and proximity for, training, support and maintenance offerings;
- F. RFP response document completeness.

5. CONTACTS, SCHEDULE, AND RFP RESPONSE

A. RFP Coordinator

Direct all vendor communication concerning this acquisition to:

Amber Hanchette, Director | Real Estate & Operations
 350 Clover Island Drive Suite 200
 Kennewick, WA 99336
 amber@portofkennewick.org
 (509) 586-1186

Specific questions regarding this RFP must be submitted in writing. Questions will be accepted through 5:00 p.m. PST, October 20, 2017.

On site mandatory pre-bid evaluation and walkthrough will be held 9:00 a.m., PST October 13, 2017.

B. Schedule

The following table summarizes the approximate schedule dates for the project:

EVENT	DATE
Request for Proposals issued	September 24, 2017
Mandatory Pre-Bid walk through	9:00 am PST, October 13, 2017
Vendor notice of intent to propose	5:00 pm PST, October 16, 2017
Last day RFP questions accepted	5:00 pm PST, October 20, 2017
RFP questions answered	5:00 pm PST, October 23, 2017
Proposal Due Date	2:00 pm PST, October 27, 2017
Vendor Selection/Project Award*	Approx. November 3, 2017
Selected Vendor Notice to Proceed	Approx. November 13, 2017
Onsite Review/Survey due back	December 4, 2017
Go Live target date/Project Deadline	December 31, 2017

*Port of Kennewick reserves the right to not award this project for any reason.

C. Notice of Intent to Propose

Those submitting proposals are required to submit a Letter of Intent no later than 5:00 PM PST on Tuesday, October 16, 2017 to Amber Hanchette by email at amber@portofkennewick.org. The letter must be submitted on the Vendor’s letterhead. Please identify the name, address, phone number, fax number, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP. Submission of the Letter of Intent constitutes the Vendor’s acceptance of the procedures, evaluation criteria, and all administrative instructions of this RFP. Letters may be withdrawn at any time before the deadline for submission. A list of all Vendors submitting a letter of intent will be available upon request.

D. Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

6. **SELECTION PROCESS**

After the proposals are evaluated, the Selection Committee will determine whether formal presentations (product demonstration) and interviews are necessary, and if so, which vendors from the 'short list' may be invited to make a formal presentation and/or sit for a panel interview with the Selection Committee. At this time, POK may choose to contact officials from other jurisdictions regarding the vendor, their prior work experience and their ability to successfully complete the scope of services. POK may request clarification or additional information from a specific vendor in order to assist in POK's evaluation of the proposed solution.

Two finalists are typically announced and, at POK's option, invited back for follow up demonstrations and questions. Proposed project managers and key team members, as named in the proposals, are required to be in attendance. Other team members are strongly encouraged to be present as well. The Selection Committee will then formulate their recommendation for award of the Contract.

7. **TERMS & CONDITIONS**

POK reserves the right to reject any and all proposals, as well as to waive any informality in the proposal or in the openings. The intent of this acquisition is to include all labor, engineering, material, equipment and any other items required for a complete implementation.

It is POK's intention to enter into a contract with the Vendor that contains the following terms and conditions. Any specific areas of dispute with the following terms and conditions must be identified and included within the body of the letter of compliance and may, at the sole discretion of POK, be grounds for disqualification from further consideration in award of this Contract.

Under no circumstances shall the Vendor submit its own standard contract terms and conditions as a response to this solicitation. Instead, the Vendor must: (1) review the language that it finds problematic; (2) state the issue with which it has a problem; and (3) propose the language or modification.

A. General

1. Vendor shall be regularly engaged in the type of work specified herein. Award will be made only to a vendor who furnishes satisfactory evidence that it has the technical ability, experience, equipment, personnel, and financial resources to enable it to successfully and promptly fulfill the requirements and conditions of these specifications.
2. Vendor must be able to respond to a failure in 4 hours of being notified. For purposes of the RFP, "Failure" is defined as a condition in which any part of the system fails to function.
3. Vendor must be able to respond to a non-critical issue in 8 hours of being notified or next business day.
4. POK reserves the right to delay, reduce, alter, or cancel the project, at its sole discretion, for any reason POK deems sufficient.
5. All proposed equipment and software must be in general commercial release at the time the response is submitted.
6. Vendors may be required to demonstrate basic functionality of purposed solution to POK prior to final acceptance of any proposal.

B. Examination of Documents, Specifications, Site, and Conditions

1. If a vendor contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the specifications or the contract documents, or finds discrepancies in or omissions from the specifications, it may submit to POK a written request for any interpretation

or correction thereof. The vendor submitting the request will be responsible for its prompt delivery to POK no later than October 20, 2017 at 5:00 pm PST. POK will not be responsible for any other explanation or interpretation of the contract documents.

2. The Vendor is required to examine carefully the proposal, plans and specifications, and contract forms before submitting a proposal. It is mutually agreed that submission of a proposal shall be considered prima facie evidence that the Vendor has made such examination and is satisfied as to the conditions to be encountered in performing the work as scheduled, or as at any time altered without resulting in increases or decreases of more than the percentage limits stipulated in the hereinafter-mentioned specifications; and as to the character, quality and quantities of work to be performed and material to be furnished, including said increases or decreases, and as to the requirements of the plans specifications, supplemental specifications, special provisions and contract.
3. No verbal statement made by any officer, agent, or employee of POK's consultant in relation to the physical conditions pertaining to the site of the work will be binding on the POK.
4. Vendors shall thoroughly examine and be familiar with the specifications. The failure or omission of a Vendor to receive or examine any form, instruments, addendum, or other document or to visit the site when required and acquaint itself with conditions existing shall in no way relieve any Vendor from obligations with respect to its proposal or to the contract. The submission of a proposal shall be taken as a prima facie evidence of compliance with this section.

C. Training

POK shall have the right to approve the content of all training:

1. The Vendor shall provide four (4) two (2) HOUR training sessions with the customer in the use and operation of the systems installed and remote viewing application software. This includes retrieving and archiving recorded video surveillance footage and saving retrieved video to alternative media for submitting evidence to law enforcement and for long term incident archiving. In addition, Vendor must be willing to provide telephone support to administrators at no charge for a minimum period of six (6) months following final acceptance.
2. Proposals must include a description of the training offerings post-implementation for new employees, including any associated costs related to that training.

D. Pricing

1. All costs associated with the Vendor's proposal must be included in the quote submitted. All available discounts, trade-in allowances, and other price-affecting factors must be explicitly detailed in the proposal (Appendix E-RFP Bid Form).
2. The Vendor shall include both pre-implementation pricing and post-implementation pricing to help determine if additional equipment is cost effective after the initial installation. Pre-implementation pricing must be available for a period of six (6) months following implementation in the event POK desires to purchase additional equipment. Post-implementation pricing shall be made available to POK for a period of twelve (12) months following acceptance.
3. Vendor to provide pricing on optional 3-year maintenance plan to include, cleaning, adjustments and inspection of the cameras quarterly and upon request.
4. Sales tax must be added as a separate line item in the proposal.
5. All items of the proposal must be appropriately identified with unit and total price indicated, and inclusive of Washington State Sales Tax, F.O.B. delivered to destinations so indicated on purchase order.

E. Administrative

1. All proposals must be submitted in a sealed envelope bearing on the OUTSIDE the name of the Vendor, its address, and the name of the project for which the proposal is submitted. It is the sole responsibility of the Vendor to see that its proposal is received by the designated time.

2. The proposal must be signed in the name of the Vendor and must bear the signature, in longhand, of the person or persons duly authorized to sign the proposal.
3. Any proposal received after the scheduled closing time for the receipt of proposals will be returned unopened.
4. All proposals must be in the format set out in the RFP (Section 9-Vendor Deliverables and Response Format) or the vendor will be considered non-responsive and the submitted Proposal will be rejected.
5. Vendors must include a list of five (5) reference customers of past designs in an organization of similar size and complexity. A vendor reference form has been provided (Appendix C-Vendor Reference Form).
6. Award of this contract does not grant the right to the Vendor to use the award in any advertising media; nor may any POK employee endorse a product or service covered by this contract.
7. The Vendor shall not assign this contract (in whole or in part) or any monies due to become due there under without the prior written approval of POK Administration.
8. The contract shall be considered legal and binding on both parties when both parties have duly signed the contract document. The successful vendor shall be notified of award by letter. By submitting a proposal, Vendor agrees, if selected, to enter into a contract document consistent with the proposal and that binds the Vendor to comply with all of the requirements of the contract documents; the proposal shall be incorporated into and made a part of the contract.
9. Noncompliance with the terms and specifications of the RFP and ensuring contract can result in either the cancellation of the contract or complete replacement of the defective areas at the Vendor's expense. In the event of cancellation, POK shall not be obligated to compensate the Vendor for any defective work undertaken. Costs incurred by the vendors in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the contract.
10. Any Vendor may withdraw its proposal, by written request only, at any time prior to the scheduled closing time for receipt of proposals. Following the deadline for proposal submissions, it is understood that no proposal may be withdrawn for a period of one hundred twenty (120) days after the date set for the opening thereof.
11. All proposals and other material submitted become the property of POK and become public record. They may be returned only at POK's option. POK reserves the right to use any ideas presented in response to the RFP.
12. Changes in or additions to the proposal form, recapitulations of the specified work, alternate proposals, or any other modification of the proposal form that is not specifically called for in the contract documents may result in POK's rejection of the proposal as not being responsive to the invitation. No oral or telephonic modifications of any proposal submitted will be considered.
13. Any erasures, interlineations, or other corrections in the proposal must be initialed by the person or persons signing the proposal.
14. In the event that any of the provisions of the Contract documents are violated by the Vendor, POK may serve written notice upon the Vendor of its intention to terminate such contract; such notice is to contain the reason for such intention to terminate the contract, and unless within 10 days after the serving of such notice upon the Vendor, such violation shall cease and satisfactory arrangement for correction be made, the contract shall upon expiration of said 10 days, cease and terminate. In the event of any such termination, POK may declare the vendor in default and procure all material involved in the contract from other sources, and the vendor shall be liable to POK for any additional costs incurred.
15. The Vendor shall protect, defend, indemnify, and hold POK and its officers, directors, employees, and agents harmless from and against any damage, costs, or liability for injury or death to persons or damage to or destruction of property arising out of the work performed under this contract.
16. POK shall have full authority and reserves the right to use a technical consultant or manufacturer's field representative to examine the work in progress, as well as upon completion, in order to assist in ascertaining the extent to which the materials and procedures conform both to the requirements of these specifications and to the published instructions of the manufacturer of the material used. The presence and activities of the Consultants and/or field representative shall in no way relieve the Vendor of its contractual responsibilities. If Vendor disputes the findings of

the technical consultant or manufacturer's field representative, Vendor must submit this dispute in writing to POK within five (5) days of receiving notice of said findings. Any disputes will be resolved through arbitration as set forth in paragraph 7.21 of this Agreement.

17. By placing their signature on their proposal, vendors certify that they:
 - a. Have read this Request for Proposal,
 - b. Are authorized to bind the vendor, and
 - c. Agree to furnish the requested supplies, equipment, software, licenses and/or services in accordance with this Request for Proposal.
18. Payment will be made from vendor's original invoice. Invoice is to be submitted to PortofKennewick@invoices.corcentric.com. Invoice to include "Paid with the Intent to Pay Prevailing Wages" language. Itemization must show quantity, unit, name of article or description, configuration, and POK's total price including Washington State Sales Tax (8.6%).

F. Performance and Operating Standards

1. The "Performance and Operating Standards" will ensure that the acquired system operates in accordance with the vendor's technical specifications, performs as warranted in the vendor's response, satisfies the requirements of POK's solicitation document, and evidences a satisfactory level of performance reliability prior to its acceptance by POK.

G. Acceptance Testing

1. "Acceptance Testing" refers to the tests, tasks, and procedures that, once successfully carried out, will ensure that the Performance and Operating Standards (defined below) have been met. Acceptance Testing shall occur during the Acceptance Period, as outlined below.

H. Acceptance Period

1. "Acceptance Period" refers to the first 90 days of operation of the entire system. The completed installation date and conclude when the Performance and Operating Standards (defined below) have been met for a period of 30 days.

I. Guidelines and Conditions of Formal System Acceptance

1. POK, at its sole discretion, will determine whether the vendor's product has successfully completed the acceptance period.
2. Unless waived in writing by POK, acceptance testing is required prior to the acceptance of replacement and substitute equipment, as well as equipment that is added, added to, or field modified (e.g., modification of equipment from one model to another) after a successful performance period.
3. The vendor will notify POK in writing that the system is ready to begin acceptance testing. Acceptance testing shall commence on the first business day following POK's receipt of written notification and shall end when POK has notified the vendor they are complete or after 30-day acceptance-testing period has concluded. Successful completion of Acceptance testing will provide acknowledgement that the system is ready for use. Acceptance testing is required for all newly installed equipment.
4. The vendor will provide post-implementation support and will correct problems encountered within the 30-day acceptance-testing period (and during any required test re-run) at no additional charge to POK.
5. The remedies outlined below shall remain in effect until such time as the equipment meets the performance criteria, or POK terminates the order.
6. The vendor will provide change order forms during the course of the contract implementation if work is performed outside the scope of the contract. The vendor will provide, for POK approval, a cost estimate with a change order form. A final reconciliation of these costs and deductions will occur after each site is installed.
7. The vendor shall respond to a failure within four (4) hours of notification during the acceptance and warranty periods.
8. The warranty period will commence upon the successful completion of the Acceptance Period.

J. Vendor Discipline & On Site Cooperation

1. The Vendor shall be responsible for its employees and sub-vendors.
2. The Vendor shall enforce strict discipline and good order among the vendor and sub-vendor employees carrying out the Contract.
3. The Vendor and its sub-vendor(s) shall not permit employment on this project of persons not skilled in tasks assigned to them.
4. Vendor employees and sub-vendors must be aware of and follow POK security policies and procedures when deployed to POK facilities.

K. Scheduling

1. POK and Vendor will determine cooperatively the deployment schedule, with POK reserving final scheduling authority.
2. Work is to be coordinated with POK to ensure a minimum of disruption in POK operations.

L. Contract Personnel

1. POK reserves the right to approve or disapprove any change in the successful vendor's project team members specifically referred to in the vendor's proposal.

M. Prevailing Wage

1. Vendors working for the Port of Kennewick must comply with the State of Washington Prevailing Wage Act. Current Benton County prevailing wage rates may be viewed on the State website at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.
2. Vendors are required to file a Statement of Intent to Pay Prevailing Wage with the Department of Labor and Industries and submit same to the Port of Kennewick before any work commences.
3. The Vendor must submit a full list of subcontractors and Statements of Intent to Pay Prevailing Wage for all subcontractors before any payments are made.
4. Please provide state license number and UBI number on the bid form in the spaces provided. This is mandatory – failure to do so will render your bid invalid.
5. Vendors and applicable subcontractors are required to file an Affidavit of Wages Paid upon completion of the job.

N. Insurance

1. Vendor shall provide a Certificate of Insurance naming the Port of Kennewick as additional insured, including the following coverage:
2. Commercial General Liability Insurance, including Owner's and Contractors Protective Endorsement, with minimum limits of \$1,000,000.00 each occurrence and \$2,000,000.00 in aggregate for each policy year. Products and completed operations coverage shall be provided for a period of one year following final acceptance of the work;
3. Commercial Auto Liability Insurance providing bodily injury and property damage liability coverage for all owned, non-owned and hired vehicles assigned to or used in the performance of work for a combined single limit of not less than \$1,000,000.00 each occurrence.

O. Payment Bond & Performance Bond

1. Vendors must provide a Payment and Performance Bond issued by a surety company. Bond must state that the vendor shall faithfully perform all the provisions of the contract and will pay all laborers, mechanics, and subcontractors and materialmen, and suppliers. Payment and Performance Bond must be in the full amount of the contract awarded, including applicable sales tax. Contracts secured by a properly executed Payment & Performance Bond will be subject to 5% retainage.

2. Vendors may waive the Payment & Performance Bond requirement on contracts under \$150,000. This requirement may be waived by executing a “Declaration of Option for Performance Bond or Additional Retainage.” If the performance bond requirement is waived by the Vendor, the contract will be subject to 10% retainage, which will be paid no earlier than 45 days after final acceptance of the project and all releases are received from WA State Labor & Industries, WA State Employment Security Department, WA State Department of Revenue.

P. Dispute Resolution

1. Claims, disputes or other matters in question between POK and Vendor that result from the performance of this Agreement, shall be resolved by arbitration in accordance with RCW Chapter 7.04. Demand for arbitration shall be filed in writing with the other party to this Agreement. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in question would be barred by the applicable statute of limitations and statute of repose. The arbitrator will be mutually agreed to and named by the POK and Vendor, prior to the execution of this Agreement. The award rendered by the arbitrator shall be final and judgment may be entered upon it in accordance with applicable law in any court of law. The losing party shall pay the prevailing party’s attorney’s fees and costs and expenses. The arbitration hearing shall be held in Benton County, Washington.

8. INSTRUCTIONS TO VENDORS

A. Form and Style

1. The vendor shall prepare one (1) original and an electronic version of the Proposal and deliver them to the POK Office at the time specified.
2. The proposal shall include the legal name of the vendor and a statement that the vendor is a sole proprietor, partnership, corporation, or other legal entity. The original shall be signed by the person or persons legally authorized to bind the vendor to a contract. An RFP response by a corporation shall further give the state of incorporation and shall have the corporate seal affixed.

9. VENDOR DELIVERABLES AND RESPONSE FORMAT

Please organize your RFP response into the sections detailed below.

A. Response #1: Proposal Response Summary and Letter of Compliance

This section will consist of the following two items:

- Cover Letter Signed by vendor representative authorized to bind the proposing firm contractually, and
- Proposal Response Summary

Any area of non-compliance of the Terms and Conditions referenced in Section 7 of this RFP must be explicitly noted and included in this section of the response.

B. Response #2: Executive Summary

The Executive Summary will consist of up to two (2) pages and is designed to provide an overview of your proposed solution, its applicability, and benefits. This is the vendor’s opportunity to note differentiating factors associated with its response.

C. Response #3: Vendor Response to System Requirements

This section contains your response to the requirements outlined in Section 2 (Project Scope and Technical Overview) of this RFP. A separate electronic copy of Section 2 (Project Scope and

Technical Overview) is available upon request to facilitate your response. In the event you choose not to use the electronic version, please follow these instructions when preparing your response.

Use **boldfaced** items and their number identifiers in sections with specific requirements in your response to that item. Vendors are required to answer each question.

D. Response #4: Detailed Pricing

Since POK expects to complete a “not to exceed/fixed price” contract, the budget for the proposal must not exceed the specified amount, and must be broken down as to hours, hourly rates and expenses for each task and subtask. All prices are to be in U.S. dollars. All applicable taxes to be paid by POK must be separately shown.

Vendors must itemize the unit and extended price for each service proposed. In addition to the breakdown of costs described above, POK would like to have a quoted hourly rate for professional services that may be required to complete our project, but were not anticipated and included in this RFP. The quoted rate(s) is expected to be applied for the duration of the project (as described herein).

E. Response #5: Documentation

Include in this section the following items:

1. A description of Vendor’s business, management team, bank reference, federal tax identification number, State of Washington UBI number.
2. Anti-Discrimination Certificate (Appendix A) must be notarized.
3. Affidavit of Non-Collusion (Appendix B) must be notarized.
4. Vendor Reference Form. Include a minimum of five (5) references for customers using a similar design and of similar size. The system must have been purchased by the customer and installed for a minimum of six (6) months. (Appendix C)
5. RFP Bid Form (Appendix E) signed by authorized representative.
6. Any general or technical information the vendor considers pertinent that is not addressed elsewhere in the RFP.
7. Copy of Letter of Intent.

F. Response #6: Timeline

The Vendor shall include a timeline with its proposal showing when major milestones for tasks and subtasks will be completed considering the work start and completion dates.

10. APPENDICES

- Appendix A – Anti-Discrimination
- Appendix B – Non-Collusion
- Appendix C – Vendor Reference Form
- Appendix D – Drawing
- Appendix E – RFP Bid Form

Appendix A

ANTI-DISCRIMINATION CERTIFICATE

Wi-Fi Network and Video Surveillance System Upgrade

STATE OF WASHINGTON

County of Benton

The Bidder hereby stipulates that no person shall be discriminated against in the bidding of the services and/or materials herein and that the Bidder shall not refuse employment to any person related to this Contract because of such person's race, creed, color or national origin. Any such discrimination shall be deemed a violation of this Bid and shall render this Bid subject to forfeiture.

(Company Name)

(Vendor's Signature)

(Typed Name and Title)

SUBSCRIBED and SWORN to before me this ____ day of _____, 20 ____

NOTARY PUBLIC in and for the State of
Washington, residing at _____

By: _____
(authorized signature)

Appendix B

AFFIDAVIT OF NON-COLLUSION

Wi-Fi Network and Video Surveillance System Upgrade

STATE OF WASHINGTON

County of Benton

_____, (Vendor), being first duly sworn, certifies that the Bid above submitted is a genuine Bid and not a sham or collusive Bid or a Bid made in the interest or on behalf of any person not therein named; and it is further certified that the said Bidder has not directly or indirectly induced or solicited any Bidder on the above work or supplies to put in a sham Bid, or any other person or corporation to refrain from bidding; and that said Bidder has not in any manner sought by collusion to secure an advantage over other Bidder or Bidders.

(Company Name)

(Vendor's Signature)

(Typed Name and Title)

SUBSCRIBED and SWORN to before me this _____ day, of _____ 20____

NOTARY PUBLIC in and for the State of
Washington, residing at _____

APPENDIX C **VENDOR REFERENCE FORM**

PART I -- TO BE COMPLETED BY VENDOR

1. Website address _____
2. Customer (Org Name) _____
3. Services Provided _____
4. Date of the start of the project _____
5. Finish _____

PART II -- TO BE COMPLETED BY THE CUSTOMER REFERENCE

6. Name of Person Completing Form _____
7. Title of Person Completing Form _____
8. Is the information shown in Part I accurate? _____
9. If not, please correct. _____
10. Was the services provided similar to the requirements asked for by your organization? _____

For items 11 through 18, please rate the following performance criteria determined by your most recent experience(s) with the vendor using the following scale: 0-5 with zero (0) being unsatisfactory performance and five (5) being exceptional performance.

Performance Criteria	Score
11. Planning Design and Engineering Expertise	
12. Implementation Planning Process	
13. Technical Expertise	
14. Ongoing Maintenance and Support	
15. Problem Solving Ability	
16. User Training Quality	
17. Administrative Training Quality	
18. Pricing Competitiveness	

What are the vendor's principal strengths? _____

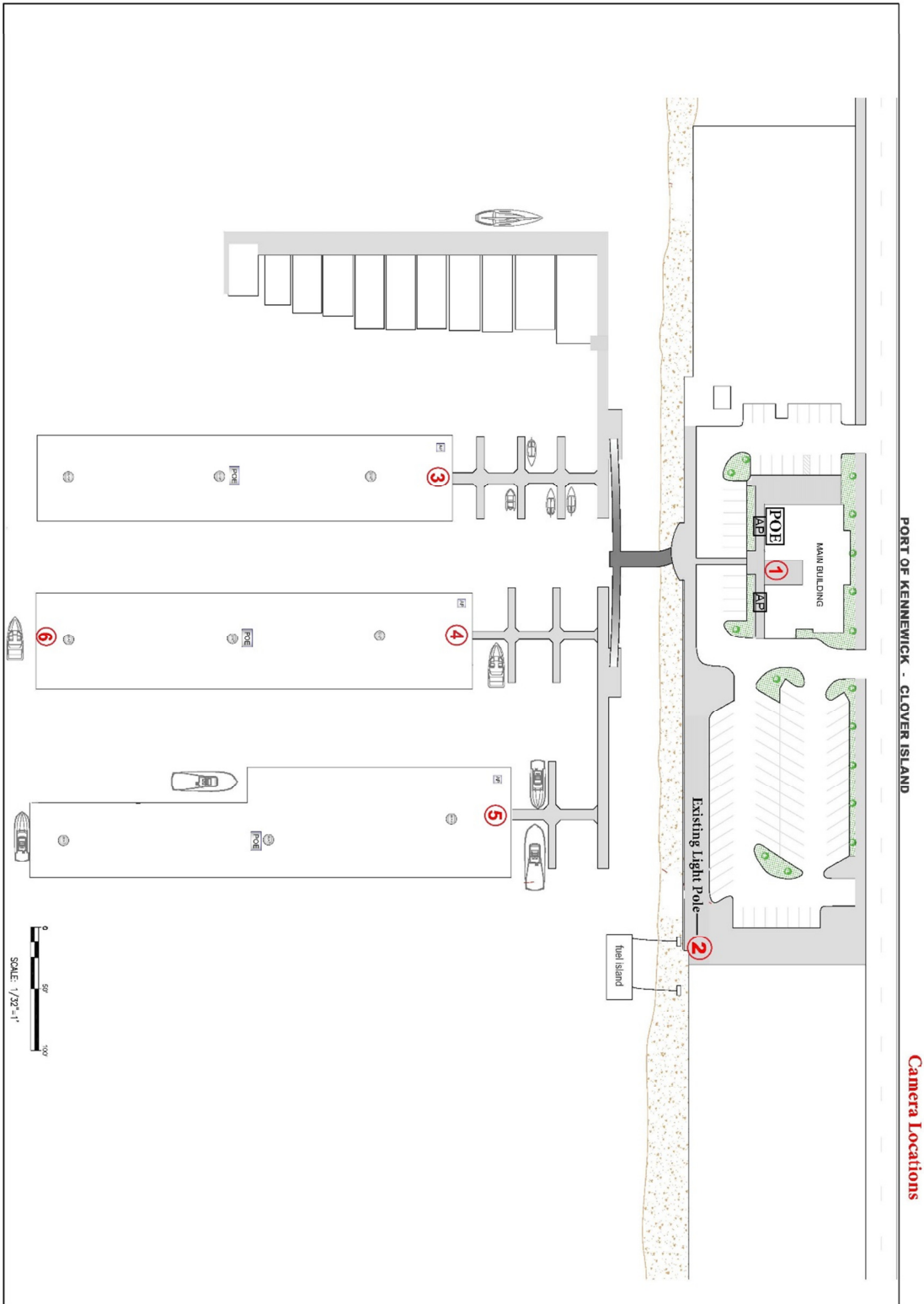
Discuss the vendor's weaknesses, if any? _____

Are there any other general comments you wish to provide? _____

Signature _____

Date _____

APPENDIX D DRAWING



APPENDIX E
RFP BID FORM

Port of Kennewick - RFP Bid Form

Wi-Fi Network and Video Surveillance System Upgrade

Company Name:

For all items requested in this section, the Respondent shall include, the cost to provide all hardware, software, equipment, shipping and labor to provide, install, configure, and cutover or make operational a fully functioning turnkey system. The pricing will be based on the requirements provided in the RFP and this table.

Camera System	Cost
Hardware and Software	\$
Professional Services Labor	\$
1st Year Warranty Following Final Acceptance	\$
Total - Camera System	\$

Wi-Fi	Cost
Hardware and Software	\$
Professional Services Labor	\$
1st Year Warranty Following Final Acceptance	\$
Total - Wi-Fi	\$

Fiber/Cabling	Cost
Fiber/Cabling	\$
Professional Services Labor	\$
1st Year Warranty Following Final Acceptance	\$
Total - Cabling	\$

Summary Total - Camera System, Wi-Fi, Fiber/Cabling	Cost
Camera System	\$
Wi-Fi	\$
Fiber/Cabling	\$
Washington State Sales Tax (8.6%)	\$
Total Cost	\$

Optional ongoing maintenance services	Cost
Warranty Period (Start Date and End Date)	
Year 1	\$
Year 2	\$
Year 3	\$
Total	\$

Legal Name of Bidding Organization: _____

Signature of Authorized Person: _____

Partner of Firm or Official of Corporation: _____

Title: _____