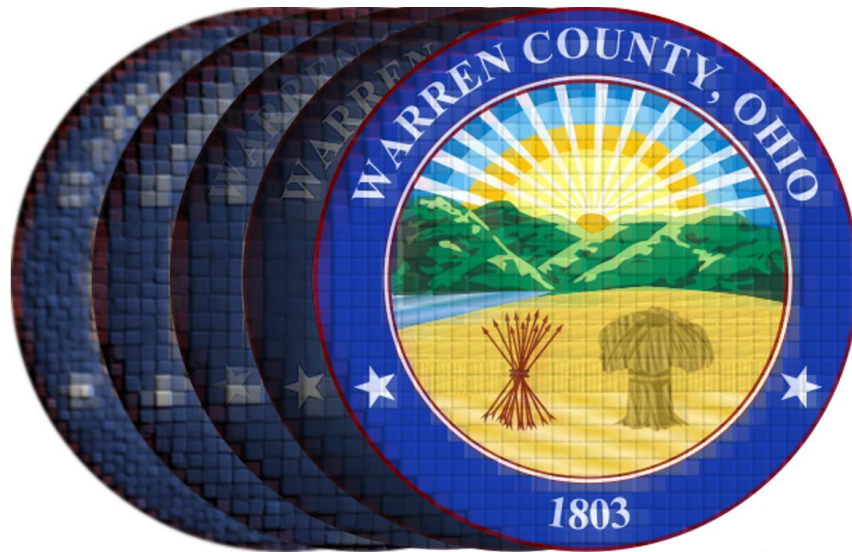


Warren County

Request for Proposal



Enterprise Surveillance Camera System Warren County, Ohio

Hardware, Software, and Implementation Services

**WARREN COUNTY GOVERNMENT CENTER
406 Justice Drive
Lebanon, Ohio 45036**

Final 3/4/2024

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Response Checklist

WARREN COUNTY ENTERPRISE SURVEILLANCE CAMERA SYSTEM WITH IMPLEMENTATION SERVICES

This checklist is provided as a guide to assist in assembling a response to this request for proposals. Please refer to Section 1: Instructions to Proposers and Section 4: Proposal Format & Submittal for additional information.

Required Items for Response Package

Proposals shall include the following (at minimum):

- _____ 5 hardcopies of the proposal and attachments (submitted by mail or in person)
- _____ 1 digital copy of proposal and attachments on a USB drive compiled into one .pdf file. Attachments originating in Excel files **MUST** also be submitted separately in Excel format.

Hardcopies and digital copies to include:

- _____ Executive Summary / Cover Letter (*See Section 4.1*)
- _____ Cost Proposal - Summary & Detail – (*Attachments 1 & 2*)
- _____ Vendor Profile & Qualifications (*See Section 4.3 and use Attachment 10*)
- _____ System overview (*See Section 4.4*)
- _____ Client References (*See Section 4.5 and use Attachment 9*)
- _____ Completed copy of the Offer Questionnaire (*See Section 7 for explanation and use Attachment 3; must include one digital Microsoft Excel file with completed requirements spreadsheet*)
- _____ Camera and Interface Software Key Features (*See Section 4.7*)
- _____ Client Support and On-going Maintenance (*Section 4.8*)
- _____ Implementation Schedule and Training Overview (*Section 4.9*)
- _____ List of exceptions to the request for proposal (*Section 4.10*)
- _____ Attachment 4 – Delinquent Personal Property Tax Affidavit (*Section 4.11*)
- _____ Attachment 5a and 5b – Non-Collusion Affidavits
- _____ Attachment 6 – Findings for Recovery Affidavit
- _____ Attachment 7 – Equal Employment Opportunity Affidavit
- _____ Proof of Insurance

Please also include any additional information that you feel is necessary to address any questions or requirements mentioned in the Request for Proposals

Section 1: Instructions to Proposers

1.0 Purpose

The County is looking for a surveillance camera solution that is cohesive across multiple departments that utilize surveillance cameras. The County estimates that it will need approximately 561 cameras across 45 different locations that generally fall into 1 of 3 categories; County Facilities, Telecom Tower Sites, and Water Department Sites.

1.1 Eligible Vendor Criteria

Vendors shall thoroughly review this document in order to provide sufficient information in the response for evaluation. This RFP provides information and details regarding the proposed work and vendor qualifications. Vendors wishing to be considered for award must submit a proposal including all required forms that meets the RFP requirements by 4:00 P.M. on Thursday, April 25, 2024.

1.2 RFP Timetable

The project schedule listed below contains firm and anticipated deadlines. The anticipated deadlines are to be viewed only as projected time frames. Proposals received after the deadline will not be considered.

FIRM DATES (NO EXTENSIONS)

Action	Day	Date	Time
RFP Issued	Thursday	3/14/2024	NA
Potential Bidders can book time slots for pre-bid site visits	Week of ->	3/18/2024	Various
Pre-bid vendors conference	Thursday	4/4/2024	11:00 AM
Deadline for question submission	Thursday	4/11/2024	4:00 PM EST
Deadline for final addendum release	Thursday	4/18/2024	4:00 PM EST
Submission Deadline / Open Proposals	Thursday	4/25/2024	4:00 PM EST

ANTICIPATED DATES (MAY BE SUBJECT TO CHANGE)

Action	Date
Finalists invited for interviews	5/2/2024
Vendor Selection	5/9/2024
Execution of Contract / Purchase Order	TBD
Full Implementation of camera systems	By 1/1/2026

1.3 Pre-Bid Visit & Vendors' Conference Procedure

Vendors can book a time during the period designated in section 1.2 for a site visit should they need to see certain sites firsthand. This is optional. Time slots will be limited and first come first serve and time allotted will be based on how many Vendors opt for a visit. Depending on the nature of any questions asked during site visits staff may elect not to answer questions during these site visits beyond pointing out specified current or potential camera locations. Other questions may be covered in addendums. Vendors are welcome to visit any publicly accessible sites whenever they want without contacting the County.

The County will hold a non-mandatory Pre-Proposal Vendors' Conference for the RFP on Thursday, April 4 at 11:00 A.M. The Vendors' Conference will be held in the Warren County Administration Building, Room 350, 406 Justice Drive, Lebanon, Ohio 45036 (room number may be subject to change; signs will be posted accordingly in 406 Justice Drive). A representative from

each vendor is not required to attend the Vendors' Conference, but it is encouraged. Invitation for remote attendance via a Microsoft Teams meeting invite available upon request; see section 1.5 for contact information.

It is the County's intent to provide background information on the project and receive Vendor questions at this conference. Inquiries will be taken from all Vendors and suppliers. The County may elect to respond to any or all questions in writing through a written addendum. All such interpretations and any supplemental instructions will be in the form of written addenda, which if issued, will be posted on the Warren County Commissioner's internet site at <https://www.co.warren.oh.us/Commissioners/Bids/Default.aspx>.

1.4 Communication Restriction

Vendors shall not communicate with any member of the County's staff concerning this RFP from its release date until a Vendor has been selected and a contract executed. If a vendor attempts any unauthorized communication, the County may disqualify the vendor from further participation in the RFP process or reject that Vendor's proposal. Exceptions to this restriction are described in section 1.3 regarding site visits and Vendor's Conference and section 1.5 for RFP Inquiries.

1.5 RFP Inquiries

Questions may be asked regarding the RFP and the County will use its best efforts to respond at all Vendor inquiries. All questions must be emailed and include the company name, address, email address, and contact name followed by the question(s). These questions must be emailed to:

Joshua Miller, IT Business Analyst
joshua.miller@co.warren.oh.us

Questions will be accepted until 4:00 PM EST, Thursday, April 11, 2024. All vendor questions received prior to the Vendors' Conference will be reviewed at the Vendors' Conference. All vendor questions received after the Vendors' Conference, and the related County responses to those questions, will be posted as an addendum on the Warren County Commissioner's internet site. No response will be issued to questions received after the April 11, 2024 deadline.

Section 2: Warren County Information

2.1 Background Information

The County is located in the southwestern portion of the state, nestled between both Cincinnati and Dayton metropolitan areas. Due to its location and access to two Interstate highways, the County is one of the fastest growing communities in Ohio and has a population of around 250,000. The County has a main campus located in Lebanon, Ohio, but has properties around the County for various government needs.

2.2 General Statistics for Warren County

Current camera usage and specs

The County would like to continue to use existing cameras in good condition where possible. Vendors should incorporate the use of existing cameras in their overall solution if possible.

Location	Type	Count	Note
Courts Building	D5118	4	PTZ
Courts Building	D5220	1	PTZ
Courts Building	Evolution	4	
Courts Building	IME119	7	
Courts Building	IMP1110-1E	2	
Courts Building	IMP231 - 1IS	1	
Courts Building	IMP319-1	22	
Courts Building	IMP319-1E	12	
Courts Building	IMP319-1ER	1	
Courts Building	IMP321-1IS	2	
Courts Building	IMP321A-1IS	6	
Courts Building	IMP531-1IS	2	
Courts Building	P1220	2	PTZ
Garage	EVO-180WxP	2	
Garage	Evolution	2	
Garage	IBP221-1R	2	
Garage	IMM12027	2	
Garage	IMP121-1ES	2	
Garage	IMP231-1IS	1	
Garage	IMP321-IRS	1	
Silver Street	Evolution	3	
Silver Street	IME119	6	
Silver Street	IMP121A-1IS	5	
Silver Street	IMP321-1IS	1	
Silver Street	IMP321-1ES	1	
Silver Street	P3375-LV	1	
Silver Street 2	Evolution	7	
Silver Street 2	IMP321-1IS	2	
Corwin	Evolution	7	
Corwin	IMP321-1RS	2	
Corwin	Unknown	4	Net 5500 Series
Corwin	IMP521-1RS	1	
Corwin	IMM12027	1	
Administration Building	Evolution	4	
Administration Building	IME119	2	
Administration Building	IME319	1	
Administration Building	IMP1110-1E	2	
Administration Building	IMP219-1ER	4	
Administration Building	IMP319-1	1	

Administration Building	IMP319-1E	3	
Administration Building	IMP319-1ER	12	
Administration Building	IMP321-1IS	2	
Administration Building	IMP321A-1IS	1	
Administration Building	IMP531-1ERS	1	
Administration Building	IMP531-1IS	4	
Administration Building	Net5504	4	
Markey Road	Evolution	1	
Markey Road	IME119	1	
Markey Road	IXP31	2	
JDC 1	Evolution	6	
JDC 1	IMM12018	1	
JDC 1	IMP121-1IS	31	
JDC 1	IMP231-1IS	1	
JDC 1	IMP321-1IS	1	
JDC 1	IMM12027	1	
JDC 2	Evolution	8	
JDC 2	IME119	4	
JDC 2	IMM12027	2	
JDC 2	IMP121-1IS	15	
JDC 2	IMP321-IRS	19	
JDC 2	IMP531-1IS	1	
JDC 3	Evolution	1	
JDC 3	Evolution12	2	
JDC 3	IBD329-1	2	
JDC 3	IMP121-1IS	7	
JDC 3	IMP531-1ERS	1	
JDC 3	IMP231-1IS	24	
JDC 3	IMM12027	1	
County Court	IMP321-1ES	2	
County Court	IME329	4	
County Court	Unknown	2	PTZ
BOE	EVO-05NXD	3	
Dispatch	IM10LW10-1	9	
Dispatch	IMP231-1IRS	1	
Dispatch	IMP319-1E	1	
Dispatch	Unknown	10	
Dispatch	IME129	2	
Dave Avenue	IMF82-1ES	5	
Dave Avenue	IMP331-1IRS	1	
Total		332	

Estimated Needs

The County estimates the following number of cameras will be needed. Offerors are welcome to suggest alternative numbers after site visit(s), but the County will ultimately decide how many cameras are needed per location.

Location Type	Description	Address	City / Zip	Approx # Cameras (new or existing)	Note
Main Facilities	Administration Building	406 Justice Dr.	Lebanon, OH 45036	44	
Main Facilities	Health & Human Services Building	416 South East St.	Lebanon, OH 45036	30	
Main Facilities	Facilities Management	430 Justice Dr.	Lebanon, OH 45036	6	
Main Facilities	Common Pleas Courts Building	500 Justice Dr.	Lebanon, OH 45036	83	
Main Facilities	Justice Office Building	520 Justice Dr.	Lebanon, OH 45036	30	
Main Facilities	County Court	880 Memorial Dr.	Lebanon, OH 45036	8	
Main Facilities	Juvenile Justice Center	900 Memorial Dr.	Lebanon, OH 45036	128	
Main Facilities	Fuel Station	430 Justice Dr.	Lebanon, OH 45036	2	
Main Facilities	Old Courthouse	300 E. Silver St.	Lebanon, OH 45036	9	
Main Facilities	Old Administration Building	320 E. Silver St.	Lebanon, OH 45036	8	
Main Facilities	Visitation House	313 E. Warren St.	Lebanon, OH 45036	9	
Main Facilities	Mechanics Garage	1433 St Rt 63	Lebanon, OH 45036	12	
Main Facilities	Title Office & BMV	19 Dave Ave.	Lebanon, OH 45036	6	
Main Facilities	Corwin House- Engineer's Office	210 W. Main St.	Lebanon, OH 45036	15	
Main Facilities	Highway Department	105 Markey Rd.	Lebanon, OH 45036	4	
Tower Sites	Lytle	360 E. Lytle Five Points Rd.	Springboro, OH 45066	8	
Tower Sites	Hatfield	2997 Hatfield Rd.	Lebanon, OH 45036	8	
Tower Sites	Zoar	804 US Route 22-3 E	Morrow, OH 45152	8	
Tower Sites	Manchester	5700 Dixie Hwy.	Franklin, OH 45005	8	
Tower Sites	Snider	8181 Snider Rd.	Mason OH 45040	8	
Tower Sites	Goose Creek	6452 Furnas-Oglesby Rd.	Waynesville, OH 45068	8	
Tower Sites	Blackhawk	7400 State Route 123 S	Blanchester, OH 45017	8	
Tower Sites	Washington Township	6415 Wilmington Rd.	Oregonia, OH 45054	8	
Tower Sites	ODOT	509 South State Route 741	Lebanon, OH 45036	8	
Water Sites	Corwin	6738 Corwin Ave.	Waynesville, OH 45068	1	Water: North Water System
Water Sites	Dearth	4844 Dearth Rd.	Springboro, OH 45066	2	Water: North Water System
Water Sites	FAWTP	6648 Shelly St.	Franklin, OH 45005	8	Water: North Water System
Water Sites	FAWTP Shaker Rd.	6648 Shelly St.	Franklin, OH 45005	1	Water: North Water System
Water Sites	Harveysburg	Clark Ave.	Harveysburg, OH 45032	1	Water: North Water System
Water Sites	Lytle	358 E. Lytle Five Points Rd.	Springboro, OH 45066	1	Water: North Water System
Water Sites	NWF_#4	8093 Franklin Trenton Rd.	Franklin, OH 45005	1	Water: North Water System
Water Sites	NWF_CB_NORTH	8093 Franklin Trenton Rd.	Franklin, OH 45005	6	Water: North Water System
Water Sites	NWF_CB_SOUTH	8093 Franklin Trenton Rd.	Franklin, OH 45005	8	Water: North Water System
Water Sites	20 Mile	3386 Townsley Dr.	Loveland, OH 45140	1	Water: South Water System

Water Sites	East Wellfield	39°20'53.5"N 84°15'08.6"W		4	Water: South Water System
Water Sites	Fields Ertl	12177 Mason Rd.	Cincinnati, OH 45249	2	Water: South Water System
Water Sites	Landen Tower	8268 Winding Trail Pl.	Mason, OH 45040	2	Water: South Water System
Water Sites	Rennecker WTP	6193 Striker Rd.	Maineville, OH 45039	13	Water: South Water System
Water Sites	Revis	343 S Main St.	South Lebanon, OH 45065	5	Water: South Water System
Water Sites	Snider	8181 Snider Rd.	Mason, OH 45040	2	Water: South Water System
Water Sites	Socialville BPS	3812 Socialville-Fosters Rd.	Mason, OH 45040	2	Water: South Water System
Water Sites	Sod Farm	39°22'13.7"N 84°13'32.1"W		3	Water: South Water System
Water Sites	Thompson	39°20'24.6"N 84°15'19.2"W		1	Water: South Water System
Water Sites	Zoar	5874 Cochran Rd.	Morrow, OH 45152	1	Water: South Water System
Water Sites	Water Warehouse #1	1200 Monroe Rd.	Lebanon, OH 45036	4	Water: Warehouse
Water Sites	Water Warehouse #2	1201 Monroe Rd.	Lebanon, OH 45036	4	Water: Warehouse
Water Sites	LLM Plant	2086 W US Hwy 22 & 3,	Maineville, OH 45039	14	Water: Lower Little Miami
Water Sites	LLM Plant New Maintenance Building	2087 W US Hwy 22 & 3	Maineville, OH 45039	4	Water: Lower Little Miami
Water Sites	WWWWTTP	444 US-42	Waynesville, OH 45068	4	Water: Waynesville Plant
Total				561	

Section 3: System Requirements & Scope

3.0 General

It is the intent of the County to describe a complete and working system that is available at the time of the proposal. If the description of the working system in the RFP herein does not provide a complete working system which will work in the commercially reasonable manner, then any items omitted herein must be provided as part of the Vendor's total not to exceed fixed price in order to deliver a working system and be in compliance with the RFP. In addition, the description provided in this document are the minimum requirements. If the Vendor has products or recommendations that improve the system or exceed the requirements, it is to the benefit of the Vendor to include them in the proposal.

The Vendor selected must specify all hardware, software, and services needed to make a complete working system as described herein, which includes, but is not limited to, equipment, networking services, cabling, hardware, software, installation services, training services, maintenance services, and application support services, as required to meet the scope of the RFP. The Vendor selected must meet all County security requirements.

After award of the Contract, the selected vendor must schedule a meeting with the County to confirm the implementation plan. All products proposed in response to this RFP must be available at the time of RFP submission.

3.1 Base Scope of this Project

The County is currently looking to fulfill the needs described within this RFP, which include building out a County-wide enterprise surveillance camera system with camera hardware and implementation included. However, the County's situation may be unique in that it has an existing camera infrastructure. The County is interested in options that include incorporating any existing camera infrastructure into the overall solution. Outside of the scope of this RFP, the County may also seek to expand the scope in the future in terms of number of Cameras needed as more County departments/locations are incorporated in this enterprise solution.

3.2 General Requirements

The County is looking for a solution that offers a variety of functions, including:

- 24 Hour recording
- Motion enabled recording
- Disabling of audio during recording
- Software / interface that allows for unlimited users
- Camera Call-up (when an intercom is activated at the intercom location, that camera gets displayed on a dedicated monitor)
- Retain video for a minimum of 30 days
- Live streaming
- Analytical options (e.g. person counting)
- Exportation of video to standard / non-proprietary formats
- Audit logging of recording, viewing, and sharing history
- Interface that allows cameras to be viewed via desktop or cell phone application
- Cameras that can be powered over Ethernet
- Conformance to the County's Cabling Standards (*included as an attachment to this RFP package*)
- Use of products that are not on the Prohibited Vendor List as defined in the Federal Acquisition Regulation (FAR) case 2018-17 (<https://www.acquisition.gov/browse/index/far>)

3.3 Reuse of Current Cameras

Proposers should consider the County's preference to reuse existing cameras that are in good condition. Ideally, the County would continue to use existing cameras and replace them as needed in the future, but understands that this may not be possible.

3.4 Third-Party Product Requirements

The proposer should explicitly state the name of any third-party products. For each third-party product, proposals must include a statement surrounding whether the proposer's contract will encompass the third-party product and/or whether the County will have to contract on its own for the product. The County prefers that the software proposer serve as the administrator for all third-party software contracts. The proposer should provide proof that they have access to the third-party software contracts. The proposer should also list any open-source software utilized as part of their solution. Finally, the proposer should provide proof that the proposer has the ability to provide long-term support for the third-party software components of their system.

3.5 Application Support and Software Changes

For the proposed enterprise camera solution's software, the Vendor shall provide application support during system startup and telephone assistance for the software as part of the maintenance proposal (priced in attachment 2). To facilitate system servicing, remote access shall only be provided by the County via the internet between the Vendor and the County for problem identification and resolution.

As long as a maintenance agreement, which includes all application and system software, exists between the Vendor and the County, the Vendor agrees to the following:

The Vendor will formally make a request to the County twenty-four (24) hours in advance either by phone or in writing to the system administrator for authorization for any program enhancements, problem resolutions, or changes to any applications, or system software; and

The Vendor agrees not to eliminate, reduce, or depreciate any functions performed by the installed software unless agreed to by the County's designated contacts.

In the event of any change to any software residing on this system without authorization by the system administrator, which leads to software or hardware failure or reduction in the performance of any software or hardware, the Vendor agrees to reimburse the County for any actual and direct damages or actual and direct losses incurred by the County.

Should software updates require the County to purchase or upgrade hardware, the Vendor shall notify the County of the need no later than six (6) months prior to the update becoming available to any customers.

No delay or omission to exercise any right or option accruing to the County upon any failure caused by the Vendor shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by the County.

3.6 Training

In order to become an efficient and effective user of this system, training is required. All training of County employees shall occur on-site and to accommodate the hours of operation of the County (8:00 A.M. to 4:00 P.M.). All proposals should consider the Warren County Campus as the primary site for all training and consideration should be given by the Vendor that training may be required for multiple groups. Both facilities and personnel will be available at a mutually agreeable time scheduled in advance. Training shall be provided for all software and hardware (including any supporting software). Administrator/security training must be provided as part of this training. Prior to the start of training, the Vendor must perform a preliminary review of County operations in order to ensure maximum utilization of the system. The training recommendation must be explained in detail. It is the County’s intent to have the Vendor train the staff applicable for the solution(s) being proposed and those employees will train any remaining departmental users (i.e. train the trainers). The County may be receptive to training via *Microsoft Teams* or other internet based solutions if it minimizes training/travel costs (please estimate cost savings if this is an available and cost advantageous training option).

Estimated staff to be trained is listed in the chart below.

Department	Number of Staff to be Trained
Telecom	2
Water	3
Facilities	3

3.7 Software and Documentation Licensing

Should the Enterprise Surveillance System being proposed include any software that is required to utilize the solution, the Vendor shall provide a copy to the County, privileged from distribution to other persons, of all source code, object code, database layouts, structured software codes, and other materials, so that the County can replicate in all respects the program of the Vendor in the event of the Vendor's discontinuance from business, insolvency, catastrophic destruction, or in the event of the termination of this Contract in order for the system information to be properly downloaded onto the system of some other provider. If the Vendor will not provide source code to the County, source code escrow will be acceptable. Detailed information must be provided in the System Overview Section of the Vendor’s bid explaining the source code site, storage and update policies and what elements are stored. Offeror should clearly state any exceptions or proposed modifications to this section. Any and all license fees for software must be included in the Vendor’s proposal.

3.8 Installation Considerations

All work performed by the Vendor will comply with all local, state, and federal health and safety laws and regulations. If applicable, the Vendor is required to verify that their product is properly functioning.

Vendors may propose any configuration they feel is equivalent and meets at least the minimum RFP requirements. The Vendor must provide any custom work required by the system to meet the RFP at no additional cost to the County. If the solution is on premise, then the system needs to be on its own network. Any cabling must conform to the County’s Cabling Standards (*included as an attachment to this RFP package*).

3.9 Future Considerations

In the future, the County must be provided the latest version available for any camera software products quoted by the Vendor and such revisions must be provided and installed in the County not later than thirty (30) days after the first commercial availability of such revision. Additionally, the County must be the registered user of any other products that are provided as adjuncts to this system. Should the latest version require the County to purchase or upgrade hardware, the

Vendor shall notify the County of the need no later than six (6) months prior to the first commercial availability of such revision.

Failure by the successful Vendor to comply with this requirement may constitute a breach of the contract and could be subject to legal remediation.

3.10 Innovations, Accessories, and Enhancements

The County recognizes that many vendors have distinguished themselves and their products through innovations, accessories, and enhancements. The County considers this an important element in the selection of a vendor and solution, since these improvements reflect on the vendor's commitment to their product and to this market. Therefore, the Vendor should consider including such innovations in their Vendor Profile.

Section 4: Proposal Format and Submittal

4.0 Introduction

These instructions describe the required format for a vendor’s proposal. The vendor may include any additional information considered pertinent. An identifiable tab sheet in the hardcopies shall precede each part for easy reference. The proposal submitted shall follow the same format as described below. All pages, except preprinted technical inserts, shall be sequentially numbered.

All materials submitted in response to this RFP shall become the property for the County and may be returned only at the County’s option. All submitted proposals shall be open to public inspection following official notification of the award of the resulting Contract. All materials submitted to the County as part of this RFP will be subject to public records requests along with any proprietary or trade secrets the Offeror chooses to include with their proposal. Submittals shall include the materials outlined in the Response Checklist of this document.

Five (5) hardcopies of each proposal must be submitted along with one (1) digital copy on a USB drive. Digital files must be in .pdf and for attachments originating in Microsoft Excel format, a completed copy must be submitted in Microsoft Excel format. Vendors may propose more than one solution in response to the RFP, but each solution must be submitted as a separate proposal.

Vendors mailing proposals should allow for normal mail time to ensure the timely receipt of their materials. Proposals must be physically mailed or delivered to be considered. Any offeror is permitted to withdraw their proposal at any time prior to the award of the contract.

Send all proposal packages to:

Warren County Information Technology
Attn: Joshua Miller
406 Justice Drive
Lebanon, Ohio 45036

Please clearly mark the submission “Proposal for Surveillance Camera System” on the outside of the package.

4.1 Executive Summary – Cover Letter

Vendor shall provide an executive summary of the proposal highlighting key characteristics or items that differentiates their company and proposal from other potential providers. Summary shall provide a commitment assuring that the company will provide the knowledge, skilled staffing, and technical expertise necessary for a successful surveillance system. This cover letter should be signed by a representative authorized to legally bind the company and must include the Vendor's main contact information for contractual issues.

4.2 Cost Proposal – Summary & Detail

Vendor shall complete and submit **Attachment 1** identifying the total not to exceed cost for the proposed solution. If more than one solution is being proposed, please include separate sheets per option. The total not to exceed price should include all costs over five years (including but not limited to hardware, software licensing, maintenance, support, implementation, training, etc) for a fully functional Enterprise Surveillance Camera system.

Vendor shall also complete and submit **Attachment 2** that provides a detailed itemized pricing. The offeror is expected to complete the sheet and return a completed Microsoft Excel file with the proposal. If an offeror wishes to supply additional details, comments, or information concerning the cost summary and how the *Total Not to Exceed Fixed Price* was calculated,

they may include additional information, however, the required forms must be completed and returned. This format will aid the County in making a fair and straightforward comparison between offerors.

Annual software support costs must be itemized in this attachment on an annual basis for a period of at least the first five (5) years after implementation. If the vendor provides discounted pricing for multiple year support contracts, as opposed to annual, both options should be provided. The County reserves the right to choose between annual or multiyear support agreements, if offered.

4.3 Vendor Profile and Qualifications

Submittals shall contain detailed information regarding the Vendor and their qualifications. Vendor shall submit information regarding the following:

- Vendor Background, include office locations, number of employees, years in business, and description of products and services offered by the firm.
- Project Team – Provide a description of the project team organization including an organizational chart.
- Project Team Qualifications – Provide qualifications and experience of key project team personnel.
- Location of the office(s) where integration and implementation will be performed.
- Please also include a completed copy of the Vendor Qualifications Overview attachment. Distance from Warren County, Ohio on this form should be the Vendor’s office that will primarily be serving Warren County.

4.4 System Overview

Submittals shall include a description of the Camera System as well as all optional software modules. Information shall include:

- Narrative describing the platform and various hardware and software included as part of the proposal
- Length of time the proposed products have been available on the market
- List of current customers, the approximate number of accounts they serve, what products they are using, and when they implemented the solution
- Planned software updates or releases and a description on how they will deliver the enhanced version to their customers.
- Ability to integrate with any other security platforms
- Software hosting location (customer on-premise / cloud)

4.5 Current Client References

In addition to a list of current customers, the Vendor may provide detailed project descriptions of clients that have implemented their software, client testimonials, and letters of reference. In addition to this section, the Vendor shall complete and submit five (5) Client Referral Forms (**Attachment 9**) for customers that are currently using products similar to those being proposed. References provided may be contacted by the County concerning the Vendor’s products and services.

4.6 Offer Questionnaire Responses

A copy of **Attachment 3** must be fully completed as specified in Section 7 – Offer Questionnaire and submitted as part of the Vendor's response. To ensure proper scoring, Vendor should provide adequate information in their narrative responses to back responses in the Offer Questionnaire.

4.7 Camera and Interface Software Key Features

In addition to providing a system overview of the solution, the proposer shall present, in detail, the key features and capabilities of the system. Please provide in succinct narrative (at least one paragraph per item) regarding the following items:

Modular Integration - What modules are fully integrated or part of the base system? What third-party applications or hardware are available or being proposed? If there are third-party applications or hardware, how are they integrated into the main application (e.g. Do the third-party applications share security definitions and similar menu structures to your software for interfacing with cameras?)?

Client Support – Describe your customer support operations, hours of operation, number of customer support staff, how requests are submitted and resolved, availability to receive customer calls, and average or expected response time for resolving client issues.

Life Expectancy – Describe the life expectancy of your cameras.

Cyber and Data Security – Describe the steps and features implement by the Vendor to provide Public Safety Grade data security to avoid threats such as ransomware, cyberattacks, and data corruption. Describe how and how quickly the County would be notified concerning system vulnerabilities or security issues discovered by the Vendor.

Client Training & Software Implementation – Describe the Vendor’s approach to client training and support during startup. The Vendor should supply an overview of how training will occur. In addition to an implementation and training schedule, the County requests that offerors provide abundant detail of how implementation is done, how many staff are involved, and who the points of contact will be. There should be a clear understanding of what the County should expect during implementation.

Disaster Recovery - Due to the critical nature of the future system, Warren County is interested in the proposer’s capabilities in the areas of business continuity and disaster recovery. This may include, for example, remote data backup and offsite storage capabilities for video or other data maintained by the system.

Upgrade tools (Interface Software, Camera Firmware, etc.) - What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? How long does a typical upgrade take to implement, in an organization the size of the County?

Reporting and Analysis Tools - What reporting tools are available? Do the same security definitions apply to the reporting tools as established in the main software? Are reporting tools also available via web-based applications? Please provide a list of standard reports or analysis tools that come “out of the box.”

Data Ownership - We are concerned that by choosing a vendor that we may will lose ownership of data/videos and be required to pay charges for access. Please list any examples of data that will not be owned by Warren County and as such, a charge will be required to access such data. It will be assumed that anything not listed will be owned by the County and as such, not subject to any additional charges.

Technology Architecture - Describe the optimal network requirements for your cameras, software, hardware, etc. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each. Is data stored onsite or in the cloud? Other suggested questions to answer or information to supply in this section could be; What are the optimal database requirements?; In the event there is more than one suitable platform, list all options, indicating the relative strengths and drawbacks (if any) of each; What are the ideal server requirements?; What are the ideal desktop (client) requirements?; Hosting vs. onsite pros and cons; Are interfaces web based or desktop applications? Describe capabilities in how future integration of technology can be utilized for future needs; In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required - Please describe in detail the best business practices that are built into your solution. How do these practices pertain to County operations in particular?

Administration/Development Toolsets - What application toolsets are included with camera interface software? What tools are available to customize the software?

Security - What security tools are included with the software? How do restrictions limit the following work: administrative tool access; application access; menu access; record access; field access; web-based access outside of the network; and querying/reporting access? What is included in the user security profile? How is the security profile defined?

4.8 Client Support and On-going Maintenance

Describe the vendor supplied support to implement and maintain this system over a 5-year period. Indicate which services have been included in your total cost and which additional services could be purchased, if required later, on a time and material basis. Include the hourly rate and estimated number of hours of any services you propose for later consideration.

4.9 Implementation Schedule with Training Overview

Provide a project schedule beginning from signed contracts to full implementation and include all significant steps. Provide a discussion of the schedule, identifying the critical path items, ways to accelerate the schedule, training periods, and potential tasks that may lead to delays. Clearly state in the proposal how many months from signing a contract to full implementation the vendor will need to complete this project.

4.10 Exceptions

Any exception to this Request for Proposal must be clearly stated and must reference those sections concerned. If the Proposer would like to propose any deviation, the Proposer must submit its proposed modification with specificity. The Owner may take proposed modifications into account when making the best value selection. Any modifications to the Agreement will be in the County's sole discretion and the County at its option may accept or reject the proposed modifications.

4.11 Delinquent Personal Property Tax Affidavit

The Vendor shall complete and submit an affidavit concerning delinquent personal property taxes (**Attachment 4**).

4.12 Non-Collusion Affidavit

The Vendor shall complete and submit affidavits concerning non-collusion (**Attachments 5 a & b**).

4.13 Unresolved Findings for Recovery

The County shall not award a contract to a Vendor against whom a finding for recovery has been issued by the Auditor of State if the finding is unresolved. Vendor shall complete and submit the affidavit included in **Attachment 6**.

4.14 Equal Employment Opportunity Affidavit

Vendors shall submit a copy of the Equal Employment Opportunity Affidavit included in **Attachment 7**.

4.15 Insurance

The proposer must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required:

- Worker's Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act.
- Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:
 - Premises/Operations, Independent Contractors,
 - Products/Completed Operations, Personal Injury and
 - Contractual Liability, limits of liability not less than:
 - \$ 1,000,000 each occurrence
 - \$ 2,000,000 general aggregate

Section 5: Evaluation and Selection

5.0 Owner's Rights and Options

By responding to this RFP, Proposers acknowledge and consent to the following conditions relative to the procurement process and the selection of a Proposer. Without limitation and in addition to other rights reserved by the Owner in this RFP, the Owner reserves and holds, at its sole discretion, the following rights and options:

1. To supplement, amend, or otherwise modify the RFP via Addenda prior to the date of submission of the Proposals. Addenda issued to this RFP may expand, change, or cancel the work described in this RFP.
2. To receive questions concerning this RFP from Proposers and to provide such questions with responses, to Proposers.
3. To clarify the information provided as part of a Proposal, including but not limited to holding discussions or meetings with Proposers, requesting additional information from Proposers to support the information included in the Proposal, and requesting clarified performance and price proposals.
4. To modify any or all of the dates listed in this RFP.
5. To require additional information from any and all Proposers to supplement or clarify the Proposals submitted.
6. To eliminate any Proposer that submits an incomplete or inadequate Proposal or is not responsive to the requirements of this RFP.
7. To reject any or all Proposals.
8. To waive any technicalities, immaterial irregularities, or minor informalities in the Proposals.
9. To conduct investigations of any or all of the Proposers and their Proposals as the Owner deems necessary or convenient, including but not limited to discussions or meetings with contact persons for Proposer's prior or ongoing projects or with regulatory agencies.
10. To conduct discussions with any of the referenced clients listed in the Vendor Proposals.
11. To select the Proposer whose Proposal, in the Owner's judgment, provides the best value to the Owner.
12. To enter into any contract deemed by the Owner to be in its best interest.
13. To discontinue negotiations with the Proposer that offers the best value and commence negotiations with the next best valued Proposer, and so on until the contract is awarded or the procurement terminated.
14. To cancel this RFP in whole or in part with or without substitution of another RFP if such cancellation is determined to be in the best interest of the Owner.
15. To take any action affecting the RFP process or the Project that would be in the best interests of the Owner.
16. To make public any and all documents associated with the Project, including documents submitted to the Owner by Proposers.

5.1 Evaluation of Proposals

Each proposal will be reviewed for responsiveness to the requirements of this request. Proposals will be reviewed through the use of a scoring rubric for a preliminary ranking of the submittals. Offerors with satisfactory proposals may be invited to conduct a demonstration of their solution and answer questions about their proposal for additional scoring considerations. Individuals who will be involved with the Project should attend any demonstrations or interviews. The following criteria will be used for ranking:

CATEGORY	POSSIBLE POINTS
Overall Project Cost	20
Demonstrated Ability to Meet Owner’s Project Vision and Scope	15
Installation Schedule and Project Timeline	15
Qualification and Experience of Individuals Directly Involved with Project	15
Previous Experience Compatible with the Proposed Project	10
Proximity of Prospective Firm to the Project Site	10
Proposed Owner Training	10
Misc.	5
Total	100

After identification of the Proposer determined to be the best value, the Agreement will be prepared for execution by the parties, incorporating applicable portions of the best value Proposal. If, for any reason, the highest-ranked Proposer and the Owner are unable to conclude these final negotiations the Owner may suspend negotiations with the highest-ranked Proposer and initiate negotiations with the next highest-ranked Proposer, and so on until the Agreement is awarded or the procurement is terminated. The Owner reserves the right to terminate negotiations at any time and implement a different project delivery method.

Section 6: Terms and Conditions

6.0 The Contract

The following terms and conditions outlined in section 6 shall be mandatory provisions of the contract. The Contract shall consist of the following in order of controlling priorities for priority in conflict between documents:

1. Any addenda issued by Warren County;
2. The Request for Proposals (RFP) for Enterprise Surveillance Camera System with Implementation Services for Warren County, Ohio;
3. The selected Vendor's response document to the RFP;
4. The executed agreement for hardware, software, training, and maintenance services between the selected Vendor and Warren County, Ohio;
5. The purchase order issued under the contract.

6.1 Prime Vendor Responsibilities

The selected Vendor shall assume responsibility for all services and the system offered in the proposal whether or not it produces them. Further, the County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

6.2 Governing Law - Severability

The validity, construction, and performance of this RFP and the resulting Contract and the legal relations among the parties to the RFP and resulting Contract, shall be governed by and construed in accordance with the laws of the State of Ohio, including, without limitation, case law and administrative rules. Venue shall only be proper in Warren County, Ohio. If any provision of the RFP and resulting Contract or the application of any such provision shall be held by a County of competent jurisdiction in Ohio to be contrary to law, the remaining provisions of the RFP and resulting Contract shall remain in full force and effect.

6.3 Indemnity

At its own expense, the Vendor shall defend any suit brought against the County, including, but not limited to, its public officials and County employees, based on a claim that the system or any part of the system furnished under this Contract infringes a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, provided the Vendor is given prompt notice in writing of the suit and is given authority and information required for the defense of same. The cost of any suit, or damages for which the County is liable that are attributable to the claim, shall be borne by the Vendor. If the system or any part of the system furnished is likely to or does become subject to a claim of infringement of a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, at its own expense, the Vendor shall do one of the following:

1. Obtain the right for continued use of the system or part of the system by the County.
2. Modify or furnish a substitute for the alleged infringing system or part of the system for the County.
3. Take back the system or part of the system subject to the County's concurrence, and issue a refund to the County for the depreciated value of the system or part thereof, calculated on a straight-line basis over six years.

Vendor shall not have any liability to the County under this indemnity clause for any claim that is caused by use of any system or part of the system in any manner for which it was not designed or by modifications to the Application Software by the County without the Vendor's approval.

The foregoing states Vendor's entire liability and the County's sole remedies for any loss or damage arising from infringement.

6.4 Ownership

The Vendor hereby assigns, transfers, and conveys to the County all rights, title, and interest in any computer software, systems design, source code, object code, work papers, and all other information, documents and material prepared by the Vendor for or in connection with the Contract. Computer software, systems design, source code, and all other information, documents, and materials prepared for or in connection with the Contract by the Vendor's personnel shall become the property of the County. If the Vendor will not provide source code to the County, source code escrow will be acceptable. Work papers pertaining to the tasks and reports shall be made available, upon request, to the County project manager or his or her representative for review, inspection, and, if desired, reproduction. Work papers shall be retained for at least three (3) years subsequent to the final payment required under the Contract. Under no circumstances can the Vendor prohibit or take any action to withhold any data related to the County's software system from the County or the public. If this agreement should be terminated, the County will be provided a reasonable time period no less than six (6) months to transfer data. **The County owns all data and at no time in a dispute can the Vendor use data as a dispute item.**

In addition, the Vendor shall grant to or obtain for or on behalf of the County a perpetual, non-revocable, non-transferable, and non-exclusive license to use the software and documentation related thereto for each CPU provided hereunder unless otherwise stated herein. Such documentation shall include all operator and user manuals, training materials, programmer reference manuals, system administration guides, listings, specifications, and other materials necessary for the proper and successful use of the software. The Vendor shall deliver to the County three (3) complete copies of the documentation.

The County shall have the right, as part of the license granted hereunder, to make as many additional copies of the documentation as the County deems necessary. For onsite solutions, the County may make one (1) backup or archive copy of the software for the installation site.

6.5 Method of Purchase / Billing

The County shall dictate the invoicing structure.

A Purchase Order shall be issued to purchase from the Contract. All line items that appear on any invoice for this RFP must have receipts or other appropriate documentation to support the expenditure and must be available upon request.

Vendor shall submit an invoice to the "Bill To" address on the purchase order. A proper invoice must include the following information and/or attached documentation:

1. Name, address and federal tax identification number of vendor as designated in the Contract.
2. Invoice remittance address as designated in the Contract.
3. For hardware and software, the description of the deliverable, serial number when applicable, unit price, quantity and total price of the deliverable actually delivered or rendered as specified in the Contract.
4. For implementation services, the description of the service, name of implementer providing service, time period of service, hours billed, unit charge, extended cost, breakdown of applicable expenses.

Payments under the Contract shall be due on the forty-fifth (45th) calendar day after the later of the date of actual receipt of a proper invoice in the office designated to receive the invoice or the date the system, materials, goods, supplies, or services are accepted in accordance with the terms of the Contract. The date of the check issued in payment shall be considered the date payment is made. Vendor payment shall not be initiated before an invoice is received.

The Vendor will invoice the County as follows:

1. After complete and successful installation, fifty percent (50%) of the Total Not to Exceed Fixed Price less the annual maintenance costs (as identified in attachment 2 – Cost Summary) can be billed to the County provided that the Warren County Evaluation Committee attests that the system is functioning acceptably.

2. Following complete and successful installation, the remainder of the not-to-exceed, Total Not to Exceed Fixed Price less annual maintenance costs (as identified in the attachment 2 - Cost Summary) can be billed to the County provided:
 - a. Successful completion of training has occurred;
 - b. A successful sixty day performance period has been achieved (section 6.6 – Standards of Performance and Acceptance); and
 - c. The Warren County Evaluation Committee formally accepts the system as defined in section 6.6 – Standards of Performance and Acceptance.
3. Annual or periodic maintenance costs will not be billed/paid until after:
 - a. Successful completion of training has occurred;
 - b. A successful sixty day performance period has been achieved (section 6.6 – Standards of Performance and Acceptance); and
 - c. The Warren County Evaluation Committee formally accepts the complete system as defined in section 6.6 – Standards of Performance and Acceptance.

6.6 Standards of Performance and Acceptance

System acceptance is dependent upon a sixty (60) day successful standard of performance as defined herein.

This section also applies to the system or part thereof submitted for product evaluation as well as replacement or substitutes for the system and the system which is field modified after the installation site has completed a successful Performance Period.

1. The Performance Period shall begin on the date of complete and successful installation and implementation. The Performance Period shall end when the system has met the standard of performance identified in this RFP for a period of sixty (60) consecutive days by operating in conformance with the Vendor's technical specifications (as set forth in the Vendor's operations manual for the system ordered or as quoted in the Vendor's proposal) and in conformance with this RFP. The County, through its Evaluation Committee, will determine if, and when, a successful Performance Period has been achieved based upon the functionality of the software and all related modules.
2. In the event the system does not meet the standard of performance during the initial sixty (60) days, the standard of performance test shall continue on a day-by-day basis until the standard of performance is met for a total of sixty (60) consecutive days.
3. If the system fails to meet the standard of performance after ninety (90) calendar days from the start of the Performance Period, the Vendor shall be in default. The Vendor shall have ten (10) working days to remedy such default. Such default shall only be remedied when the County agrees that a successful performance period has been completed. In addition to all the other rights and remedies conferred to the County under the Contract, the County reserves the right to request replacement of the system or terminate the order.
4. System downtime is that period of time when any part of the system is inoperable due to failure.
5. During a period of downtime, the County may use operable components of the system when such action does not interfere with repair of inoperable components of the system.
6. Downtime shall start from the time the County notifies the Vendor's designated representative of the inoperable system until the system is returned in proper operating condition (rounded to the nearest quarter hour).
7. The system shall not be accepted nor the balance of charges paid until a successful Performance Period is complete.
8. Uptime and downtime shall be measured in hours and quarter hours.
9. Should it be necessary, the County may delay the start of the Performance Period, but such delay shall not exceed thirty (30) consecutive days after the installation date. Unless otherwise mutually agreed to by the County and the Vendor, the Performance Period must start not later than the thirty-first (31st) day after the installation date.

6.7 Warranty

During the five (5) year maintenance period identified in the maintenance proposal of attachment 2, the Cost Summary, which begins from the date that Standards of Performance and Acceptance are achieved (section 6.6 – Standards of Performance and Acceptance), Vendor warrants that when the cameras, applicable hardware, and any applicable software is delivered and installed, it will operate in the manner as described in the relevant software documentation, in the vendor's RFP response, and in the Contract as defined in Section 6.0 – The Contract.

For a period of three years after the date of acceptance of the software, Vendor warrants that it shall:

1. Maintain the software to operate in a manner as described in the relevant software documentation, the Vendor's proposal, and the RFP;
2. Supply technical bulletins and updated user guides as they become available;
3. At the discretion of the County, supply the County with newer versions, updates, improvements, enhancements or modifications to the software and documentation purchased from the Vendor including all applications, utilities and development tools as they become available;
4. Correct or replace the software and hardware and/or remedy any programming error (which is attributable to the Vendor);
5. Service the software and hardware in a professional manner with qualified personnel.

The Vendor shall provide updated documentation upon delivery of updated software releases. The Vendor acknowledges that said newer versions, updates, improvements, enhancements, and modifications to the software or documentation shall be subject to the provisions of the Contract.

The Vendor warrants that it shall exert its best efforts to correct a programming error, which is attributable to the Vendor, provided that the County notifies the Vendor of a problem with the software orally or in writing, and that the County provides information sufficient to identify the problem. Such information includes, but shall not be limited to: error diagnostic messages, diagnostic memory dumps, operator console log, data file dumps, application program listing, and other written explanation and documentation of said problem.

Section 7: Offer Questionnaire

7.0 Instructions

Included with the request for proposal package is a questionnaire and requirements list (*Attachment 3*). The list is provided in a Microsoft Excel Spreadsheet. Offerors will complete the “Response” column for each line item (and the “Qualifier Code(s)” and “Comments” columns when applicable). Offerors will return the completed questionnaire as part of their proposal. Please note that answering “No” for line items does not necessarily disqualify the product from being chosen, but it may lower the overall score that the County calculates for your responses. Offerors should be prepared to demo any functionality stated and it is encouraged that they provide details, where applicable, to back their response in other more narrative sections of their proposal package.

1. Complete the response column. Some line items may be in question format and some may be a statement in which the Offeror should indicate whether or not the statement applies to their solution being proposed.
2. If the requirement/functionality exists out-of-the-box or through configuration performed during implementation, enter a “Yes” in the “Response” column for each line item.
3. If your answer to a “Response” is “No,” then please enter the code that best describes your “No” response into the “Qualifier Code(s)” column:

Code	Description
A	Feature can be provided by means of custom modification and Vendor will modify software to provide this requirement as part of the bid price
B	Supported in planned future product release (include version number and planned live date in comments section)
C	Requires integration with third party product of Vendor; Offeror will include this cost as part of the bid price (state third party product in comments)
D	Requirement does not exist in proposed system and there are no means or expectations for the proposed system to meet the requirement
E	Other; see comments

Note: If “No” is given as a response, but no “Qualifier Code” is added, the response will be given no points.

4. Enter additional comments into the “Comments” column as necessary or when instructed.
5. Requirements / Questions with blank responses will receive no scoring consideration.

PROPOSAL FOR WARREN COUNTY ENTERPRISE SURVEILLANCE CAMERA SYSTEM

OFFEROR:	
-----------------	--

Not to Exceed Price: Camera Solution	\$
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The undersigned Offeror, _____, having carefully inspected the instructions does hereby provide to Warren County, Ohio the following proposal, at an amount not to exceed the price as indicated in the Request for Proposals.

Signature

Company

Name

Address

Title

Address

Date

City, State, Zip

AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 OF THE OHIO REVISED CODE

STATE OF _____ }
COUNTY OF _____ } SS:

Personally appeared before me the undersigned, an offeror of a competitive sealed proposal by _____, for the Enterprise Surveillance Camera System Contract with Warren County, Ohio, (Name of Firm)

who, being duly cautioned and sworn makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

- 1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.
2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that section of the Ohio Revised Code.

Signature

Title

Subscribed and sworn before me this _____ day of _____, 2024.

Notary Public

My commission expires _____

AFFIDAVIT OF NON COLLUSION

STATE OF _____
COUNTY OF _____

I, _____, holding the title and position of _____ at the firm _____, affirm that I am authorized to speak on behalf of the company, board directors and owners in setting the price on the contract, bid or proposal. I understand that any misstatements in the following information will be treated as fraudulent concealment of true facts on the submission of the contract, bid or proposal.

I hereby swear and depose that the following statements are true and factual to the best of my knowledge:

The contract, bid or proposal is genuine and not made on the behalf of any other person, company or client, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.

The price of the contract, bid or proposal was determined independent of outside consultation and was not influenced by other companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.

No companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS have been solicited to propose a fake contract, bid or proposal for comparative purposes.

No companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS have been solicited to refrain from bidding or to submit any form of noncompetitive bidding.

Relative to sealed bids, the price of the bid or proposal has not been disclosed to any client, company or contractor, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS, and will not be disclosed until the formal bid/proposal opening date.

AFFIANT

Subscribed and sworn to before me this _____ day of _____ 20 _____

(Notary Public),

_____ County.

My commission expires _____ 20 _____

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
 COUNTY OF _____ } SS:

_____, being first duly sworn, deposes and says that:
(Name)

1. He/she is _____ of _____, the Offeror that has submitted
(Owner, Partner, Officer, Representative, Agent) (Name of Firm)
 the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this Affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted, or to refrain from making a proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Offeror, firm, or person to fix the price or prices in the attached Proposal, or of any other Offeror, or to fix any overhead, profit, or cost element of the Proposal price or Proposal price of any other Offeror, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the Board of County Commissioners of Warren County, Ohio or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Proposal are fair and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

 Signature

 Title

Subscribed and sworn before me this _____ day of _____, 2024.

 Notary Public

My commission expires _____

**SECTION 00 30 40
FINDINGS FOR RECOVERY AFFIDAVIT**

STATE OF _____

COUNTY OF _____, SS:

_____, upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That he/she is _____ (title), of _____ (name of bidder) and authorized to execute this affidavit; and,
- 2) That _____ (name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____ (name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D).

Affiant

Sworn to and subscribed in my presence this _____ day of _____, 2024.

Notary Public

My Commission expires: _____

CIVIL RIGHTS COMPLIANCE CERTIFICATE

Vendor agrees that in the performance of the agreement to provide a Surveillance Camera System for Warren County, Ohio, there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Name of Company

Signature of Representative of Vendor

Date

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the corporation named as Principal in the within bond; that _____, who signed the said bond on behalf of the Principal was then _____ of said corporation; that I know this signature, and his signature thereto is genuine, and that said bond was duly signed, sealed and attested to for and in behalf of said corporation by authority of its governing body.

Signature

(Corporate Seal)

Title

Reference Form

Please provide at least five (5) references from solution(s) that most closely reflect similar projects to Warren County’s scope of work which have been completed within the past three (3) years. These references should be sites at which the solution has been **FULLY IMPLEMENTED** and is "Live". Please use the following format in submitting references.

General Background

Name of Government & Agency:	Phone:
Address:	Email:
Customer Project Manager:	Title:
Service Dates:	
Summary of Project:	
Operating Budget:	Number of Employees:

Project Scope

Training (Yes/No):	How many employees trained?:
Duration of Training Period (time between date of first class and last class)?:	

Duration of Implementation Period?

Date from which you began implementing, installing, and training to when the solution was fully implemented, installed, and all applicable staff trained; i.e. the *Go Live* date

If there is other pertinent information about this project that you would like to share, please attach additional pages.

Vendor Qualifications Overview

The County intends to evaluate each offeror’s qualifications as part of the overall evaluation process. As a result, please provide the following information:

Company Name:	
Parent Company Name (If applicable):	
Years in Business:	
Distance of physical Office From Warren County, Ohio (Approximate Miles)	

<i>Vendor Staff Assigned to this Project will have...</i>	
...Experience Working with Ohio Counties? (Yes/No)	
...Worked on Projects of Similar Size? e.g. >300 Cameras (Yes/No)	
...Been Working for the Vendor for over 5 years? (Yes/No)	

Number of Employees	
Administration	
Marketing	
Customer Support	
Software Development	
Installation / Training	
Research & Development	
Other	

Surveillance Camera System (Installations Similar to One Being Proposed)	
Number of Years on Market	
Total Installations	
Total County Installations	
Total Ohio County Installations – any number of Cameras	
Total Ohio County Installations - with over 300 Cameras	

The County seeks a meaningful, substantive, and long-term relationship with the selected provider and realizes that a vital resource will be the vendor’s staff members. Please provide biographies of key staff members, including the company’s president and any staff members who will be involved in the Warren County project. Include key facts about each person, such as length of employment with the vendor, job responsibilities, certifications held, and past experience with Ohio governments.

Part 1 General Specifications

1.1 Scope

This document describes the processes, operational requirements, and standards relating to furnishing and installing network infrastructure for project requests. This would include new building construction and building/facility renovations. Within the contents of this document are the guidelines and recommendation for network cabling and infrastructure set forth by Warren County Telecommunications (WCT) and the Infrastructure System Team (IST)(WCTIST).

1.2 General Project Requirements

Warren County Telecommunications Infrastructure Systems (WCTIST) personnel should be consulted during the planning stages of any building construction or building renovation. In some cases, current Entrance Facilities (EF), Equipment Rooms (ER), Main Technology Room (MTR) and Technology Rooms (TR) may need to be enlarged or redesigned to accommodate changes in the use of building space.

WCTICT will be allowed to review drawings and specifications on construction and renovation projects. WCTIST will approve drawings and specifications through the Department of Facilities Management.

The Contractor will request (WCTIST) to connect, disconnect, and/or move communication cables connected to the campus communication network, in the EF, MTR and TR(s). Contact WCTICT at (513) 695 1319 or submit at ticket at help@wcoh.net

Any project that requires moving or rerouting of telecommunications and networking cables will bear the cost of said moves.

1.3 Regulatory References

All Products shall be UL listed and in accordance with the most current versions of the following codes and agencies:

- The National Electrical Code, Article 800

- National Fire Code (N.F.P.A. 72A)

- Life Safety Code (N.F.P.A. 101)

- National Electronic Manufacturer's Association

- (NEMA) Institute of Electronic and Electrical Engineers

- (IEEE) EIA/TIA 568, Commercial Building Telecommunications Wiring Standard which includes EIA/TIA 568 D series, 569, 598, 606, 607, 758-B

This document does not replace any code, either partially or wholly. The contractor must be aware of local codes that may impact this project.

Part 2 Cabling Contractor Qualifications

A BICSI certified RCDD, listed on the BICSI website with current credentialing. Contractor submittals shall include copies of all certificates of staff to work on the project.

The Contractor must hold a current certification from the manufacturer of the proposed connectivity solution. This certification must be valid for both installation and testing and shall enable the Contractor to offer the full manufacturer's product and applications warranties as specified. All technicians working on the project will have manufacturers training and training certificates.

The cabling contractor must have a minimum of five (5) years of documented experience installing structured cabling systems.

At least 50 percent of installation personnel shall be BICSI registered telecommunications installers. Of that number, at least 15 percent shall be registered at the Technician level, at least 40 percent shall be registered at the Installer level.

Installation personnel shall meet approved manufacturer's training and education requirements for implementation of applicable extended warranty programs.

The cabling contractor Shall demonstrate satisfaction of sound financial condition and shall be adequately bonded and insured per Warren County's requirements

The cabling contractor shall have personnel knowledgeable in local, state, province and national codes and regulations. All work shall comply with the latest revision of the codes and regulations. When conflict exists between local and national codes or regulations, the most stringent codes or regulations shall be followed

WCTIST may approve or deny contractor based on contractor qualifications and work history.

The Contractor shall provide an onsite Project Manager unless otherwise specified who shall coordinate all aspects of the project with the WCTIST Project Manager. The project manager shall conduct on-site weekly or bi-weekly project meetings, produce updated project schedules, coordinate all installation activities, and schedule inspections needed to successfully complete the project. If an issue arises where part of the structure cabling systems conflicts with these standards it will be addressed and documented in the project meeting

Part 3 Submittals Guidelines

Contractor submittals will include the entire contractor qualifications based on Part 2 of this document. If these qualifications are incomplete or do not meet the standard the contractor will not be approved.

Prior to start of any project or ordering of materials selected contractor shall turn in submittals with an adequate amount of time to allow for review in advance for the County to review and comment. Submittals are to include the following at a minimum:

Division 27 (Communication) contractor

All product material for a complete and operable system to include but not limited to:

- Cable
- Ladder rack (within the TR)
- Support systems
- Jacks
- Faceplates
- Patch cords
- Patch panels
- Fiber patch cords
- Fiber termination housings
- Fiber panels and types
- Firestop and UL systems being used
- Racks/Cabinets

II. All BICSI certificates for installation technicians.

III. If installation staff change, the contractor shall inform the WCTIST and provide updated documentation.

IV. Manufacturers training certificates for each technician

V. RCDD certificate

VI. Factory calibration sheets for all testers being used on project

Division 26 (Electrical) contractor to include but not limited to:

I. Cable tray (outside the TR)

II. Backbone pathway

III. Conduit

IV. Firestop and UL systems being used for project.

V. Any ancillary support items for the Division 27 contractor

VI. Ground bars for both the ER and TR.

Part 4 Technology Pathway

4.1 General

Cable facilities (conduit, cable trays, raceways etc.) are required for connecting office areas, Entrance Facilities (EF) and Technology Rooms (TR).

Upon completion, riser pathway (conduits/sleeves) shall have one additional empty conduit/sleeve in place for future.

The electrical contractor shall provide a pull string in all empty conduits.

Conduit will be used in inaccessible environments such as: drywall ceilings/walls or any location where pathway is not readily accessible. This includes but not limited to: above HVAC ductwork, fume hoods, lab counters, cabinets and height issues not being able to safely access pathway from a stepladder.

Varying conduit types are acceptable if they meet code. If at any time metallic flex or non-metallic flex is used it shall be sized $\frac{1}{2}$ " larger than what is required to meet finished fill at 40%.

J-Hooks and/or cable tray will not be placed above hard ceiling or areas where there is no access or limited access (HVAC ducts or piping) Pull boxes, if needed, must be accessible.

J-hooks will be placed only above drop tile ceiling with a minimum clearance of 6" between T-bar and j-hook; at no time will the cable clearance be less than 3" to the T-bar. J-hooks will be placed at intervals no longer than 4'. At no point, will the cable contact the ceiling or any other trades work.

Any cable pathway, shall be at 40% fill rate or less at project completion, if cable pathway is greater than 40% additional pathway will be added by the project.

At no time is it acceptable to place any other low voltage cabling within any pathway intended for voice and data cabling. Plastic "zip-ties" are strictly prohibited for use of cable support.

All cable pathway shall be placed parallel and perpendicular to building lines

Where backbone cables and distribution cables are installed in a cable tray, backbone cables shall be installed first and bundled separately from the horizontal distribution cables.

4.2 Cable Pathways

1) Technology Outlet (TO) Pathway

- a. Open Air (low voltage cabling with j-hooks and no conduit stub ups within fishable wall(s)) fishable walls are defined as an unobstructed stud cavity with no insulation, the TO will be in the same stud cavity as the low voltage wiring)

1.J-hooks

- i. Only acceptable if walls are fishable, if any of the conditions below exist conduit "stub ups" shall be placed:
 - a. Fixed casework
 - b. Horizontal bracing in walls
 - c. Firewall

2.J-hooks shall be routed along walls, pathway will run to stub up and out to hallway if drywall is extended to ceiling a sleeved hole will be placed. Pathway fill ratios shall be adhered to.

3.J-hooks shall not be placed more than 18" above drop ceiling.

b. Conduit stub ups & J-hooks

1.J-Hooks are an acceptable method of installation from the cable tray to the communications stub up with spacing 4' on center or less to the "stub ups" located within the rooms.

2.Conduits to the TO are to be a minimum of one inch based on fill. A dedicated conduit will serve each outlet box. Conduit "stub ups" will extend 2' from the wall, angle to the center of the room which it feeds and must have conduit bushings on the end.

3.Do not support cable from designated ceiling system or system tie wires or grid in fire rated systems. Tie wires installed specifically for IT with breakaway grid clips are acceptable upon approval.

2) Conduit

- a. No conduit run, without a pull box, is to exceed 100 feet.
- b. No conduit run, without a pull box with more than 180 degrees in bends.
- c. No Conduit Bodies (s) are to be used in lieu of pull boxes for communications.
- d. All riser pathway will have at a minimum one empty conduit upon project completion.
- e. All conduits that extend more than 25' will be required to be bonded/grounded per the NEC
- f. All conduit will have bushings installed.
- g. Do not place pull boxes above fixed ceilings, HVAC ducts or piping
- h. Electrical Non-Metallic (ENT) conduit is acceptable.
 - 1. ENT is only to be used for TOs not main pathway.
 - 2. When ENT style conduit is used size shall be increased by ½”.
 - 3. ENT will be securely fastened to tray and TOs
 - 4. Bushings shall be installed at each end.
 - 5. Not acceptable in exposed conditions

3) Basket Tray

- a. A basket tray will be placed above drop ceilings in the hallways/corridors; it will not be placed above offices or classrooms. At no time is it acceptable to have basket tray above a hard ceiling or HVAC ducts. At no time does an access panel constitute an accessible space
- b. This tray will provide a path back to the Technology Room (TR). Cable trays and conduits must be properly grounded. All NEC codes for grounding of cable trays will be adhered to. Tray supports will be installed per the heaviest load rating per the manufacturer and NEMA Standards Publication VE2000
- c. If basket tray changes elevations and travels above other mechanicals for more than 5', conduit must be placed in lieu of tray. The conduit will be sized per the max fill on the tray.
- d. Center Support Hangers shall only be used due to space restrictions and must be approved by WCTIST.
- e. Tray may not be altered or notched to allow structural or other mechanicals passage.

4) Fire stopping

- a. Fire stopping will be approved by the authority having jurisdiction(AHJ). An approved UL fire stop system must be used when penetrating fire rated walls or floors. All firestopping devices will be of the mechanical type, if for some reason a mechanical firestop solution is not available firestop will be a non-hardening pliable putty. All firestop penetrations will be an UL listed system, with labels adjacent to each penetration.

Part 5 Entrance facilities (EF), And Technology Rooms (TR)

- 1) All new EF(s)/MTR(s), or TR(s) will utilize modular 24 or 48 port patch panels mounted on racks for connectivity of all category 6/6A cabling.
 - a. All EF(s)/MTR(s)/TR(s) will be connected via cable pathway that shall consist of basket tray or conduit
 - b. Cable tray will be sized in each EF/TR so that no cable will hang over the edge and that all bend radii are met per the cabling manufacturer's specifications. The minimum size shall be an 18" cable tray (basket tray is not acceptable within any EF/TR)
 - c. When using 110 blocks, all riser cable will be routed at the bottom of all boards and will feed up into the bottom of the 110 blocks. At no time will cable be placed down the center of a board, all cables will be routed down the corner of the TR.
 - d. All cables will be secured with Velcro style ties; plastic cable ties of any type are not acceptable.
 - e. All TRs should be vertically stacked above and below each other to reduce cost and impact to business for new and future technology installations.
 - f. There must be at least one EF, MTR, or TR per floor. One EF is required per building and shall not be placed above the second floor of any building. An MTR is required if the building exceed five floors and shall not be placed below the 5th floor of any building. A TR should be placed centrally. If any cable length exceeds 90m (295 ft), including slack, from the TR an additional TR is required to support the total area.
- 2) Spaces for connection of the building communication cable to equipment will be provided in a separate room and not shared with other utility services, particularly the electrical service. When possible, this room will not be adjacent to the electrical distribution room. EF(s)/MTR(s)/TR(s) will be a secure room directly accessible from a hallway, public access space, or within a mechanical room built out to meet (WCCS). All TR(s) require the design, installation, and commissioning of an appropriately sized HVAC system. Room temperature must be maintained between 65 to 85 degrees Fahrenheit, with a relative humidity range of 20 to 60 percent. System should be designed to allow a 30% increase to the overall British Thermal Unit count of the finalized design
- 3) Janitor's closets and electrical closets are not considered appropriate EF/MTR/TR spaces

- 4) Unless approved otherwise by the WTCIST the EF/MTR room size shall be a minimum 10'x14' and located not more than 50' from the outside plant cable main point of entry (MPOE). Threaded rigid metallic conduit shall be placed from the MPOE to the EF. TR(s) minimum room size shall be 10'x10'. Larger EF/TR(s) may be required based on the number of Work Areas that will feed from the EF/TR(s). EF/TR(s) will be environmentally controlled to insure proper reliability of electronic equipment.
- 5) Two walls of EF(s)/MTR(s)/TR(s) shall have backboards. Backboards for EF(s)/MTR(s)/TR(s) are to be ¾"x48"x96" fire retardant treated plywood with the A side facing the room, mounted vertically, and placed within 12" of floor. At no time is it acceptable to run/mount anything on backboard within any ER/MTR/TR other than communications cabling or equipment. All electrical outlets and switches will be installed within wall cavities. Backboards are to remain unpainted or they will have to be replaced at projects expense.
- 6) At no time will any water or sanitary pipes be run through an EF/MTR/TR, unless these items are needed for equipment within this room. If required, drip pans shall be installed to minimize damage to equipment below the pipes in the event of a leak. Sprinkler heads will be provided with guards. If required, drip pans shall be installed to minimize damage to equipment below the pipes in the event of a leak.
- 7) At no time is it acceptable to have a transformer within the EF/MTR/TR, the only time an electrical panel is acceptable is if feeds equipment within the EF/MTR/TR
- 8) EF(s)/MTR(s)/TR(s) will be designed as to allow 3' of unobstructed space at the back of the racks (measured from the back of installed switches) and 3' on the front and side (one) of the racks.
- 9) At all EF/MTR/TR locations a double duplex electric outlet will be provided on a dedicated circuit placement of these circuits shall be at the top of each data rack (Amperage to be determined by equipment needs (on the outside of the cable tray)). A 20- amp courtesy outlet will be placed on each usable wall of the room.
- 10) In large buildings, more than one TR per floor may be required. A large building is defined as any building in which the physical layout of a floor would require cable "runs" (EF/TR to Telecommunications Outlet (TO)) in excess of 90 meters
- 11) The floor of the EF/MTR/TR can be tile or sealed concrete.
- 12) Lighting for all EF/MTR/TRs will be 50 foot candles 3' off finished floor, including behind and in front of racks.

13) Equipment Racks

- a. Racks will be 2 or 4 post as specified by blue prints
 - i. Any racks that are floor mounted will be supported at the top by the cable tray system. The cable tray system will be engineered at such a height that cable water falls work properly.
 - ii. All racks must be grounded to the Telecommunications Main Ground Bar (inside the EF) or the Telecommunications Ground Bar (TGB) in each MTR/TR. The connection in the rack must be connected by a rack grounding busbar with no less than fourteen mounting holes.
 - iii. Provide a multi-outlet AC plug strip. Provide enough outlets to accommodate all electronic devices in the relay rack. The strips shall be mounted on standoff brackets to provide 6 inches of separation from the cable management system. Strips shall be mounted on the rear of the rack. If UPS systems are being used, AC power must be evenly distributed between UPS and other source of AC power. (Amperage to be determined by equipment needs)

14) Wire Managers

- a. Vertical Wire Managers
 - i. The wire manager shall be sized to match cabling requirements
- b. Horizontal Wire Managers
 - i. Horizontal wire managers will be 2 rack units and be the same depth as vertical wire managers

15) Patch Panels

- a. Copper Patch Panels shall be sized to accommodate current project requirements plus 30% growth capacity. Patch panels shall not exceed 6 x 48 port (maximum total of 288 connections) in a rack. Must be unloaded keystone panels.
- b. Fiber Patch Panels shall be installed in the top of the designated rack. There shall be one Rack Unit (RU) space left in the rack above the housing. Fiber Patch Panels shall be sized to accommodate current project requirements plus 50% growth capacity.

16) Enclosed cabinets:

- a. Enclosed cabinets shall have a roof mounted cable fan and cable entry
- b. Enclosed cabinets must be at least 32 inches deep to accommodate a rack mounted UPS.

17) Wall mounted racks:

- a. All wall mounted racks will be mounted on $\frac{3}{4}$ inch" type APA A-D Group 1 plywood, fire retardant treated, with the A side facing the room.

Part 6 Outside Plant Standards

General

Conduit sizing and quantities between buildings shall be determined by WCTIST and will be communicated to WCTIST for inclusion in the project specifications. Minimum requirements are outlined in the following paragraphs.

Prior approval and coordination with WCTIST and other concerned parties is necessary when the situation requires any modification to the conduit system.

Repair or replacement of damaged conduit is the responsibility of the party involved in causing the damage. All damages shall be reported to WCTIST, Construction Management and Facilities Management immediately.

Since communications and networking is vital to departments, redundant entrances to new, buildings/renovations will be looked at during the initial design phase to be included in the overall scope of the project.

It is the responsibility of the contractor to notify WCTIST at (513) 695 1319 or submit a ticket at help@wcoh.net 72 hours prior to start of construction, excluding holidays (recognized by Warren County) and weekends, for all utility markings. Those utilities that are not listed with WCTIST must also be notified by the contractor.

It will be the responsibility of the project to obtain the necessary permits involved

OSP Requirements

- 1) All new facilities or renovations will be subject to meet minimum requirements. A minimum of 4-4" (I.D.) PVC encased will be required, 2 each for each entrance for every new building for the placement of voice, data, and video. Conduit is to be placed at 36" below grade to top of encasement. Variances must be approved by WCTIST, for each entrance
- 2) Conduit will have expandable plugs installed at each end to prevent water intrusion.
- 3) Duct banks will be placed as straight as possible, if turns or offsets need to be made, manhole/hand holes will be used for this function. From manhole/handhole to the building entrance one 90-degree bend is acceptable. WCTIST must approve all duct bank/manhole installations prior to start
- 4) A Kevlar pull string, or a measure tape shall be installed and tied off in each conduit. Pull wires used in outside conduit shall be stainless steel or copper; #12 AWG or strings shall be of the Kevlar type. OCIO shall be contacted for final dimension approval. Each duct bank will have a locator wire installed after conduits have been "proofed"

Part 7 Technology Cable

7.1 Horizontal Distribution Cable

7.1.2 General

In a rehab or renovation, any CAT 5 or lower cable spec should be demolished and CAT 6 installed. CAT 5E does not require demolition currently.

Fiber service loops will be 30 feet.

Bundles of cable coming into the wiring closet should be strapped using hook and loop fasteners (No Zip Ties) and to each other between their entrance to the wiring closet and the rack. Service loops should be located near the sleeve where they enter the closet. The bundles should be strapped to the rack to provide strain relief.

Cable shall be installed in accordance with manufacturer's recommendations and best industry practices.

A pull cord (nylon; 1/8" minimum) shall be co-installed with all cable installed in any conduit

Cable raceways shall not be filled greater than the ANSI/TIA/EIA-569-B maximum fill for the particular raceway type or 40%.

Cables shall be installed in continuous lengths from origin to destination (no splices) except for transition points, or consolidation points.

Where transition points or consolidation points are allowed, they shall be in accessible locations and housed in an enclosure intended and suitable for the purpose.

The cable's minimum bend radius and maximum pulling tension shall not be exceeded.

Horizontal distribution cables shall be bundled in groups of no more than 50 cables. Cable bundle quantities in excess of 50 cables may cause deformation of the bottom cables within the bundle and degrade cable performance.

Cable shall be installed above fire-sprinkler systems and shall not be attached to the system or any ancillary equipment or hardware. The cable system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices.

Cables shall not be attached to ceiling grid or lighting fixture wires. Where support for horizontal cable is required, the contractor shall install appropriate carriers to support the cabling.

Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by the contractor prior to final acceptance at no cost to the Owner.

Cables shall be identified by a self-adhesive label in accordance with the System Documentation Section of this specification and ANSI/TIA/EIA-606-A. The cable label shall be applied to the cable behind the faceplate on a section of cable that can be accessed by removing the cover plate.

Unshielded twisted pair cable shall be installed so that there are no bends smaller than four times the cable outside diameter at any point in the run and at the termination field.

Pulling tension on 4-pair UTP cables shall not exceed 25-lbf for a four-pair UTP cable.

Each floor will be placed on its own patch panel

All numbering will be sequential, and flow left to right on patch panels. When TR(s) contain different floors, there will be 3 rack units left blank for each floor for future adds.

7.1.2 Category Cable Requirements

1) Physical Requirements

- a. Solid annealed copper conductors
- b. 23 AWG copper conductors
- c. Low-dielectric thermoplastic insulation
- d. Pair-separator for improved performance
- e. Characteristic Impedance: 100 ± 15 Ohms
- f. Comply with UL 444
- g. Comply with NFPA 262
- h. Comply with ICEA S-90-661 for mechanical properties.
- i. Comply with ANSI/TIA-568-D.2 for Category 6 UTP cables.
- j. Listed as CMR by an NRTL acceptable to the AHJ.
- k. Verified for Category 6 performance by an NRTL
- l. RoHS compliant materials

2) Performance Characteristics:

- a. Guaranteed electrical performance up to 400 MHz
- b. Guaranteed 3 (dB) margin over ANSI/TIA-568-D.2 requirements for NEXT and PSNEXT
- c. Guaranteed 3 (dB) margin over ANSI/TIA-568-D.2 calculated requirements for ACR and PSACR
- d. Printed with unique alpha-numeric code for each package of product
- e. Printed in both feet and meters with the units of length decrementing to indicate the amount of cable remaining in the box.
- f. Tip colors shall be a lighter version of the ring color.

Application	Description/Color
Phone/Data	Plenum/Blue
WAP	Plenum/White
CCTV	Plenum/Green
Non-Plenum	Non-Plenum/Yellow

7.2 Backbone Cable Requirements

7.2.1 Copper requirements

In the EF, only Cat 3 riser cables will be placed on 110 blocks, next to the entrance cables. Cat 3 riser cables will be a minimum of 25 pair to each TR. In the TR, riser cables will be terminated on 110 Blocks on the backboard.

7.2.2 Fiber Optics Requirements

1) Physical Requirements

Install at minimum one twelve strand singlemode plenum dielectric armored fiber cable. WCIMST will be consulted to decide on final strand count. Cables will be placed one each from the EF and MTR to each TR and spliced to factory pretermed cassettes or approved equal

Fusion spliced cassettes or approved equal will be used at each EF/MTR/TR for connectivity. (LC) connectorized pigtails or approved equal will be fusion spliced to the singlemode fiber cable.

All splice cassettes will be placed in appropriate sized connector housings intended for that purpose.

There will be a 30' service loop at each MTR/TR and the EF on each fiber. The 30' service loop will be placed below the ladder rack neatly coiled maintaining all applicable bend radii

All Fiber Optic cables shall be home run from the EF or MTR to each TR. The only allowable splicing is within the fiber termination housing for the final fusion spliced terminations. All Fiber Optic Cable inside of buildings will be dielectric armored for protection.

Each optical fiber cable shall be individually attached to the respective enclosure by mechanical means. The cables strength member shall be securely attached the cable strain relief bracket in the enclosure.

Part 8 Work Outlets

Cables shall be coiled in the in-wall or surface-mount boxes if adequate space is present to house the cable coil without exceeding the manufacturer's bend radius. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall. No more than 12" of UTP and 36" of fiber slack shall be stored in an in-wall box, modular furniture raceway, or insulated walls. Excess slack shall be loosely coiled and stored in the ceiling above each drop location when there is not enough space present in the outlet box to store slack cable.

Cables shall be dressed and terminated in accordance with the recommendations made in the ANSI/TIA/EIA-568-D document, manufacturer's recommendations and best industry practices.

Pair untwist at the termination shall not exceed 12 mm (one-half inch).

Bend radius of the twisted-pair horizontal cable shall not be less than 4 times the outside diameter of the cable.

The cable jacket shall be maintained to within 25mm (one inch) of the termination point.

All cables from the TO will be terminated on the modular patch panels located in the EF/MTR/TR that the cables run to. All category cabling shall be terminated 568B

Each Work Outlet will be identified with a unique identifier. Each WO will be labeled with the EF/MTR/TR room number which the cable terminates in, the room number of the room the TO is in and a three-digit number which identifies the patch panel by alphabet and then the corresponding numeric port number on the patch panel.

- (i) Example: 203 (TR) / 115 (Room) / A26 (Patch Panel and Port) 1. 203 / 115 / A26

Label each outlet with permanent self-adhesive label with minimum 3/16 in. high characters. Hand-lettered labels shall not be acceptable.

Label each cable with permanent self-adhesive label with minimum, 1/8 in. high characters, behind the communication room patch panel or punch block.

Use labels on face of data patch panels. Provide facility assignment records in a protective cover at each telecommunications room location that is specific to the facilities terminated therein.

The faceplate will be plastic and will be from the same manufacturer as the jacks. The faceplate shall have the required modular openings for the installation. Openings without jacks installed will have blank inserts installed.

The Telecommunications Outlet Assembly shall accommodate:

In a new construction or rehab/renovation, all faceplates will receive 4 data jacks unless stated otherwise by blueprints

A blank filler will be installed when extra ports are not used

The faceplates shall be Ivory in color Keystone type.

Voice /Data jacks shall be 8-position modular jacks and shall be Category 6 performance as defined by the references in this document including ANSI/TIA/EIA-568-D.2.

Application	Jack Color
Data	Blue
WAP	White
CCVT/IP Camera	Green
911 systems as specified by WCTIST	Red

Part 9 Grounding

The facility shall be equipped with a Telecommunications Bonding Backbone (TBB). This backbone shall be used to ground all telecommunications cable shields, equipment, racks, cabinets, raceways, and other associated hardware that has the potential to act as a current carrying conductor. The TBB shall be installed independent of the building's electrical and building ground and shall be designed in accordance with the recommendations contained in the ANSI/TIA/EIA-607 Telecommunications Bonding and Grounding Standard.

The main entrance facility/equipment room in each building shall be equipped with a telecommunications main grounding bus bar (TMGB). Each telecommunications room shall be provided with a telecommunications ground bus bar (TGB). The TMGB shall be connected to the building electrical entrance grounding facility. The intent of this system is to provide a grounding system that is equal in potential to the building electrical ground system. Therefore, ground loop current potential is minimized between telecommunications equipment and the electrical system to which it is attached.

All racks, metallic backboards, cable sheaths, metallic strength members, splice cases, cable trays, etc. entering or residing in the TR or ER shall be grounded to the respective TGB or TMGB using a minimum #6 AWG stranded copper bonding conductor and compression connectors.

All wires used for telecommunications grounding purposes shall be identified with a green insulation. Non-insulated wires shall be identified at each termination point with a wrap of green tape. All cables and bus bars shall be identified and labeled in accordance with the System Documentation Section of this specification.

All grounding/bonding connectors will be 2-hole compression style connectors or Cad welded. Each connector will be secured to the TMGB/TGB with a minimum of two bolts and antioxidant inhibitor applied.

All tray will be bonded with a bonding jumper and bonded to the ground bar within each EF/MTR/TR in accordance with the manufacture's recommendations

Install Bonding Equalizer where required per ANSI/TIA/EIA-607.

All TMGB(s) and TGB(s) will be pre-drilled and the wall mounting brackets shall provide a minimum of 2" separation from the wall to the back of the busbar.

Part 10 Testing

10.1 General

Each permanent link or channel in the network must be field tested in accordance with the TIA-568 series industry standard testing. Minimum testing for copper systems includes Wire Map, Length, Attenuation, Near End Crosstalk, Far End Crosstalk, Return Loss, PS NEXT, ELFEXT, PS ELFEXT. Minimum testing for Fiber Optic links includes horizontal and backbone, Bi-Directional, Dual Wavelength, Insertion Loss and Length.

Permanent link testing shall be completed on all horizontal (station) cables as a minimum requirement using an approved certification tester.

Before final testing begins, cable infrastructure must be complete, this includes all pathway, cabling dressing, labeling, faceplates secured, labeling, and fire stopping.

Test instrument shall be within its 12-month calibration period and have the latest software and firmware versions installed. If the test instrument is not within calibration period testing will not take place.

MARGINAL TESTS WILL NOT BE ACCEPTED.

Upon completion of the project, contractor shall provide both a summary report and a detailed certification report in .PDF format for all copper and fiber links. In addition, contractor shall provide a copy of the raw data. All cables shall be tested in accordance with Contract Documents and to the satisfaction of WCTIST

The Warranty Submittals must be completed in accordance with the manufacturer's requirements and should be submitted within 10 days of the completion of testing.

10.2 Category 6 Cable Testing

All wiring shall be certified to meet or exceed the specifications as set forth in TIA/EIA-568.D for Category 6 requirements for permanent link.

Field Testing shall include the following parameters for each pair cable installed:

- Store number and name
- Test equipment manufacturer and model number.
- Cable I.D. The test sheets will be in numerical order by cable ID.
- Date of test
- Wire map (pin to pin connectivity and polarity check) i.e. near 12345678, far 12345678.
- Length (in feet)
- Insertion Loss
- Near End Crosstalk (NEXT)
- Power Sum Near End Crosstalk (PSNEXT)
- Equal-Level Far End Crosstalk (ELFEXT)
- Power Sum Equal-Level Far End Crosstalk (PSELFEXT)
- Return Loss
- Delay Skew
- Attenuation to Crosstalk ratio (ACR)
- DC Resistance per 100M/328 feet
- Impedance
- Capacitance

Correct malfunctions when detected, and re-test to demonstrate compliance.

All installed cabling Permanent Links shall be field-tested and pass the test requirements and analysis. Any Permanent Link that fails these requirements shall be diagnosed and corrected. Any corrective action that must take place shall be documented and followed with a new test to prove that the corrected Permanent Link meets performance requirements. The final and passing result of the tests for all Permanent Links shall be provided in the test results documentation. No Permanent Link will exceed 295'.

10.3 Optical Fiber Testing

All testing procedures and field-test instruments shall comply with applicable requirements of:

ANSI Z136.2, ANS for Safe Use of Optical Fiber Communication Systems Utilizing Laser Diode and LED Sources

ANSI/EIA/TIA-455-50B, Light Launch Conditions for Long-Length Graded-Index Optical Fiber Spectral Attenuation Measurements

ANSI/TIA/EIA-455-59A, Measurement of Fiber Point Discontinuities Using an OTDR

ANSI/TIA/EIA-455-60A, Measurement of Fiber or Cable Length Using an OTDR

All fiber testing will be bidirectional

Great care will be taken when testing fiber. All cleaning procedures will be adhered to during testing. At no time is it acceptable not to clean and inspect connectors when mating.

All strands will have an end face connector test performed with a pass/fail automated result. Results will be submitted with corresponding strands.

The values for calculating loss shall be those defined in the ANSI/TIA 568-D.3 Standard. If the link loss requirements defined within the standard conflict with those referenced in the project documentation, Contractor shall immediately bring this to the attention of WCTIST for resolution.

Fiber should be tested PRIOR to installation to ensure it is suitable to be installed. Installer will be responsible for any costs incurred for not doing so if fiber is deemed bad.

If the cable(s) under test does not meet the (dB) loss requirements for TIA 568-D.3 it will be the responsibility of the contractor to supply an OTDR for further testing and trouble shooting.

Part 11 Warranty

The engineered solutions specified and furnished shall be fully guaranteed by the Contractor for one year (365 calendar days) against any defects.

The Contractor at no additional cost to Warren County shall correct defects, which may occur as the result of faulty design or workmanship within one-year after the date of acceptance by Warren County

The contractor will register the project for a manufactures warranty within 30 days of project completion. The manufactures warranty will cover the structured cabling system for a period of no less the 20 years. The manufactures warranty at a minimum should include similar guarantees.

- Be free from defects in material or manufacturing workmanship for the life of the System.
- Meet or exceed applicable ratified TIA/EIA and ISO/IEC link/channel transmission performance standards in effect at the time of installation.
- Support any current or future application which is designed for transmission over a structured cabling system as defined by the above referenced standards in effect at the time of installation

Part 12 AS-Builts

Upon completion of the installation, the Contractor shall provide three (3) full documentation sets to WCTIST for approval. Documentation shall include the items detailed in the sub-sections below.

Documentation shall be submitted within ten (10) working days of the completion of each testing phase. This is inclusive of all test results and draft as-built drawings. Drawings may include annotations done by hand. Final copies of all drawings shall be submitted in the latest version of AutoCAD and PDF Format. Final copies shall be submitted within thirty (30) working days after the completion of a project.

The Warranty Submittals must be completed in accordance with the manufacturer's requirements and should be submitted within 10 days of completion of testing.

The Contractor shall submit as-built drawings including all drop locations ID's and cable pathways installed on this project. The as-built diagrams shall also include what drops are installed to each telecommunication room.

Warren County may request that a 10% random field re-test be conducted on the cable system, at no additional cost, to verify documented findings. Tests shall be a repeat of those defined above. If findings contradict the documentation submitted by the Contractor, additional testing can be requested to the extent determined necessary by Warren County, including but not limited to a 100% re-test. This re-test shall be at no additional cost to Warren County.

Appendix A

- ANSI: American National Standards Institute- Is a private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States.
- AHJ: Authority having jurisdiction- An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- AWG: American wire gauge- Is a logarithmic stepped standardized wire gauge system used since 1857 predominantly in North America for the diameters of round, solid, nonferrous, electrically conducting wire.
- BICSI: The Building Industry Consulting Service International - Global professional association supporting the advancement of the information and communications technology (ICT) community.
- Conduit Bodies- A separate portion of a conduit or tubing system that provides access through a removable cover(s) to the interior of the system at a junction of two or more sections of the system or at a terminal point of the system
- Consolidation point: A location for interconnection between horizontal cables extending from building pathways and horizontal cables extending into furniture pathways.
- dB: Unit of measurement used to express the ratio of one value of a physical property to another on a logarithmic scale.
- Division 26 contractor: Communication Contractor
- Division 27 contractor: Electrical Contractor
- EIA: Electronic Industries Alliance - composed as an alliance of trade associations for electronics manufacturers in the United States. They developed standards to ensure the equipment of different manufacturers was compatible and interchangeable
- EMT: Electrical Metal Tubing
- ENT: Electrical Non-Metal Tubing

- EF: Entrance facility - the point at which the outdoor plant cable connects with the building's backbone cabling. This is usually the demarcation point between the third-party service provider and the customer's proprietary systems.
- ER: Equipment room - The equipment room contains the main distribution frame (the main location for backbone cabling), phone systems, power protection, uninterruptible power supplies (UPS), LAN equipment
- LC: Lucent Connector - A miniaturized version of the fiber-optic SC connector with a 1.25mm ferrule.
- MPOE: Minimum point of entry - is the closest practical point to where the cables of a telecommunications service carrier (i.e., a phone or cable company) cross a property line or where its wiring enters a building.
- MTR-TR: Main Telecommunication Room, Telecommunication Room - The Telecommunications Room (TR) is the critical point between the work area and the Equipment Room or main cross-connect, through backbone cabling (equipment room to TR) and horizontal distribution (TR to work area).
- OTDR: Optical time domain reflectometer - instrument used to locate events or faults along a fiber link, typically within an optical communications network.
- RCDD: Registered Communications Distribution Designer
- Stub ups: Conduit from the TO extending above finished ceiling ending with a 90° bend to protect and guide cabling in the wall cavity.
- TIA: Telecommunications Industry Association - to develop voluntary, consensus-based industry standards for a wide variety of Information and Communication Technologies.
- TMG: Telecommunication grounding busbar
- TMGB: telecommunications main grounding busbar.
- TO: Technology Outlet
- Transition point: A location for interconnection between horizontal cables extending from building pathways and horizontal cables extending into furniture pathways
- UL: Underwriters Laboratories - a global safety consulting and certification company.

Example TR Rack Layout

