



Everett Public Facilities District
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REQUEST FOR PROPOSAL

**Everett Events Center
Everett, Washington**

Security Camera System

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Section 1: General

The Vendor is to provide and install a security camera system meeting the specifications listed herein for use at the Everett Events Center in Everett, WA. Angel Of The Winds Arena is owned by the Everett Public Facilities District (EPFD) and is managed by Spectra Venue Management.

Section 2: Security Camera System

SCOPE OF WORK

- A. The purpose of this document is to describe the scope of work and options for a complete, turn-key security system.
- B. Security cameras shall provide coverage of all areas (excluding private offices) of Angel Of The Winds Arena, Edward D. Hansen Conference Center, Everett Community Ice Rink, and the exterior of the facility.
- C. Work under this Contract includes all labor, materials, tools, transportation services, supervision, coordination, etc., necessary to complete the installation of the security cameras and control equipment. The system will include the following:
 - a. A digital system, including but not limited to a digital camera, housings, poles, detection system and equipment, and the necessary hardware and software to produce the video image.
 - b. The camera housing shall be vandal and weather-proof and shall be securely mounted.
 - c. The camera shall provide sharp, high definition, well-defined, and well-illuminated images.
 - d. The camera shall be capable of recording during all periods of light and dark, during varying weather conditions. The camera shall provide a display of the current day, date, and time, so that it can be easily verified as functioning and correct from a remote terminal.
 - e. All adapters, antennas and managed switches shall be provided.
 - f. All cable runs shall be provided and documented on a drawing to be provided to the EPFD.
 - g. A Centralized Management solution shall be provided that allows for central and single-point administration of all system components and settings.
 - h. A central access interface to live and recorded video from all connected sites will be provided.
 - i. Cloud based secure storage and management.
 - j. Staff training shall be included until all necessary staff are capable and efficient at operating software and cameras.
 - k. Installation:
 - i. Vendor shall supply all technicians to provide all labor.
 - i. Washington State Prevailing Wage Rates shall apply. Vendor shall be responsible for submitting Intents to Pay and Affidavits of Wages Paid

forms to Labor & Industries. Vendor shall supply the copies of forms and subsequent approvals to the EPFD.

- ii. The Vendor will be responsible for obtaining all required permits, agreements, licenses, and insurance.
 - iii. The Vendor may employ subcontractors to perform certain portions of its responsibilities; however, the Vendor shall not subcontract any portion of its installation responsibilities without first obtaining express written permission from the EPFD. If the EPFD consents to such subcontract(s), the Vendor shall be fully responsible to the EPFD for all acts and omissions of the subcontractor(s).
 - iv. The Contractor shall prepare detailed plans for the installation. These plans shall become the property of the EPFD.
- D. The Contract also includes:
- a. Pre-Installation meetings on site.
 - b. Verification of dimensions and conditions at the job site.
 - c. Coordination with other contractors and trades.
 - d. Preparation of submittal information.
 - e. Installation in accordance with contract documents, manufacturer's recommendations, and all applicable code requirements.
 - f. Initial tests and adjustments, written report, and documentation.
 - g. Instruction to operating personnel: provisions of manuals.
 - h. Maintenance services; warranty.
- E. The Vendor is responsible for providing a complete and working system as intended. Any item or items missing on information provided to the Vendor does not relieve the Vendor from the responsibility of providing what is required for a complete system.

QUALITY ASSURANCE

- A. Manufacturer and Integrator must have at least 5 years of experience in the design, installation and implementation of all equipment indicated in this RFP.
- B. Provide corporate financial data for the past three years including bonding capacity.
- C. Provide a list of contacts of installations over the past three years for installations of a similar size and scope projects.
- D. Provide Project Manager by name and resume who will lead the project. Also, please indicate what subcontractors will be used with their experience.
- E. To be considered as eligible to submit a Proposal, Vendor must be legally licensed under applicable laws in the State of Washington.

COMMISSIONING, CLOSEOUT AND TRAINING

- A. The installers are to fully commission all aspects of all the equipment with the operator's security personnel observing. Operator's security personnel must sign off on the commissioning.

- B. The installers are to provide all Operating and Maintenance Manuals in both hard copy and electronic. All licenses are to be provided as required.
- C. The installer will provide five (5) four-hour sessions of training. These sessions will take place over a two-week period. The training will consist of system operations, and system maintenance.

WARRANTIES AND SERVICE AGREEMENT

- A. The manufacture/installer is to provide a two (2) year parts and labor warranty. If an issue can be handled over the telephone that will lead to fixing the problem quickly, then that is acceptable. Repairs requiring labor on part of the manufacture/installer will be required to respond within 24 hours. Identification and location of the service center or third party will be required.
- B. The manufacturer/installer is to provide an eight (8) year service after the warranty agreement (years 3 – 10). This agreement will cover labor and materials from the end of the warranty to year ten (10).

Section 3: Information supplied by bidders

3.1 Company Profile

The bidder should provide information about the company, including years of operation and client/employee growth.

3.2 System Description

Describe the Vendor's proposed system including capabilities, operation and equipment components, technical specifications, technical support and warranties. Describe the ability of the system to add additional cameras or services after initial installation.

3.3 Customer Support

Describe the firm's ability to support the schedule and delivery requirements in accordance with Section 5. Describe the firm's customer support program for resolution of warranty items.

3.4 References

The bidder shall provide a list of at least three (3) references of similar type facilities that have utilized its equipment being proposed within the last five years.

3.5 Costs

The bidder shall provide a list of costs in accordance with Section 2. Prices should be separated between each segment of the building:

- Angel Of The Winds Arena
- Edward D. Hansen Conference Center
- Everett Community Ice Rink
- Facility Exterior Perimeter

If there are recurring license fees, include the cost of one (1) year in the cost proposal and list recurring year license fee costs.

Section 4: Diversity Inclusion

Introduction Overview:

Spectra Venue Management has a long-standing commitment to diversity and inclusion. We recognize that diversity is an important component of our company's future success, not just as a value, but as a business philosophy central to our operations. As one of the world's leading Facility Management companies, we have a responsibility to reflect the customers and audiences we serve in all aspects of our business. To that end, we are committed to creating a best-in-class model for diversity and inclusion within the industry.

Supplier Diversity:

Spectra Venue Management is committed to providing equal access and meaningful opportunities to all vendors. Our supplier diversity program is designed to maximize the inclusion of minority, women, veterans and small disadvantaged business enterprises and individuals (Diversity Suppliers) in our supply chain. If the supplier is not diverse, they may be asked to report on relevant subcontracting (Tier II) activity with diverse suppliers. Supplier shall submit these reports at the frequency specified by Spectra Venue Management.

Company Ownership:

Is your company publicly or privately held? YES _____ NO _____

If your company is publicly held, please provide the stock symbol that your company's stock is traded under.

Please fill out below as it applies to your company's diversity status:

Women Business Enterprise (>=51% owned and controlled) YES _____ NO _____

Minority Business Enterprise (>=51% owned and controlled) YES _____ NO _____

Veteran Business Enterprise (>=51% owned and controlled) YES _____ NO _____

Other (Specify) _____

If Diverse, is your business certified? YES _____ NO _____

If certified, by which organization/council? _____

Tier II (Subcontracting)

If your company does not have diversity status, please describe how a partnership with a diversity supplier would work. Spectra Venue Management encourages Suppliers to explore all available opportunities to partner with diversity suppliers who offer products and services that are being sought in connection with this RFP. Spectra Venue Management expects any such arrangements to augment, and not duplicate, the responsibilities and efforts of supplier and other suppliers engaged in the provision of the RFP. Please describe your company's efforts with respect to Tier II.

Section 5: Project Timeline

The schedule of the security camera system installation will need to be coordinated with the facility management personnel. The commissioning date of the system shall be no later than July 1, 2022.

Section 6: Acceptance or Rejection of Proposal

The EPFD reserves the right to reject any and/or all Proposals when such rejection is in the interest of the EPFD to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the EPFD, not in a position to perform the contract. EPFD also reserves the right to waive any information, technicalities or irregularities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The EPFD reserves the right, however, to award contract to its best interest or to reject all bids. The EPFD reserves the right to award a contract for security cameras on only a portion of the facility or to adjust the project timeline or separate it into multiple phases.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Equipment = 35 Points. Points will be awarded based on the quality, reliability, and overall functionality of the vendor's product.

Capacity = 35 Points. Points will be awarded on the basis of prior experience in performing similar work and the vendor's ability to meet the implementation date required.

Section 7: General Information & Timeline

Contact:

Please keep your contact to Spectra / Angel Of The Winds Arena limited to email so that we can share your responses easily with members of our evaluation group and simply track discussion points.

Please include the name of your company and "Angel Of The Winds Arena Security Camera RFP" in the email subject line of any correspondence (example: Security Camera Company Angel Of The Winds Arena Security Camera RFP).

Spectra / Angel Of The Winds Arena may contact you by phone for clarification on your responses.

All communication should be sent to:

Corey Margolis – General Manager, Angel Of The Winds Arena – Spectra
Corey.Margolis@spectrarp.com

Brian Skow – Director of Operations, Angel Of The Winds Arena – Spectra
Brian.Skow@spectrarp.com

Jarrold Durham – Security Manager, Angel Of The Winds Arena – Spectra
Jarrod.Durham@spectrarp.com

Curtis Giboney – Technical Services Manager, Angel Of The Winds Arena – Spectra
Curtis.Giboney@spectrarp.com

Site visits may be arranged through this contact list to assist in preparation of accurate proposals.

Timeline:

January 7, 2022	Request for Proposal issued to vendors
January 20, 2022	Last day for site visit requests
January 24, 2022	Last day for clarification questions
January 31, 2022	Responses from vendors due at 4:00 PM Pacific
February 7, 2022	Notification to vendors on contract award (time TBD)

This is a tentative schedule only and may be altered at the sole discretion of the EPFD.

Proposal Instructions:

Sealed bid proposals will be received at the offices of Spectra Venue Management, 2000 Hewitt Avenue, Suite 200, Everett, WA 98201, until 4:00 P.M. on January 31, 2022. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read aloud in the presence of the bidders or their representatives at an appointed time.

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.
- Addressed to Everett Public Facilities District.
- Submit proposal in duplicate plus one original. (Oral or telephone modifications will not be considered.)

The EPFD will negotiate a contract with the most qualified vendor at a price that the EPFD determines is fair and reasonable. In making its determination, the EPFD will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If the EPFD is unable to negotiate a satisfactory contract with the vendor selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.