



**REQUEST FOR PROPOSALS
FOR
CENTRAL CONTROL SYSTEM UPGRADE AT THE
PIKE COUNTY CORRECTIONAL FACILITY**

PIKE COUNTY COMMISSIONERS

**506 BROAD STREET
MILFORD, PA 18337**

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
TABLE OF CONTENTS	1
REQUEST FOR PROPOSALS	2
I. INTRODUCTION	3
II. SUBMISSION OF PROPOSALS	3
III. PROPOSAL REQUIREMENTS	4
IV. PROPOSAL REVIEW	5
V. TENTATIVE CONTRACT AWARD	5
VI. MODIFICATION OR WITHDRAWAL OF PROPOSALS	5
VII. CONFIDENTIAL/PROPRIETARY INFORMATION	5
VIII. REJECTION OF PROPOSALS	6
IX. AWARD CRITERIA	6
X. ADDENDA	6
XI. SCOPE OF WORK/DETAILED SPECIFICATIONS	7
XII. REQUIRED CONTENT	8
XIII. PAYMENT	9
XIV. INSURANCE	9
XV. BONDS	10
XVI. RFP TIMELINE	10
XVII. REFERENCES	11

REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Commissioners of the County of Pike, Pennsylvania, is seeking sealed proposals for a Central Control System Upgrade at the Pike County Correctional Facility, until 9:00am, on WEDNESDAY, FEBRUARY 21, 2024, at the office of Krista Gromalski, Chief clerk for the County of Pike, located at:

**PIKE COUNTY COMMISSIONERS' OFFICE
506 BROAD STREET
MILFORD, PA 18337**

At that time, proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted. Proposals will be held in strict confidence until evaluated, reviewed and a proposal is accepted.

Copies of this Request for Proposal (RFP) will be available after 9:00am, on FRIDAY, JANUARY 12, 2024, at the office of Krista Gromalski, Chief clerk for the County of Pike, or on the Pike County website, at www.pikepa.org.

All proposals must be submitted in the format required by this RFP. All timely submitted proposals are valid for acceptance by the County of Pike and may not be withdrawn for a period of ninety (90) days after the actual date of proposal submittal.

The County of Pike reserves the right to select, for contract negotiations, the proposal that is determined to be the most advantageous for the County of Pike, taking into consideration all evaluation factors. Cost is not the sole determinative factor.

This RFP may be canceled, or any or all proposals may be rejected, in whole or in part, when it is in the best interest of the County of Pike.

Note: There will be a meeting at the Pike County Correctional Facility, located at 175 Pike County Blvd., Lords Valley, PA 18428, to show the Central Control System that will be upgraded. The meeting will be at 10:00am, on FRIDAY, JANUARY 26, 2024. Please meet at the main entrance promptly at 10:00am.

COUNTY OF PIKE
BOARD OF COMMISSIONERS
MATTHEW M. OSTERBERG, CHAIRMAN
RONALD R. SCHMALZLE, COMMISSIONER
TONY WALDRON, COMMISSIONER

I. INTRODUCTION

The Board of Commissioners of the County of Pike, Pennsylvania, is seeking sealed proposals for a Central Control System Upgrade at the Pike County Correctional Facility, located at 175 Pike County Blvd., Lords Valley, PA 18428. The Board of Commissioners, after reviewing and evaluating all timely submitted proposals, will select the proposal that they deem to have the best interest in the County of Pike, and will award a contract to that firm.

II. SUBMISSION OF PROPOSALS

Please submit three (3) copies of your proposal to Krista Gromalski, Chief Clerk for the County of Pike, Pike County Commissioners Office, 506 Broad St., Millford, PA 18337, no later than 9:00am, on WEDNESDAY, FEBRUARY 21, 2024. At that time, all timely received proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted. All proposals must be submitted in hard copy either in person, via US Mail or another mailing source (FEDEX, UPS, etc.). Proposals that are emailed or faxed will not be accepted. Regardless of the delivery method, the County of Pike assumes no responsibility for not receiving proposals and all parties should verify that their proposal has been received prior to the proposal submission deadline. Mailed proposals will be treated in every respect as though filed in person and will be subject to the same requirements.

All proposals must be signed by a person authorized to commit the proposer to any and all terms and conditions as specified in this RFP.

All timely submitted proposals may be reviewed and evaluated by any person or firm deemed necessary by the County of Pike.

All interested individuals submitting proposals, their partners, officers and staff are banned from engaging in any and all practices, or making any promise or agreement, that may in any way limit or restrict competition, or encourage or induce the County of Pike to make a favorable selection.

All qualified persons, firms or proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. The County of Pike is an equal opportunity employer. The successful proposer must ensure that they conduct their business in a similar manner and not discriminate as noted above.

III. PROPOSAL REQUIREMENTS

A. Due Date

Three (3) copies of your proposal must be received and in the hands of Krista Gromalski, Chief Clerk for the County of Pike, at the address set forth below, no later than 9:00am, on WEDNESDAY, FEBRUARY 21, 2024. One (1) proposal must be marked as "ORIGINAL".

B. Delivery Address

KRISTA GROMALSKI, CHIEF CLERK
PIKE COUNTY COMMISSIONERS OFFICE
506 BROAD STREET
MILFORD PA 18337

C. Packaging

Proposals must be sealed in an envelope and marked clearly with:

1. Company Name
2. RFP Title
3. Proposal Submission Deadline (Date and Time)

D. Cover Sheet

A cover sheet must be included with each submitted proposal, to include the following information:

To: County of Pike

Attention: Krista Gromalski, Chief Clerk

Date: _____, 2024

Description: Response to RFP – Central Control System Upgrade at the Pike County Correctional Facility

From: _____
Company Name and Address

_____ Phone Number
_____ Email Address

Signature: _____
Representative/Agent who is legally authorized to bind proposer

IV. PROPOSAL REVIEW

The County of Pike will review and evaluate all timely submitted proposals. References will be required from three (3) clients the submitting proposer services or has serviced using the same service/system that the Pike County Correctional Facility is requiring.

Any submitted proposal grants permission for the County of Pike to make inquiry concerning the proposer and its officers, solely for evaluation and contract award. Proposals may be reviewed and evaluated by any person(s) or firm(s) that may be deemed necessary by the County of Pike.

The County of Pike Board of Commissioners reserve the right to reject any or all proposals, in whole or in part, to negotiate costs (if necessary) or seek additional proposals, to accept any portion of a proposal, or to cancel this RFP in its entirety, as they deem appropriate. During the evaluation process, the County of Pike reserves the right, where it serves the County of Pike's best interest, to request additional information or clarification about each proposal, to allow correction of errors or omissions, or to require oral interviews and presentations at the Pike County Correctional Facility.

After all timely submitted proposals have been reviewed and evaluated, a recommendation will be made to the County of Pike Board of Commissioners, who will make the final award. The Board of Commissioners will award the contract to the proposer whose proposal they deem to be the most advantageous for the County of Pike.

V. TENTATIVE CONTRACT AWARD

Award of contract shall be made to the most responsible, qualified proposer whose proposal has been deemed to be the most advantageous for the County of Pike, taking into consideration the importance of price and other factors. It is expected that the County of Pike Board of Commissioners will make the final award in March 2024.

VI. MODIFICATION OR WITHDRAWAL OF PROPOSALS

All proposals may be modified or withdrawn by the proposer prior to the established due date and time of proposal submission. Proposals may not be withdrawn for a period of ninety (90) days after the actual date of proposal submission.

VII. CONFIDENTIAL/PROPRIETARY INFORMATION

At the time of submission, all proposals shall be deemed proprietary and confidential, and become property of the County of Pike. Proposals will be held in strict confidence until reviewed and a proposal is selected. Once the contract is awarded, all timely submitted proposals may become public information.

VIII. REJECTION OF PROPOSALS

The County of Pike reserves the right to reject any and all proposals, to waive any informality(s) and minor irregularities in proposals received, to accept any portion of a proposal, or to cancel this RFP in its entirety, if deemed to be in the best interest of the County of Pike.

IX. AWARD CRITERIA

This RFP does not commit the County of Pike to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the articles of goods and services.

An award of contract shall be based on the most advantageous proposal for the County of Pike. The County of Pike will base the award on evaluation factors listed below. The County of Pike reserves the right to reject any or all proposals if the proposals do not satisfactorily meet the requirements of this RFP based on the sole judgement of the County of Pike. The County of Pike will award the contract to the proposer whose proposal it solely deems to be the most advantageous for the County.

Listed below are some of the evaluation factors that may be used in the evaluation process, in no particular order:

1. Experience in providing the services herein requested.
2. Assurance the proposer has the personnel and expertise to carry out the services requested in a timely manner.
3. Proposer has the ability to meet the terms and conditions presented in this RFP. The proposal itself shall be an example of their work.
4. Previous performance, as evaluated by the supplied references.
5. If necessary, any oral interviews and presentations deemed necessary by the County of Pike.
6. Cost, which serves the best interest for the County of Pike.

X. ADDENDA

If it becomes necessary to revise any part of this RFP, an addendum will be issued. All addenda will be emailed to any proposer of record and will also be placed on the Pike County website, at www.pikepa.org, under Bids and Proposals. It is the responsibility of each submitting proposer to make themselves aware of all addenda issued, since all addenda will become a part of the contract document whether received by the proposer or not.

XI. SCOPE OF WORK / DETAILED SPECIFICATIONS

This RFP is for a Central Control System replacement at the Pike County Correctional Facility, located at 175 Pike County Blvd., Lords Valley, PA 18428. The primary contact at the Correctional Facility will be Warden Craig Lowe, (570) 775-5500 ext. 1510. The Warden shall facilitate the selected proposer's activities and coordinate when the upgrade(s) shall take place.

A meeting to view the system to be upgraded will be held on FRIDAY, JANUARY 26, 2024 at 10:00am, at the Pike County Correctional Facility, located at 175 Pike County Blvd., Lords Valley, PA 18428. Please meet at the front entrance at the Jail promptly at 10:00am.

The successful proposer is to replace the current outdated Central Control System and upgrade or replace existing controllers and existing hardwired operator panels with an IP based system. The successful proposer is to provide, design, build, program and test the controllers, panels, interfaces, and all equipment to work with the new Central Control System.

The new Central Control System is to be programmed and designed to fully match if not exceed the functionality of the system currently utilized at the Correctional Facility. The new Central Control System will include intercom/Paging control, Camera Call, Door Controls, Water Control (Turn On / Shut Off), and Facility Lighting. The Central Control System must also Interface with the Facilities Fire Alarm and Man Down System. The existing Facilities Axis IP Cameras will be integrated into the new system where applicable or new Axis IP Cameras will be installed by the successful proposer where needed. The successful proposer will work with the County IT department to integrate any new cameras installed so that the Facility will have full access to all new cameras that the successful proposer installs.

The Intercom / Paging system should be IP based equipment and be integrated into the Central Control System so that chase cameras are utilized when communicating over them.

Door control equipment, to also include switching relays, position monitoring interfaces and wiring and should be IP based. Door locks are **NOT** included.

The successful proposer is to provide all required wiring (Cat6 / Fiber) and switchgear to establish the Central Control Systems communication network.

Two (2) new Central Control System stations are to be provided and to be installed in the facilities Central Control and are to be utilized either independently or simultaneously to control the Central Control System Software. Stations should be Windows 10 or 11 and have dual screen touch panels to access the Central Control System software and chase cameras.

To minimize down time and limit interruption of the operations at the facility during this upgrade, the successful proposer will only upgrade one (1) housing unit at a time. Central Control must be able to maintain control and monitoring of the rest of the facility during the commissioning of a Housing unit. Upon completion of a Housing unit, Central Control must be able to control and monitor that unit as well as continuing to control and monitor the rest of the facility.

When each upgrade occurs, all debris must be removed daily from the worksite by the successful proposer.

The successful proposer must have a valid Federal Employer Tax Identification number.

XII. REQUIRED CONTENT

All qualified proposers are encouraged to submit three (3) proposals, in accordance with the requirements of this RFP. The proposals shall be of sufficient detail to describe the following:

A. Introductory Section

1. The name, job title, address, phone number and email address of the primary contact of the proposer submitting the proposal.
2. The name, job title, address, phone number and email address of the person responsible for contract negotiations, if different from above.
3. List by name, job title, phone number and email address the leadership of the proposer's firm.

B. Experience

Provide the qualifications and experience of key personnel who may be assigned to this project. Identify each by name, job title and experience.

C. Proposer Overview

Please outline the services that your firm may provide, how long your firm has been in business, any name changes your company may have had, etc.

D. Pricing

Please provide pricing for the complete Central Control System Upgrade, to include any in-depth training the Jail staff may need. Also, please list any recurring costs that may be required to keep the system updated and functional.

E. Timeline

Provide a detailed, step-by-step timeline, from start to finish, listing the steps that will be required to complete the upgrade.

F. References

Please list three (3) references, from clients the proposer has serviced using the same service/system that the Pike County Correctional Facility upgrade is requiring.

XIII. PAYMENT

Payment shall be in accordance with the lump sum proposal price approved by the County of Pike and applications for payment shall be submitted to the Pike County Correctional Facility, Attention: Craig Lowe, 175 Pike County Blvd., Lords Valley, PA 18428, for review and approval. The contract amount owed will be paid after satisfactory inspection of the final upgrade is complete and all services have been completed in accordance with this contract.

XIV. INSURANCE

The successful proposer shall be responsible for all injury(s) to persons, or damage to property, either directly or indirectly, that may result from his operations. The successful proposer shall obtain and pay for such insurance as will protect him from claims under the Worker's Compensation Act and from other claims to damages for personal injury, including death, or from damages to property, either real or personal, which may arise from operations under this contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The successful proposer shall effect and maintain the following insurance policy(s) for the duration of the contract:

1. Worker's Compensation Insurance, including Employer's Liability Insurance, in accordance with the Pennsylvania Worker's Compensation Act.
2. Comprehensive General Liability Insurance, including Products/Completed Operations Liability Insurance, with a single limit per location of \$2,000,000.00, including bodily injury, property damage and personal injury.
3. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles, with a single limit of \$1,000,000.00, including bodily injury and property damage.
4. Contractual Insurance

The County of Pike shall be named as an additional insured on the successful proposer's General Liability policy. The successful proposer shall deliver to the County of Pike, before commencing work under this contract, certificates from insurance companies or their agents, certifying that such insurance is in effect and will not be

XVII. REFERENCES

Please provide three (3) references from clients your firm is currently servicing or has serviced, with work similar to what is being asked for in this project.

COMPANY #1 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

COMPANY #2 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

COMPANY #3 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

Note: References must be supplied to the County of Pike at the time of proposal submittal.

canceled during the conduct of the work, without thirty (30) days written notice to the County of Pike. **Said certificate shall name the County of Pike, 506 Broad Street, Milford, PA 18337, as Certificate Holder.** The successful proposer shall report and pay all Old Age Benefits and Social Security taxes and other insurance as required by State and Federal law.

XV. BONDS

Before execution of the contract, the successful proposer may be required to submit bonds and/or affidavits to the County of Pike Law Department, for the faithful performance of this project. All bonds are to be paid by the successful proposer. If any bonds and/or affidavits are required for this project, the successful proposer shall be notified by the County of Pike Law Department.

XVI. RFP TIMELINE

RFP Available – after 9:00am, on FRIDAY, JANUARY 12, 2024

RFP Due – WEDNESDAY, FEBRUARY 21, 2024 BY 9:00am

Central Control System Upgrade meeting – FRIDAY, JANUARY 26, 2024 AT 10:00am, at the Pike County Correctional Facility, 175 Pike County Blvd., Lords Valley, PA 18428

Oral Interviews/Presentations (if necessary) – February 2024, at the Pike County Correctional Facility

RFP Review/Evaluation – February 2024

Contract Award - Late winter/early summer, 2024