

INVITATION TO BID # 7228

Sealed bids for **Integrated Access Control and Security Systems/Intercom Devices** for the Division of Public Health Preparedness Section must be received by Delaware Health & Social Services, Procurement Branch, Main Administration Building, Second Floor, Room #262, 1901 North DuPont Highway, (South Loop) Herman M. Holloway Sr., Health & Social Service Campus, New Castle, Delaware 19720, until **10:00 A.M. local time on 05/30/08** which time they will be opened, read and recorded. Specifications may be obtained at the above office. Phone: (302)255-9292.

Please Note: The following paragraphs hereby become part of the General Requirements of this bid.

1, 2, 3, 4.1, 5.1, 6.1, 7.1, 9.1, 10.1, 11.1, 12.1, 13.1, 14.2, 15, 16.1, 17.1, 18.1, 19.1, 20.2, 20.3, 23.1, 24.1 and 25.

Please review the **General Rules and Conditions and the General Requirements, (Non-Food Only)**, which appear on the DHSS website. The following forms must be included with your bid: 1) the Bidder Signature Form, 2) the Vendor Certification Form and 3) the Office of Minority and Women Business Enterprise Forms. All of these documents can be accessed on the DHSS website:

<http://www/dhss.delaware.gov/dhss/rfp/dhssrfp.htm>

Contact Person: Debbie Donovan (302) 255-9292

Note to Vendors: Your bid **must be signed** and all information on the signature page completed. If you do not intend to submit a bid and you wish to be kept on our mailing list you are required to return the face sheet with **"NO BID"** stated on the front with your **company's name, address and signature.**

Delivery Instruction:

All bids must be delivered to the address on the bid envelope: Under no circumstances will a bid be accepted that is late, delivered to the wrong building and/or signed for by a person other than a member of the Procurement staff. To ensure that your bid is in the Procurement Office on the date and time specified, there are three (3) recommended methods of delivering bid proposals: **Hand deliver, Federal Express and/or UPS.**

Ordering Procedure:

Successful contractors are required to have either a local telephone number with the area code or a toll free number to accept collect calls. All agencies are responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on line systems. The contractor or vendor must accept full payment by procurement (credit card) and/or conventional check or other electronic means at the State's option, without imposing any additional fees, cost or conditions.

For further bidding information please contact:

Buyer: **Debbie Donovan**
Delaware Health and Social Services
Main Administration Building-South Loop
Division of Management Services
Procurement Branch-Room 262

1901 North DuPont Highway
New Castle, Delaware 19720

SPECIFICATIONS:

Integrated Access Control / Security System and Intercom devices are needed throughout the Division of Public Health Warehouse to protect and record personnel access on the property at all times. The system will consist of the following:

1. Four (4) card readers on the exterior personnel access doors:
 - a. Two (2) on the South side
 - b. Two (2) on the North Side.
2. Three (3) card readers; one on each of the three (3) doors leading to the warehouse from the office space.
 - a. Double doors on the South East side of the office
 - b. Two (2) doors on the North side of the office area leading to the warehouse area.
3. Two (2) Biometric readers:
 - a. One (1) on the personnel access door entering into Zone 2 of the warehouse
 - b. One (1) on Zone 3 (steel cage within zone 2 of the warehouse).
4. All doors secured by card readers will need to be physically secured by the use of magnetic plate locks or other appropriate electronic means to physically secure each door.
5. All readers that physically secure doors will require Exit Motion Sensors, except for the personnel access door entering into Zone 2 of the warehouse. The personnel access door to Zone 2 of the warehouse will require a push-bar for egress from Zone 2. All entrance and egress mechanisms will comply with the fire safety code of proper authority for this facility.
6. All readers that physically secure doors will require Emergency Release Stations.
7. A Biometric Enrollment Reader station will be needed that will produce the template through an "enrollment" process and then transfer this template to the PVC card.
 - a. The Biometric template shall be stored on a dual technology PVC card compatible with the current PVC ID badges used by the Division of Public Health.

cage area within Zone 2) independent of the rest of the system, so that personnel can actively work within Zone 2 at all times, and Zone 3 remains secured and alarmed at all times. Security system for Zone 3 will only be disarmed through the Biometric Reader.

14. The security systems for Zones 2 and 3 will operate separately from the main warehouse security system and each other, so that they can each be armed while the main warehouse security system has been disarmed. As well as allowing personnel to operate within Zone 2 without disarming Zone 3.

15. Each system will maintain functionality in the case of facility power outage through the use of a backup battery system. The functionality of battery backup must be at least 20 minutes minimum for lag time once activated.

16. Installation and Integration

- a.** The vendor will provide all labor, cabling, tools, and parts required to install the components and test to ensure functionality.
- b.** The security equipment detailed in this proposal will need to integrate to the Division of Public Health's existing security system. This system is located at the Delaware Hospital for the Chronically Ill in Smyrna Delaware. It is running Honeywell ProWatch Corporate version 3.6.
- c.** This integration will include the cost of additional licenses to increase the Readers and sensors being installed, and allow for future expansion.
- d.** This security system will interface with the Fire Alarm system as is required by the fire safety code of authority for this facility.

Special Criteria:

1. Warranty

The vendor will ensure telephone and on-site support availability seven (7) days a week, twenty four (24) hours a day.
All parts will be covered by a manufacturer's warranty of at least one (1) year.
The vendor will offer a warranty of at least one (1) year on all labor.
The vendor will provide detailed maintenance and service dates for the unit if applicable.

2. Delivery

Delivery and installation of all necessary equipment must be guaranteed to occur no later than ninety (90) days after submission of purchase order or earlier by specific arrangement.
Delivery Truck with lift gate will be provided for off-loading of product and assistance from driver will be expected.

3. Training

The vendor will provide training on any active parts and demonstrate setup/disassemble of the unit(s) described within the specifications above.

Remark: Please adhere to the above specifications as listed in this competitive sealed bid. Deviations from these specifications will not be accepted.

Total Cost Page must be all inclusive:

Delivery, service agreement, training, warranty and upgrades must be included in total cost.

Delivery Cost:	\$ _____
Service Agreement:	\$ _____
Training:	\$ _____
Warranty:	\$ _____
Upgrades:	\$ _____
Total Cost:	\$ _____

All Bidders:

Please include 2 Originals and 4 Copies of each of your bids. This should include any pamphlets, or additional materials you want to be taken into consideration. For directions to the bid meeting view web link: Use <http://www.mapquest.com> or <http://maps.yahoo.com> to search 1575 McKee Road, Suite 6, Dover, DE 19901 for directions.

Additional Terms and Conditions

Billing:

The successful vendor is required to "Bill as Shipped" to respective ordering Agency(s). Ordering Agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

Payment:

The Agencies or School districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

Hold Harmless:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against all claims for injury, loss of life or damage to or loss of use of property cause or alleged to be caused by acts or omissions of the contractor, its employees and invitees on or about the premises and which arise out of the contractor's performance or failure to perform as specified in the Agreement.

Force Majeure:

Neither the contractor nor the ordering Agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendor Emergency Response Point of Contact:

The awarded vendor's shall provide the names, telephone number or cell phone numbers of those individuals who can be contacted twenty-four (24) hours a day seven (7) days a week where there is a critical need or commodities or services when the Governor of the State of Delaware declares a State of Emergency under the Delaware Emergency operations plan of April 2005. Failure to provide this information could render the bid as non-responsive.

Contact Person:

Address:

Phone Number:

Cell Phone Number:

Please Note:

1. Only one bid will be accepted by a bidder.
2. Specified written responses detailed response on each item.
3. Please specify if vendor is unable to meet any of the specified items.
4. All bid totals must include delivery, warranty, service agreement, training and/or upgrades, or your bid will not be accepted.
5. Agency will review all bid proposals and evaluate same.