



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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### **Notice to Interested Parties**

Sealed bids will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, November 8, 2006** to be opened at the County Purchasing Office the same date for **Sheriff's Office Interview Room Audio/Video Recording System.**

**Bids must be in a sealed envelope and marked:**

**"Bid to be opened **November 8, 2006****

**Sheriff's Office Interview Room Audio/Video Recording System**

**Bid # 06-097"**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Thursday, October 26, 2006, at 12:00 p.m. Questions can be faxed to (915)-546-8180.**

Said contract shall be let to the lowest responsible bidder, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND WAIVE TECHNICALITIES.** Only bids that conform to specifications will be considered. Faxed bids will not be accepted. Successful bidder shall not order items or services until a Purchase Order is received from the County Purchasing Office. Payment will not be made on items delivered without a Purchase Order. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County.

In order to remain active on the El Paso County Vendor list, each vendor receiving this bid must respond in some form. Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a no bid must submit their reason in writing to the El Paso County Purchasing Department.

If the bid totals more than \$100,000.00, the bidder shall furnish a certified cashier's check made payable to the order of El Paso County or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.

**PITI VASQUEZ**  
County Purchasing Agent

## BIDDING SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this bid, I hereby represent and warrant to El Paso County that I have read and understood the Bid Documents and the Contract Documents and this bid is made in accordance with the Bid Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

<b>Description – Bid # 06-097</b> <b>Sheriff's Office Interview Room Audio/Video Recording System</b> Vendor must meet or exceed specifications	
Description	Total Cost
Total Project Cost for Interview Room Audio/Video Recording System to include labor, equipment, tools, material, supplies and performance of operations necessary	\$
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. <b>Please submit one (1) original copy and two (2) copies of your bid.</b>	

\_\_\_\_\_  
Company

\_\_\_\_\_  
Federal Tax Identification No.

\_\_\_\_\_  
CIQ Document Number

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Telephone & Fax Number

\_\_\_\_\_  
Date

**\*\*\*THIS MUST BE THE FIRST PAGE ON ALL BIDS\*\*\***

# COUNTY OF EL PASO, TEXAS

## Solicitation Check List

### Sheriff's Office Interview Room Audio/Video Recording System Bid #06-097

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#### THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- \_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, November 8, 2006. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?
- \_\_\_\_\_ Did you sign the Bidding Schedule?
- \_\_\_\_\_ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?
- \_\_\_\_\_ Did you sign the "Consideration of Insurance Benefits" form?
- \_\_\_\_\_ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.
- \_\_\_\_\_ If your bid totals more than \$100,000, did you include a bid bond?
- \_\_\_\_\_ Did you provide one original and two (2) copies of your response?
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## **REQUEST FOR BIDS**

### Interview Room Audio/Video Recording System

#### **EL Paso County Detention Facility**

601 East Overland  
El Paso, Texas 79901

The contractor shall submit a bid for the installation of a video/audio recording system at the El Paso County Sheriff's Office. The bid shall include labor, equipment, tools, material, supplies and performance of operations necessary to install a complete system. The contractor shall supply all material, equipment and work.

The bid shall include the following:

- Engineering and programming
- Performance of operations necessary to install the new system
- Travel expense, lodging and meals
- Charges for rental equipment and cars

## **Introduction**

The interview rooms for the El Paso County Sheriff's Office are located at the Sheriff's Office Administration Building, 3850 Justice Drive, El Paso TX, 79938.

## **SCOPE OF WORK**

The contractor shall order, supply and install the new equipment. The Sheriff's Office will provide three offices for this project, positioned side by side. The outer rooms shall be used as the interview rooms. The center room shall be used to set-up the recording and control equipment.

Additional monitoring equipment shall be set-up inside the nearby supervisor's office. The supervisor shall be able to view and monitor both interview rooms selectively, one room at a time. For this purpose, the contractor shall supply a 20" color video monitor with a built-in VCR, wall mount, audio/video selector unit, and all required hardware and labor.

Equipment required for the video room project is listed in the following sections. It is not intended to be an exhaustive list of all equipment that may be required for the upgrade project. It is intended only as a guide for the contractor. The contractor shall supply all required equipment in order to provide a complete modern system, in working order, operating without any faults or deficiencies.

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## CLOSED CIRCUIT TELEVISION SYSTEM

### PART 1 GENERAL

#### 1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

#### ELECTRONIC INDUSTRIES ALLIANCE (EIA)

EIA 170	(1957) Electrical Performance Standards – Monochrome Television Studio Facilities
EIA ANSI/EIA-310-D	(1992) Racks, Panels, and Associated Equipment
EIA ANSI/EIA-330	(1966) Electrical Performance Standards for Closed Circuit Television Camera 525/60
EIA ANSI/EIA-375-A	(1974) Direct View Monochrome Closed Circuit Television Monitors 525/60 Interlaced 2:1
EIA ANSI/EIA/TIA-232-F	(2002) Interface Between Data Terminal Equipment and Data Circuit- Terminating Equipment Employing Serial Binary Data Interchange

#### INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS (IEEE)

IEEE C2	(2002) National Electrical Safety Code
IEEE C62.41	(1991) Recommended Practice for Surge Voltages in Low-Voltage AC Power Circuits
IEEE Std 142	(1992) Recommended Practice for Grounding of Industrial and Commercial Power Systems – Green Book

#### NATIONAL ELECTRICAL MANUFACTURES ASSOCIATION (NEMA)

NEMA 250	(1997) Enclosures for Electrical Equipment (1000 Volts Maximum)
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#### NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

47 CFR 15	Radio Frequency Devices
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UNDERWRITERS LABORATORIES (UL)

UL 1410 (1997) Television Receivers and High-Voltage Video Products

## **1.2 SYSTEMS DESCRIPTION**

### 1.2.1 GENERAL

The Contractor shall configure the system as described and shown. All television equipment shall conform to EIA 170 specifications. The system shall include all connectors, adapters, and terminators necessary to interconnect all equipment. The Contractor shall also supply all cabling necessary to interconnect the closed circuit television (CCTV) equipment installed in the Monitor Center, and interconnect equipment installed for remote control/monitoring stations. The Contractor shall interface the CCTV system with the ARS.

### 1.2.2 System Overall Reliability Requirement

The system, including all components and accessories, shall be configured and installed to yield a mean time between failures (MTNF) of at least 10,000 hours, and shall be calculated based on the configuration specified in paragraph "System Overall Reliability Calculations."

### 1.2.3 Power Line Surge Protection

All equipment connected to AC power shall be protected from surges. Equipment protection shall withstand surge test waveforms described in IEEE C62.41. Fuses shall not be used for surge protection.

### 1.2.4 Power Line Conditioners

A power line conditioner shall be furnished for the security console CCTV equipment. The power line conditioner shall be of the ferroresonant design, with no moving parts and no tap switching, while electrically isolating the secondary from the power line side. The power line conditioner shall be sized for 125 percent of the actual connected kVA load. Characteristics of the power line conditioner shall be as follows:

- a. At 85 percent load, the output voltage shall not deviate more than plus or minus 1 percent of nominal when the input voltage fluctuates between minus 20 percent to plus 10 percent of nominal.
- b. During load changes from zero to full load, the output voltage shall not deviate by more than plus or minus 3 percent of nominal. Full correction of load

switching disturbances shall be accomplished within 5 cycles, and 95 percent correction shall be accomplished within 2 cycles of the onset of the disturbance.

- c. Total harmonic distortion shall not exceed 3-1/2 percent at full load.

#### 1.2.5 Technical Response To Bid

The Contractor shall provide with the bid a Technical Response for evaluation by the Owner's Representative. Failure to include the Technical Response documentation may result in the bid package disqualification. The Technical Response shall demonstrate the proposed system design and installation details. As a minimum, the Bid Technical Response shall include:

- a. A complete itemized CCTV system equipment schedule (CCTV - Close Circuit Television)
- b. A camera / microphone enclosure design detail, featuring construction materials, camera / microphone clearance detail, ventilation, cable access, and camera view port design
- c. A CCTV system block diagram including proposed components and interconnect
- d. Manufacturer's technical specification/brochure for each proposed component
- e. Design and Operation overview to include system activation procedures and a step-by-step DVD video record process

#### 1.2.6 Monitor Center Equipment

Monitor Center and remote control/monitoring station equipment shall, unless designated otherwise, be rated for continuous operation under ambient environmental conditions of 15.6 degrees C to 29.4 degrees C, 60 degrees F to 85 degrees F and relative humidity of 20 to 80 percent.

#### 1.2.7 Electrical Requirements

Electrically powered video equipment shall operate on a 120 Volts, 60 Hz, AC Source. Equipment shall be able to tolerate variations in the line frequency of plus or minus 10 percent with no degradation of performance.

### 1.3 DELIVERY OF TECHNICAL DATA AND COMPUTER SOFTWARE

All items of computer software and technical data (including technical data which relates to computer software), which are specifically identified in this specification shall

be delivered strictly in accordance with the CONTACT CLAUSES, SPECIAL CONTRACT REQUIREMENT, Section 01330 SUBMITTAL PROCEDURES, and in accordance with the Contract Data Requirements attached to and thereby made a part of this contract. All data delivered shall be identified by reference to the particular specification paragraph against which it is furnished. The ARS Technical Data Package must be included. (Audio Recording System)

### 1.3.1 Group I Technical Data Package

The Contractor shall submit the Group I Technical Data Package for approval by the Owner's Representative. The Contractor shall not order equipment nor commence site installation work prior to receiving written approval by the Owner stating the acceptance of the Group I Technical Data Package in its entirety. The Owner reserves the right to refuse the Group 1 Technical Data Package based on design and/or product types considered to be non-compliant with the contract specification. If rejected, the Contractor shall make modification to resolve compliance issues and resubmit the Group 1 Technical Data Package, including an itemized report detailing the system design and/or product changes, to the Owner's representative for approval.

#### 1.3.1.1 System Drawings

The data package shall include the following:

- a. System block diagram
- b. CCTV system console installation, room coordination, and wiring diagrams
- c. Monitor center CCTV and ARS (Automated recording System) equipment installation, interconnection with remote equipment, block diagrams and wiring diagrams
- d. Remote monitoring station installation, interconnection to monitor center including block diagrams and wiring diagrams
- e. Camera wiring and installation drawings
- f. Camera enclosure concept and design/fabrication drawing
- g. Surge protection device installation
- h. Block diagram of digital audio processor modules and configuration

#### 1.3.1.2 Manufacturers' Data

The data package shall include manufacturers' data for all materials and equipment provided under this specification.

#### 1.3.1.3 System Description and Analysis

The data package shall include complete system descriptions, analysis and calculations used in sizing the equipment required by these specifications. Descriptions and calculations shall show how the equipment will operate as a system to meet the performance specified. The data package shall include the following:

- a. Picture-In-Picture configuration and user functions
- b. CCTV system start-up time
- c. System start up and shutdown operation
- d. Recording programming operation instructions
- e. UPS operating and maintenance instructions
- f. Manuals for CCTV equipment
- g. Processor Driven Equipment configuration report

#### 1.3.1.4 Software Data

The data package shall consist of descriptions of the operation and capability of system and application software, as specified.

#### 1.3.1.5 Overall System Reliability Calculations

The data package shall include all manufacturers' reliability data and calculations required to show compliance with the specified reliability. The calculations shall be based on all CCTV equipment associated with one camera circuit and the console CCTV equipment, excluding the data transmission medium (DTM).

#### 1.3.1.6 Certifications

All specified manufacturers' certifications shall be included with the data package.

### 1.3.2 Group II Technical Data Package

The Contractor shall verify that site conditions are in agreement with the design package. The Contractor shall submit a report to the Owner's Representative documenting changes to the site, or conditions that affect performance of the system to be installed. For those changes or conditions, which affect system installation or performance, provide (with the report) specification sheets or written functional requirements to support the findings, and a cost estimate to correct the deficiency. The Contractor shall not correct any deficiency without written permission from the Owner.

### 1.3.3 Group III Technical Data Package

The Contractor shall prepare test procedures and reports for the pre-delivery test. The Contractor shall deliver the pre-delivery test procedures to the Owner's Representative for approval. After receipt by the Contractor of written approval of the pre-delivery test procedures, the Contractor may schedule the pre-delivery test. The final pre-delivery test report shall be delivered after completion of the pre-delivery test.

### 1.3.4 Group IV Technical Data Package

The Contractor shall prepare test procedures and reports for the performance verification test and endurance test. The Contractor shall deliver the performance verification test and endurance test the Owner Representative for approval. After receipt by the Contractor of written approval of the test procedures, the Contractor may schedule the tests. The Contractor shall provide a report detailing the results of the field test and a video tape of the testing procedures as performed. The final performance verification and endurance test report shall be delivered after completing of the test.

#### 1.3.4.1 Operation and Maintenance Manuals

A draft copy of the operation and maintenance manuals, as specified for the Group V technical data package, shall be delivered to the Owner's Representative prior to beginning the performance verification test for use during site testing.

#### 1.3.4.2 Training Documentation

Lesson plans and training manuals for the training phase, including type of training to be provided with a sample training report, and a list of reference material, shall be delivered for approval.

#### 1.3.4.3 System Programming

The Contractor shall enter all data needed to make the system operational. The Contractor shall deliver the data to the Owner's Representative on data entry forms, utilizing data from the contract documents, Contractor's field survey, and all other



pertinent information in the Contractor's possession required for complete installation of the database. The Contractor shall identify and request from the Owner's Representative any additional data needed to provide a complete and operational CCTV system. The complete forms shall be delivered to the Owner's Representative for review and approval at least 10-days prior to the scheduled need date.

#### 1.3.4.4 Graphics

The Contractor shall create and install all required graphics needed to make the system operational. Graphics shall have sufficient level of detail for the system operator to assess the CCTV system generated alert. The Contractor shall supply hard copy color examples, 8 x 10 inches in size, of each type of graphic to be used for the completed CCTV system. If the video switcher does not use a monitor for display of system information, the Contractor shall provide examples of the video annotation used for camera identification. The graphics examples shall be delivered to the Owner's Representative for review and approval at least 10-days prior to the scheduled need date.

#### 1.3.5 Group V Technical Data Package

Final copies of each of the manufacturer's commercial manuals, arranged as specified, bound in hardback, loose-leaf binders, shall be delivered to the Owner's Representative within 30 days after completing the endurance test. The draft copy used during site testing shall be updated prior to final delivery of the manuals. Each manual's contents shall be identified on the cover. The manual shall include names, addresses, and telephone numbers for each subcontractor installing equipment and systems, and nearest service representative for each item of equipment for each system. The manuals shall have a table of contents and tab sheets. Tab sheets shall be placed at the beginning of each chapter or section and at the beginning of each appendix. The final copies delivered after completion of the endurance test shall include all modifications made during installation, checkout, and acceptance. Include 3 copies of each manual unless otherwise specified herein.

##### 1.3.5.1 Functional Design Manual

The functional design manual shall identify the operational requirements for the system and explain the theory of operation, design philosophy, and specific functions. A description of hardware and software functions, interfaces, and requirements shall be included for all system operating modes.

##### 1.3.5.2 Hardware Manual

A manual shall describe all equipment furnished, including:

- a. General hardware description and specifications
- b. Installation and checkout procedures
- c. Equipment electrical schematics and layout drawings
- d. System schematics and wiring lists
- e. System setup procedures
- f. Manufacturer's repair parts list indicating sources of supply
- g. Interface definition

#### 1.3.5.3 Software Manual

The software manual shall describe the functions of all software, and shall include all other information necessary to enable proper loading, testing and operation, including:

- a. Definitions of terms and functions
- b. Procedures for system boot-up
- c. Description of using the programs
- d. Description of required operational sequences
- e. Directory of all disk files
- f. Description of all communications protocols, including data formats, command characters, and a sample of each type of data transfer

#### 1.3.5.4 Operator's Manual

The operator's manual shall explain all procedures and instructions for operations of the system including:

- a. Video insertion devices
- b. Video character generators
- c. Cameras and video recording equipment
- d. Operator commands

- e. System start-up and shutdown procedures
- f. Recovery and restart procedures

#### 1.3.5.5 Maintenance Manual

The maintenance manual shall describe maintenance procedures for all equipment; including inspection, periodic preventive maintenance, fault diagnosis, and repair or replacement of defective components.

#### 1.3.5.6 As-Built Drawings

The Contractor shall maintain a separate set of drawings, elementary diagrams and wiring diagrams of the CCTV system to be used for as-built drawings. This set shall be accurately kept up to date by the Contractor with all changes and additions to the CCTV system. The As-Built Drawings shall be delivered to the Owner's Representative with the final endurance test report. In addition to being complete and accurate, this set of drawings shall be kept neat and shall not be used for installation purposes. Upon completion of the final system drawings, the Owner's Representative will review the final system work with the Contractor. If the final system work is not complete, the Contractor will be so advised and shall complete the work as required. Final drawings submitted with the endurance test report shall be finished drawings on Mylar or vellum, and as AutoCAD or Microstation files on CD-ROM.

### 1.4 TESTING

#### 1.4.1 General

The Contractor shall perform pre-delivery testing, site testing, and adjustment of the completed CCTV system. The Contractor shall provide all personnel, equipment, instrumentation, and supplies necessary to perform all testing. Written notification of planned testing shall be given to the Owner's Representative at least 5 days prior to the test. No notice shall be given until after the Contractor received written approval of the specific test procedure.

#### 1.4.2 Test Procedures and Reports

Test procedures shall explain, in detail, step-by-step actions and expected results in compliance with the requirements of the specification. Test reports shall be used to document results of the tests. Reports shall be delivered to the Owner's Representative within 5 days after completion of each test.

## 1.5 TRAINING

### 1.5.1 General

The Contractor shall conduct training courses for designated personnel in the maintenance and operations of the CCTV system as specified. If the CCTV system is being installed in conjunction with an ARS, (Automated Recording System) the CCTV training shall be concurrent and part of the ARS training. The training shall be oriented to the specific system being installed under this contract. Training manuals shall include an agenda, defined objectives for each lesson, and a detailed description of the subject matter for each lesson. The Contractor is responsible for furnishing all audio-visual equipment and all other training materials and supplies. Where the Contractor presents portions of the course through the use of audio visual material, copies of the audio visual materials shall be delivered to the Owner's Representative, either as a part of the printed training manuals or on the same media as that used during the training sessions. A training day is 8 hours of instruction, including two 15-minute breaks, excluding lunchtime, Monday through Friday, during the daytime shift in effect at the facility. For guidance in planning the required instruction, the Contractor should assume the attendees will have a high school education or equivalent as a minimum. Approval of the planned training schedule shall be obtained from the Owner's Representative at least 10 days prior to the training.

### 1.5.2 Operator's Training

The course shall be taught at the project site for two consecutive training days after the Contractor's field-testing. A maximum of 20 personnel may attend the course. No part of the training given during this course will be counted toward completion of the performance verification test. The course shall consist of classroom instruction on the specific hardware configuration of the installed system, and specific instructions for operating the installed system. The course shall demonstrate system start up, system operations, system shutdown, system recording, the specific hardware configuration, and operation of the system and its user functions. The students should have no unanswered questions regarding operation of the installed CCTV system. The Contractor shall prepare and insert additional training material in the training manuals when the need for additional material becomes apparent during instruction. The Contractor shall prepare a written report after the completion of the course. The Contractor shall list in the report the times, dates, attendees and material covered at each training session. The Contractor shall describe the skill level of each student at the end of this course. The Contractor shall submit the report before the end of the performance verification test. The course shall include:

- a. General CCTV hardware, installed system architecture

- b. Functional operation of the installed system and software
- c. Operator commands
- d. Warning indicators, diagnostics and correction
  
- e. General system maintenance
  
- f. Replacement of failed components and integration of replacement components into the operating CCTV system

## 1.6 MAINTENANCE AND SERVICE

### 1.6.1 General Requirements

The Contractor shall provide all services required and equipment necessary to maintain the entire CCTV system in an operational state as specified for a period of 1 year after completion of the endurance test, and shall provide all necessary material required for the work. Impacts on facility operations shall be minimized when performing scheduled adjustments or other unscheduled work.

### 1.6.2 Description of Work

The adjustment and repair of the CCTV system includes all power equipment, software updates, audio equipment, and video equipment. Provide the manufacturer's required adjustments and all other work necessary.

### 1.6.3 Personnel

Service personnel shall be qualified to accomplish all work promptly and satisfactorily. The Owner's Representative shall be advised in writing of the name of the designated service representative, and of any changes in personnel.

### 1.6.4 Schedule of Work

The Contractor shall perform two inspections at 6-month intervals or less. This work shall be performed during regular working hours, Monday through Friday, excluding legal holidays. These inspections shall include:

- a. Visual checks and operational tests of processor controlled equipment, peripheral equipment, interface panels, recording devices, monitors, video equipment electrical and mechanical controls, and a check of the picture quality for each camera
  
- b. Update audio processor software and correct all diagnosed problems

c. Resolve any previous outstanding problems

#### 1.6.5 Emergency Service

The Owner's Representative will initiate service calls when the CCTV system is not functioning properly. Qualified personnel shall be available to provide service to the complete CCTV system. The Owner's Representative shall be furnished with a telephone number where the service supervisor can be reached at all times. Service personnel shall be at the site **within 24 hours** after receiving a request for service. The CCTV system shall be restored to proper operating condition **within 2 calendar** days after receiving a request for service.

#### 1.6.6 Operation

Performance of scheduled adjustments and repair shall verify operations of the CCTV system as demonstrated by the applicable portions of the performance verification test.

#### 1.6.7 Records and Logs

The Contractor shall keep records and logs of each task, and shall organize cumulative records for each major component and for the complete system chronologically. A continuous log shall be maintained for all devices. The log shall contain calibration, repair, and programming data. Complete logs shall be kept and shall be available for inspection on site, demonstrating that planned and systematic adjustments and repairs have been accomplished for the CCTV system.

#### 1.6.8 Work Requests

The Contractor shall separately record each service call request, as received. The form shall include the serial number identifying the component involved, its location, date and time the call was received, nature of trouble, names of the service personnel assigned to the task, instructions describing what has to be done, the amount and nature of the materials to be used, the time and date work started, and the time and date of completion. The Contractor shall deliver a record of the work performed within 5 days after the work was completed.

#### 1.6.9 System Modifications

The Contractor shall make any recommendations for system modification in writing to the Owner's Representative. No system modifications, including operating parameters and control settings, shall be made without prior approval of the Owner's Representative. Any modifications made to the systems shall be incorporated into the operations and maintenance manuals, and other documentation affected.

### 1.6.10 Programming / Software

The Contractor shall recommend all software updates to the Owner's Representative for approval. Upon approval, updates shall be accomplished in a timely manner, fully coordinated with the CCTV system operators, operation in the system verified, and shall be incorporated into the operations and maintenance manuals, and software documentation. There shall be at least one schedule update near the end of the first year's warranty period, at which time the Contractor shall install and validate the latest released version of the manufacturers' software.

## PART 2 PRODUCTS

### 2.1 MATERIALS AND EQUIPMENT

All system hardware and software components shall be produced by manufacturers' regularly engaged in the production of CCTV equipment. Units of the same type of equipment shall be products of a single manufacture. All material and equipment shall be new and currently in production. Each major component of equipment shall have the manufacturer's name and address, and the model and serial number in a conspicuous place. Equipment located at the monitor center or a remote monitoring station shall be rack mounted. Television and computing devices shall comply with 47 CFR 15, Subpart B.

#### 2.1.1 Soldering

All soldering shall be done in accordance with standard industry practices.

### 2.2 ENCLOSURES

The Contractor shall provide metallic enclosures as needed for equipment not housed in racks or supplied with housings. The enclosures shall be as specified.

#### 2.2.1 Interior

Enclosures to house equipment in an interior environment shall meet the requirements of NEMA 250 Type 12.

### 2.3 TAMPER PROVISIONS

As required to prevent tampering with the equipment.

## 2.4 LOCKS AND KEY-OPERATED SWITCHES

### 2.4.1 Locks

Locks shall be provided on system enclosures for maintenance purposes. The locks shall be conventional key type locks, having a combination of five cylinder pin and five-point three-position side bar. The locks shall be so arranged that the key can only be withdrawn when in the locked position. All maintenance locks shall be keyed alike and only two keys shall be furnished for all of these locks.

### 2.4.2 Key-Lock-Operated Switches

All key-lock-operated switches required to be installed on system components shall be UL listed, conventional key type lock having a combination of five-cylinder pin and five-point three-position side bar. Key-lock-operated switches shall be two positions, with the key removable in either position. All key-lock-operated switches shall be keyed differently and only two keys shall be furnished for each key-lock-operated-switch.

## 2.5 SYSTEM INTEGRATION

The CCTV system shall be interfaced to the ARS equipment and shall provide automatic video / audio record capability. Equipment shall be supplied with all adapters, terminators, cables, main frames, card cages, power supplied, rack mounts, and appurtenances as needed. The system shall provide one-touch record activation for dual DVD Recorders and inserted timer display.

### 2.5.1 Control System Requirements

- a. Control System shall utilize a Motorola Coldfire processor at no less than 257 MIPS
- b. Control System shall include two (2) RD-232/422/485 Ports
- c. Control System shall include four (4) IR/Serial Ports
- d. Control System shall include (4) Isolated Relay Ports
- e. Control System shall include (4) I/O Ports
- f. Control System shall include (1) IR Receiver Port for optional IR-Receiver, which is compatible with Universal IR-Remotes that transmit standard RC-5 Codes
- g. Control System shall include (1) Cresnet Port



- h. Control System shall include a built-in 4 x 2 Video Switch – Composite; which can also be configured as 2 x 1 S-Video
- i. Control System shall include a built-in 7 x 1 Stereo Audio Switch and Built-in Volume, Bass, Treble Control for all channels
- j. Control System shall include a built-in 6-Band Parametric Equalizer, configurable using Crestron Digital Audio Tools Software. Digital Audio Tools Software shall support auto configuration/programming of multiple custom preset Parametric and Graphic Equalization modes.
- k. Control System shall include built-in Video Sync-Sensors on all Video-Inputs for Source Device Status Sensing
- l. Control System shall be able to be automatically configured and programmed using Crestron MP2 System-Builder Software. System Builder Software shall not require any prior/formal programmer training and shall support IR/Serial/RS-232 Drivers for industry standard devices.
- m. Control System Processor shall utilize a real time, event driven, multi-tasking, multi-threaded operating system
- n. High-speed processor shall communicate directly with control ports and proprietary control network utilizing high-speed, parallel bus infrastructure. Control processors that communicate via a serial bus shall not be accepted.
- o. Control processor shall contain 36 MB of memory
- p. Control System processor shall utilize a FAT32 file structure
- q. Patent pending Network Analyzer to continuously monitor the integrity of the Crestnet network for wiring faults, marginal communication performance and network errors – all information is viewable.
- r. Support RS-485 token passing network with data communication for a minimum distance of 5,000 feet
- s. Allow proprietary network expansion via RS-232 ports, which can allow for high-speed network acceleration.
- t. Support a minimum of 253 proprietary network devices simultaneously

- u. Control system shall support object-oriented logic based programming language and a C-like language programming language. Both programming types shall be properly supported to run simultaneously and integral to each other.
- v. Control system manufacturer shall supply Windows-based graphical programming software for drag and drop object oriented programming for the control system operation.
- w. Control system manufacturer shall provide Windows-based graphical programming software, which is self-documenting in that it generates a symbolic flow diagram printout form the system program.
- x. The control system shall support a variety of wireless communication modes, including one-way and two-way radio frequency and infrared transmission.

#### 2.5.2 Touch-panel Control Requirements

(The contractor shall provide a minimum of 2 touch-panels)

- a. Touch-panel must have a minimum resolution of 320 x 234 pixels; lower resolutions shall not be accepted.
- b. Touch-panel shall have a 5" active matrix LCD display with 64,000-color palette and 16 bit non-palette graphics. Passive matrix displays or touch panels with less than a 64,000-color palette, and not supporting 16 bit non-palette graphics, shall not be accepted.
- c. Touch-panel and associated programming tools, by same manufacturer, shall provide a native/onboard graphic library supported by a Synapse image rendering algorithm feature which shall provide for improved/high-resolution graphics (such as native anti-aliased 3D buttons, graphics and text, with embossed, beveled and fringed features) without the aid of 3<sup>rd</sup> Party graphic development software.
- d. Touch-panel must support a minimum of 200 modes for each button. Touch-panels with fewer than 200 modes available shall not be accepted.
- e. Touch-panel must support at least 4000 discrete button channels. Touch-panels that do not support 4000 or more button channels shall not be accepted.
- f. Touch-panel must support memory of 8MB for DRAM. Touch-panels supporting less than said memory shall not be accepted.
- g. Touch-panels must support graphic animation on a variety of object styles. Touch-panels that are not capable of animation display shall not be accepted.

- h. Touch-panel shall have stereo audio input supporting balanced or unbalanced signal formats, Touch-panel shall allow line-level audio mixing, amplification, and volume control, with playback through built-in speakers. Touch-panels that do not have built-in speakers and amplifier, or that do not allow line level audio input, shall not be accepted.
- i. Touch-panel shall have built-in microphone with line-level balanced audio output.
- j. Touch-panel shall display NTSC/PAL video inputs. Video Input connections shall support balanced or unbalanced signal formats, Video inputs shall display full screen or in user defined windows (scaled video). Touch-panels that do not provide true video scaling (i.e. cropped video) shall not be accepted.
- k. Touch-panel shall be an integrated unit. A separate touch-panel interface box and touch display unit shall not be accepted.
- l. Touch-panel shall have the capability to store and play audio WAV files.
- m. Touch-panels that connect to a dedicated low speed proprietary control system network in a master-slave configuration shall not be accepted.
- n. Touch-panel shall have built-in light sensor that will auto-dim the backlight.
- o. Touch-panel shall have ten tactile buttons that are programmable and engraveable.
- p. Touch-panel shall automatically detect/synch NTSC/PAL video formats. Touch-panels that require discrete selection of NTSC/PAL video inputs shall not be accepted.
- q. Touch-panel and image shall have 180-degree inversion/mounting capability, for optimum viewing angle in various applications (i.e. Wall or Lectern).
- r. Touch-panel shall have built-in 2x digital zoom with pan/tilt viewing capabilities for video.
- s. Touch-panel shall have built in Time-Based Correction for increased stability of video/graphics display.
- t. Touch-panel Option: Touch-panel must be capable of mounting in lecterns or wall. Touch-panel must have pre and post-construction wall-mount option available.

- u. Touch-panel Option: Touch-panel must have optional water resistant covers, if required.
- v. Touch-panel Option: Touch-panel must be capable of supporting “designer-like” custom finish faceplates, available from manufacturer.

### 2.5.3 Control System Program Features and Functions

- a. Main touch-panel page: The Main shall provide user access and system power on and power off control. The Main control page shall include the EPSO logo (or other), Access Code entry icon, Power-up and Power-off icon buttons. Succeeding control pages shall include return to “Main” page button option.
- b. Record touch-panel page: The record page shall provide one-touch dual DVD recorder and video timer system activation and control. The Record control page shall include “Record”, “Pause” and “Stop/Compile” button options. The panel shall provide active and non-active button state feedback using red and green button illumination.
- c. Title Maker touch-panel page: Provides simultaneous, dual DVD control functions for creating a DVD title page. The Title Maker control page shall include a button to activate the DVD’s on-screen Title mode operation and control icons for each character and line space function provided by the DVD recorder/player.
- d. Playback touch-panel page: The Playback page shall provide individual DVD playback control operations. The Playback page shall include control icons for two separate DVD systems to include Play, Stop, Pause, Fast Forward, Fast Reverse, and Frame-by-Frame progressive search.
- e. PIP touch-panel page: The PIP control page shall provide picture-in-picture processor control options to include size, location, full screen and video source selection for insert picture.
- f. Console A and Console B control systems shall provide cross control between console locations. The control touch-panel shall display video originating from the console selected for control. A touch-panel video insert shall be present with each control page layout as specified above.

## 2.6 SOLID STATE CAMERA

### 2.6.1 High Resolution Color Camera

The Contractor shall provide four high quality color video cameras designed specifically for professional video applications to include videoconferencing, distance learning, conference and training room applications. The camera system shall include remote pan/tilt/zoom lens operations. The camera shall feature high-speed function response, quiet pan/tilt operation and wide-angle zoom lens capability.

#### 2.6.1.1 Camera Features

- a. High Speed, Wide Range Pan/Tilt Head. The camera system must respond to pre-set positioning commands quickly and immediately
- b. Quiet Operation. Direct drive motors required for pan/tilt operation. Gears driven positioning devices are not acceptable
- c. 40x Zoom Ratio (10x Optical + 4x Digital). Zoom lens to include auto focus
- d. Built-in Conversion Lens for Wide Angle View out to 65 degrees horizontal in 3 : 4 video format
- e. Six Position Presets with Battery Back-up. The integral back-up battery shall store presets of pan/tilt/zoom/, focus position, AE mode and white balance mode, when the camera is powered off
- f. Fully Controllable Remotely via RS-232C. Remote control to include all camera settings and pan/tilt/zoom/ functions remotely via PC

#### 2.6.1.2 Camera Specification

- a. Video Signal to be NTSC
- b. Image Sensor to include one 1/4 type Super HAD CCD
- c. Effective Pixels at 768 (H) x 494 (V)
- d. Horizontal Resolution of 470 TV Lines (wide end)
- e. Lens; 10x Optical Zoom, x40 with Digital Zoom f-3.1 to 31, F 1.8 to 2.9.
- f. Horizontal Angel of View, 6.6 to 65 degrees

- g. Minimum Object Distance of 100 mm (wide end), 600 mm (tele end)
- h. Minimum Illumination of 3.5 lx (F1.8)
- i. Auto Exposure: Auto/Manual/Priority AE/ Exposure compensation, Back light compensation
- j. Shutter Speed from ¼ to 1/10,000 sec.
- k. White Balance: Auto, ATW, Manual, One Push, 3200K and 5800K
- l. Effects to include Mirror Image, Still Image on Field Memory, Pastel Image, Negative/Positive Reversal, Sepia Image, Monochrome Image, Enhanced Contrast, Mosaic Image, Vertical Stretch, Horizontal Stretch, Motion Image on Still Image, Continuous Still Image, Motion Image on Binaried Still Image, After-image Lag of Moving Object.
- m. S/N Ratio of more than 50 dB
- n. Pan/Tilt; Horizontal +/- 100 degrees (Max speed 300 degrees/s), Vertical +/- 25 degrees (Max speed 125 degrees/s)(in 0.07 degrees increments)
- o. Video Output to include VBS and Y/c

## 2.6.2 Concealed Camera Enclosure

### 2.6.2.1 Concealed Camera Enclosure Construction

The Contractor shall provide a camera enclosure uniquely designed to appear as a wall mounted "Coat Rack". The wall enclosure shall include space for the unobstructed operation of two color cameras featuring pan/tilt/zoom functions as specified in paragraph 2.6.1. Due to the covert nature of the video application and exposed position of enclosure, apparent camera port windows are not acceptable. The Contractor shall submit enclosure designs featuring concealed camera port features. Covert monitoring is essential to the systems success and enclosure designs not conforming shall be deemed non-compliant with the specification. The enclosure must also incorporate two hidden microphone devices. Directional microphones shall be provided. The contractor shall submit enclosure drawings detailing the preferred microphone coverage direction. The Contractor shall demonstrate methods for acoustic control to insure optimum sound quality, free from detectable audible distortion produced by the camera enclosure system.

### 2.6.3 Camera/Lens/Pan/Tilt Controller

The Contractor shall provide two Pan/Tilt/Lens control consoles for remote camera control of interview room cameras to include pan and tilt positioning, zoom lens, focus and iris functions and preset camera control. Each control console shall support up to four camera systems. The control console shall include a proportional rate joystick and provide smooth, simultaneous control of pan and tilt. Separate switches shall provide control of zoom, focus and iris functions. The controller shall provide four memorized presets to include pan, tilt, zoom and focus positions for each of the four camera inputs and provide recall by selector switches provided or optional external contact closure.

#### 2.6.3.1 Camera Controller Functions

- a. Camera Select Switches (1-4)
- b. Preset Shot Switches (1-4)
- c. Preset Cycle Switches (1-4)
- d. Proportional Joystick for control of pan and tilt.
- e. Lens Zoom and Focus Switches
- f. Auto Focus On/Off Switch
- g. Exposure Up-Down Switches
- h. Auto Pan On/Off Switch

### 2.7 CAMERA MOUNTS

The contractor shall provide camera mounts as required by the camera manufacturer.

### 2.8 VIDEO MONITORS

The contractor shall provide four, Size 7-inch, LCD color monitor system to include rack mount hardware. Two monitors are required for each interview room system.

#### 2.8.1 Color Monitor Features

- a. Full-screen and true color TC/CATV/Video/S-Video display
- b. On Screen Display (OSD) function

- c. Built-in IR receiver for infrared remote control (24 keys)
- d. Full 181 channel TV tuner, including broadcast and cable TV
- e. Auto scan and memory channels and fine-tune functions
- f. Auto detect of video input signal NTSC/PAL/SECAM
- g. Saturation/Contrast/Hue/Brightness adjustments
- h. Blue screen function, (if no signal input)
- i. Support composite video & S-Video input for VCR, LD, DVD, & Video Camcorder
- j. Built-in amplifier and speakers

## 2.9 VIDEO EFFECTS PROCESSORS

### 2.9.1 Picture-in Picture Inserter

The Contractor shall provide two-studio grade Picture-In-Picture (PIP) Inserter systems for simultaneous display and recording of two camera images. The video Inserter shall accommodate both composite and s-video formats for both inputs and output. User controls shall provide PIP sizing and screen position. Size ranges shall include 1/4, 1/9, 1/16 or 1/36<sup>th</sup> of the screen. User control shall include selection of a single background color instead of the background video and flip between the insert and background image, using a front panel switch. The PIP Inserter shall save operating settings on power-down, and recalling them when the unit is power-up.

#### 2.9.1.1 Technical Specifications

- a. Inputs: 2 Videos, each Composite or Y/C, 1Vpp/75 Ohms
- b. Outputs: 1 Composite Video or Y/C
- c. Input Standards: PAL, NTSC (both), SECAM
- d. Output Standards: PAL, NTSC (both)
- e. Video Crosstalk: -62dB (SYNC), -37dB (C)
- f. Inserted Size: 1/4, 1/9, 1/16, 1/36<sup>th</sup>
- i. Insert Resolution: 6 bits



- j. Control: Microprocessor (internal)
- k. Serial Interface: RS-232, 960 Baud, 8 bits, 1 stop bit, no parity
- l. Standard Detection: Automatic

## 2.9.2 Video Stop Watch

The Contractor shall provide two Video Stopwatch systems. The Video Stopwatch System shall overlay video with an "on-screen" timer display that can count either up or down. The Video Stopwatch shall provide four operating modes to include a down counter to zero, a down-counter that continuously "reloads" each time it reaches zero, a combination down/up counter that counts up after it counts down to zero, and an up-counter.

### 2.9.2.1 Video Stop Watch Features

- a. Nine different stopwatch display formats including those with tenths and hundredths of a second
- b. Adjustable character size including large character for distant viewing
- c. Switch closure inputs for remote control of start, stop, preset, reset, count, etc.
- d. Multiple display formats for time and date display
- e. Stores and displays up to nine lines of twenty characters, each for captioning/titling video image
- f. Four separate setup menu displays to make it easy to set character size, position, contrast, black/white, mask, time, date, etc.
- g. Split screen vertical position mode allowing the user to place display lines at the very top and bottom of video image

### 2.9.2.2 Video Stopwatch Technical Specification

- a. Input: S-Video, on 4-pin DIN connector
- b. Output: S-Video, on 4-pin DIN connector
- c. Television System NTSC @ 3.58 MHz

### 2.9.3 Audio / Video Switcher

The Contractor shall provide four DVD Recorder/Player's, two for each interview room. The DVD unit shall provide simultaneous record and play functions. The Audio/Video switcher shall include a wireless remote for selection of up to four (4) video sources and volume level control. See Figure-1 for cabling requirements.

#### 2.9.3.1 Audio / Video Switcher Features

- a. Auto Input Mode: When the Auto Input Mode is on, the video switcher constantly scans the video inputs, both composite and S-video, waiting for a signal. When a camera is activated, a microprocessor senses the signal, turns on the video switcher and selects the input. If a second signal is sensed, the unit will switch to the new input. If the second input is turned off, the switch will return to the first input.
- b. Automatic Volume Stabilization: The Volume Stabilization circuitry allows the operator to maintain constant audio volume levels. It can also be adjusted to add clarity to low level speech by increasing the dynamic range. A front-mounted dial allows compression of the dynamic range (10:1) or expansion to (1:2). In the middle position, at the 1:1 setting, the input shall be equal to the output, so that there will be not affect on the audio signal. At the 10:1 setting, the audio shall remain constant. This setting shall bring up soft dialog and reduce loud sounds. At the 1:2 setting, the unit shall increase the dynamic range and make loud sounds louder and soft sounds quieter.
- c. Composite to S-Video Conversion: The audio/video switcher shall provide circuitry that converts composite video to S-Video and then passes the converted signal through the S-video outputs. At the same time the original composite video signal is passed through the composite video outputs.
- d. Brightness Control: Using the supplied remote, you can adjust brightness of the front panel LEDs. The brightness can be set to Bright, Dim, or off.
- e. Front Panel Controls: Front panel controls shall include Power/Standby, Input 1-4 selection switches, Audio Input Mode, Volume Stabilization on/off button and rotary adjustment knob.

#### 2.9.3.2 Audio / Video Switcher Specification

- a. Input Impedance: 47 K Ohms

- b. Typical Input Level: 300mV
- c. Frequency Response: 20Hz to 20 K Hz +/-3dB
- d. Signal-to-Noise Ratio: greater than 70dB
- f. THD: less than 0.1% (bypass mode)
- g. Channel Separation: greater than 60 dB
- h. Output Impedance: less than 150 Ohms

## 2.10 VIDEO RECORDING EQUIPMENT

### 2.10.1 DVD Recorder/Player

The Contractor shall provide four DVD Recorder/Player's, two for each interview room. The DVD unit shall provide simultaneous record and play functions. The DVD unit shall provide "Time Slip" operation, allowing the operator to play back recorded information without interruption of real-time recording. The playback feature shall allow the operator to return to any point from 1 to 360 minutes ago while watching the playback on a small, on screen window. The DVD must be compatible with DVD-R media providing multiple user record mode options to include 1-hr XP, 2-hr SP, 4-hr LP and 6-hr EP. The DVD must support "Play list Playback" functionality allowing the operator to create up to 99 play-list tracks, and up to 44-characters per track title while recording on DVD-R media.

#### 2.10.1.1 DVD Recorder/Player Specifications

- a. Video Input: Two Composite and S-Video
- b. Video Output: Two Composite and S-Video plus one component
- c. Audio Input: Two stereo, unbalanced line
- d. Audio Output: Two stereo, unbalanced line

## 2.11 VIDEO DISTRIBUTION AMPLIFIER (page 35)

### 2.11.1 S-Video Distribution Amplifier

S-Video / Composite Video Distribution Amplifier shall be capable of supporting a minimum of four video outputs simultaneously. Include video amplifiers for all signal split applications.

### 2.11.1.1 S-Video / Composite Video Distribution Amplifier Specifications

- a. Input: One S-Video, 1 Vpp/75 Ohms.
- b. Outputs: Two S-Video and Two Composite video 1 Vpp/75 Ohms.
- c. Video Bandwidth: 160 MHz. -3 dB (Y).
- d. Diff. Gain: 0.05%
- e. S/N Ratio: 80 dB

## 2.12 MICROPHONE

### 2.12.1 Boundary Microphone

The Contractor shall provide six Cardioid Condenser Boundary Microphones. Two microphones for each interview room monitoring application, and two for console headphone communications. The microphone shall be a fixed-charge condenser designed for use in table, ceiling or panel-mount boundary applications. It shall have a frequency response of 30 Hz to 20,000 Hz and a unidirectional polar pattern. It shall have a self-contained power module and shall operate from an external 9V to 52V DC phantom power source. It shall be capable of handling sound input levels up to 142 dB with a dynamic range of 113 dB. Nominal open-circuit output voltage shall be 7.9 mV at 1 kHz, 1 Pascal. Output shall be low impedance balanced (200 ohms) from an integral 3-pin XLRM-type connector. The microphone shall have a maximum diameter of 1.18" and an overall length of 2.72". Weight shall be 2.2 oz. The microphone shall be housed in an all-metal case with a two-layer steel mesh grille. Finish shall be low-reflectance black. Resilient isolators shall be provided for reduction of mechanical noise transfer from the mounting panel.

## 2.13 AUDIO PROCESSING

### 2.13.1 Digital Audio Platform

The Digital Audio Platform shall be available in three hardware configurations: 8-in/8-out; 12-in/4-out; and 4-in/12-out. Inputs and outputs shall be analog, with internal 24-bit A/D & D/A converters operating at a sample rate of 48 kHz. All internal processing shall be digital (DSP). Electrically balanced inputs and outputs shall be provided on plug-in barrier-strip connectors. Inputs and outputs shall be individually programmable for either microphone or line level signal. The 12 x 4 configuration shall allow inputs 11

& 12 to be set for mono summing of unbalanced stereo line level signals. Outputs shall normally provide line level signals, however, the 4 x 12 configuration shall allow outputs 1~4 to be individually programmed to provide microphone level signals. Each hardware configuration shall include six 60 MHz, 32-bit floating point DSPs, and 80 MHz 32-bit power host processor, 32MD SDRAM, and 8MB Flash ROM. Software shall be provided for creating/connecting DSP system components within each hardware unit. Available system components shall include various forms of: mixers, equalizers, filters, crossovers, dynamics/gain controls, routers, delays, remote controls, meters, generators, and diagnostics. Ethernet communications shall be utilized for software control, configuration, and DSP distribution. Each hardware configuration shall be available with CobraNet (for multi-unit network applications) or without CobraNet (for stand-alone applications). CobraNet technology shall transport digital audio over fast Ethernet, allowing multiple units to share digital audio. Multi-unit network applications shall require an external 10/100Base-T Ethernet switch. All CobraNet and Ethernet connections shall be via CAT5 cable or fiber-optic. After initial programming, systems may be controlled using either TCP/IP or RS-232 serial communication by third party control systems (such as AMX and Crestron), by PC computer, and/or by dedicated remote control devices. Software shall operate on a PC computer, with network card installed, running the latest version of Microsoft Windows NT/XP.

#### 2.13.2 Digital Audio Platform Features

- a. Three I/O configurations without CobraNet
- b. On-screen display of the total audio design
- c. Configuration/control via PC/laptop
- d. Third-party control via RS-232
- e. Remote control panels for level, presets, etc.
- f. Built-in diagnostic tools
- g. Remote function control via Ethernet
- h. Multi-level security coding
- i. CE marked and UL/C-UL listed
- j. Ability to select, view, and calibrate:
  1. Mixers: standard, automatic, matrix, combiners
  2. Equalizers: graphic, parametric, feedback

3. Filters: HPF, LPD, high shelf, low shelf, all-pass
4. Crossovers: 2-Way, 3-Way, 4-Way
5. Dynamics: leveler, comp/limiter, ducker, ANC
6. Routers: 2x4 ~ 40x40
7. Delays: 0 ~ 2000mS
8. Controls: level, invert, mute, presets, logic
9. Meters: Signal present, peak, RMS
10. Generators: tone, pink-noise, white noise
11. Diagnostics: transfer function

### 2.13.3 Digital Audio Platform Configuration

The Contractor shall provide two Digital Audio Platforms, one for each interview room application. The I/O configuration shall include 8-analog inputs and 8-analog outputs. Microphone audio processing chain shall include 1/3 octave equalizer, compressor, limiter and AEC functions. Each output shall include equalization to optimize speech intelligibility for both recording and headphone monitoring purposes. The contractor shall provide UPS power to digital audio platform for the time duration specified under paragraph section 2.16.

## 2.14 AUDIO DISTRIBUTION & INTERFACE COMPONENTS

### 2.14.1 Unbalanced Audio DA

The Contractor shall provide six (6) Unbalanced Audio Distribution Amplifiers for signal distribution to DVD recording equipment.

### 2.14.2 Unbalanced DA Specifications

- |                          |                           |
|--------------------------|---------------------------|
| a. Input Connectors (2): | Phono                     |
| b. Input Impedance:      | 10 k ohms unbalanced      |
| c. Output Connectors (8) | Phono (4 per channel)     |
| d. Output Impedance:     | 100 ohms unbalanced       |
| e. Channels (2)          | Left & Right              |
| f. Freq. Response:       | 5 Hz ~ 50 kHz (+/- .5 dB) |
| g. THD:                  | <0.020%                   |
| h. Noise:                | <-90 dB (below -10dBv)    |

- i. Crosstalk: <-90 dB @ 1 kHz
- j. Headroom > 28 Db

### 2.14.3 Impedance Converter

The Contractor shall provide Bidirectional Audio Interface for the purpose of impedance matching. Balanced to unbalanced and unbalanced to balanced line level audio connections.

## 2.15 HEADPHONE SYSTEM

### 2.15.1 Headphone Mixer/Amplifier

The Contractor shall provide two headphone mixer/amplifier systems. The Headphone mixer/amplifier system shall support up to six simultaneous users, providing individual audio source selection and level/mix control. The Headphone system shall be interconnected with the digital audio platform described under paragraph section 2.13, to provide local monitoring of both live and prerecorded audio. The headphone system shall provide each listener the flexibility to select any combination of the four interview system microphones for headphone monitoring. At the same time, the mixer/amplifier shall provide for monitoring of both live and prerecorded DVD soundtracks. The headphone mixer/amplifier operation shall not affect the audio level or tone quality of live interview room recording.

### 2.15.2 Headphone Mixer/Amplifier Features

- a. Six Independent operator-controlled headphone mixers channel
- b. Design for studio and live applications
- c. Main L/R balanced inputs plus 4 injection balanced channels
- d. Effects loop with 6 individual stereo returns
- e. 160 Milliwatt headphone amplifier
- f. Built-in Power supply
- g. Long-life sealed rotary controls
- h. Steel case enclosure, (9.5 x 8.5 x 2 inches)

### 2.15.3 Stereo Headphone

The Contractor shall provide three (3) headphone sets. Headphones shall be of padded design for optimum comfort during extended interview sessions.

### 2.15.4 Stereo Headphone features

- a. High clarity and sonic accuracy
- b. 40 mm Diameter driver, neodymium magnets and CCAW voice coils
- c. Adjustable cushioned headband and lightweight design for maximum comfort
- d. OFC litz wire cables, convenient one-side exit

### 2.15.5 Stereo Headphone Specifications

- a. Operation: Closed-back
- b. Element: Dynamic
- c. Driver Diameter: 40 mm
- d. Frequency Response: 20 – 20,000 Hz
- e. Sensitivity: 100 dB
- f. Impedance: 65 ohms
- g. Maximum Input Power: 1,600 mW at 1 kHz
- i. Weight: 7.0 oz
- j. Cable: 11-ft, left-side entry
- k. Connector: 1/8" stereo mini-plug with screw on 1/4" adapter

## 2.16 ACCESSORIES (Pages 40 -43)

### 2.16.1 Rack Mount UPS

The Contractor shall provide two expandable rack-mount UPS systems to service the specified CCTV and audio equipment. The UPS units shall be sized to provide emergency power to the CCTV systems for a minimum of 30 minutes during AC line power failures.

### 2.16.2 UPS Features

- a. Line interactive UPS provides voltage regulation, battery support and network-grade AC surge suppression
- b. Requires 2 rack spaces (2U) in a 19-inch rack enclosure with an installed depth of 15 inches



- c. Extended runtime available with external battery packs (30 Minutes minimum required)
- d. Automatic Voltage Regulation (AVR) circuits maintain usable 120V nominal without using battery power during brownouts as low as 75V and overages as high as 147V
- e. Includes a total of 8 NEMA5-15R outlets
- f. Supports 120 volt / 60 Hz applications
- g. Includes 1 USB and 1 DB9 communications ports for remote monitoring of UPS and site power status
- h. 5 Front panel LEDs and multi-function audible alarms offer status of line power, battery power, battery low/replace. Voltage regulation and load level
- i. Hot-swappable / user replaceable batteries

### 2.16.3 UPS Specifications

- a. System Overview: Line interactive 2U rack / UPS to protect internetworking and telecommunications equipment from blackouts, brownouts, over-voltage, surges and line noise. Maintains AC output during blackouts and continuously corrects brownouts and over-voltages from 79 to 147 volts back to normal 120V levels. Supports enhanced monitoring of UPS and line power conditions via built-in USB and DB9 serial ports, included Power-Alert monitoring software and complete cabling.
- b. Voltage compatibility: 120 VAC
- c. Frequency: 60 Hz
- d. Maximum input amps: 12A / 1073 watts
- e. Input connection type: NEMA 5-15P
- f. Input cord length: 10 ft., 14 gage
- g. Recommended electrical service: 15A 120V
- h. AC surge suppression: 1800 joules
- i. AC suppression  
Response time: Instantaneous

- j. EMI / RFI AC noise  
Suppression: Yes

#### 2.16.4 Rack Mount Power Sequencer

The contractor shall provide a high current power supply to include 12-amp battery back-up systems. The power sequencer will serve as the master power control for each interview room CCTV system. Provide UPS power to the power sequencer panel as specified under paragraph section 2.16.

#### 2.16.5 Power Sequencer Features

- a. Provides 6-step sequencing to six rear outlets
- b. Adjustable start delay times
- c. Adjustable sequence intervals
- d. System may be activated locally via front panel, or remotely via rear terminal block
- e. Multiple units may be chained together via simple parallel wiring

#### 2.16.6 Power Sequencer Specifications

- a. Shall operate on 115 volt AC/60Hz current
- b. Shall provide 15-amp circuit
- c. Shall provide six rear outlets (NEMA 5-15R)
- d. Shall provide 15 amp circuit breaker located on front panel (master switch)

#### 2.16.7 12 Volt DC Power Supply

The contractor shall provide a high current power supply to include 12-amp battery back-up systems. The power supply shall include UL listed enclosure for circuit boards and battery systems. Provide UPS power to the power supply as specified under paragraph section 2.16.

#### 2.16.8 12 Volt DC Power Supply Specification

- a. 10 amp continuous supply current
- b. Selectable 12VDC or 24VDC output
- c. Input 115VAC 60Hz, 2.7 amp
- d. Zero voltage drop when switching to battery backup
- e. Filtered and electronically regulated output
- f. Built-in charger for sealed lead acid or gel type batteries
- g. Automatic switchover to stand-by battery when AC fails
- h. Thermal and short circuit protection with auto reset
- i. Circuit breaker battery protection
- j. AC input and DC output LED indicators

#### 2.17 MONITOR CONSOLES AND MEDIA STORAGE CABINET (Pages 43 -44)

##### 2.17.1 Monitor Console

The Contractor shall provide two twin-bay equipment consoles. The consoles shall provide full-length table surfaces. Consoles shall be identical in cabinet design and equipment layout. Each console shall operate as a standalone CCTV system. The console shall be equipped with locking doors to secure both rack mount equipment and tabletop surface areas. Blank rack panels shall be installed as filler panels for unused rack space.

##### 2.17.2 Monitor Console Specification

- a. Rack cabinets shall be pre-welded and constructed of 14, 16, and 18-gauge steel
- b. Each bay shall feature EIA standard 19" wide opening(s)

- c. Each bay shall feature 19-1/4" (11U) high rack mount opening in upper slope sections and 24-1/2" (14U) high rack mount opening in lower vertical sections
- d. Cabinet shall feature removable 14-gauge front and rear punched rack rails with rack unit (U) numbers stamped into each rail
- e. Console shall feature locking Tambour door with brushed aluminum finish. The door shall enclose upper rack space and table-top areas
- f. Tambour door system to include 1" thick MDF core with laminated side panels to support tambour door and enclose the cabinet sides
- g. Console shall include 18" deep laminated work surface with laminate front edge
- h. Console to include Dove Grey and Pearl Grey textured powder coat enamel finish
- i. Console shall include ten-year manufacturer's warranty
- j. Console measurements not to exceed 51.28" high, 47" deep and 43" wide

#### 2.17.3 Lower Security Door

The Contractor shall provide Locking Plexiglas Door for lower console equipment bays

#### 2.17.4 Custom Rack-mounts

The Contractor shall provide Custom Rack-Mounts for all non rack-mount components. The Custom Rack-mounts shall provide a perfect fit with no gaps. The rack-mount shall include rear brackets to prevent the mounted component from sliding back. The rack-mount shall feature a ventilated bottom for added cooling.

#### 2.17.5 Media Storage Cabinet

The Contractor shall provide a Compact Disc Storage Cabinet complete with double hung locking doors. The cabinet shall be anchored to the wall. The cabinet shall include twelve adjustable shelves and hold 936 -compact disk. Overall dimensions shall not exceed 83" high, 34-1/2" wide and 6" in depth.

### 2.18 WIRE AND CABLE (Page 44 - 45)

The Contractor shall provide all wire and cable required for the installation. All wire and cable components shall be able to withstand the environment for a minimum of 20 years. Plenum rated cables shall be used in environmental air spaces. (Return air ceilings) In-ceiling cabling shall be independently supported by approved mechanical

systems designed specifically for cable support applications. Cable installed directly on the ceiling tile, fiberglass insulation, or suspended from electrical conduit, water pipe, HVAC duct systems, etc. will not be accepted.

#### 2.18.1 CCTV Equipment Video Signal Wiring

The coaxial cable shall have a characteristic impedance of 75 ohms plus or minus 3 Ohms. Coaxial signal cable shall have braid shielding which provides a minimum of 95 percent coverage.

#### 2.18.2 Low Voltage Control Wiring

Twisted pair low voltage Plenum or Riser control cable shall be IEEE C2 CL2P certified

#### 2.18.3 Digital Data Interconnection Wiring

Interconnecting cables carrying digital data between equipment located at the monitor center or at a secondary camera site shall be not less than 20 AWG and shall be stranded copper wire for each conductor. The cable or each individual conductor within the cable shall have a shield that provides 100 percent coverage. Cables with a single overall shield shall have a tinned copper shield drain wire. Plenum or riser cable shall be IEEE C2 CL2P certified.

### 2.19 PREDELIVERY TESTING

#### 2.19.1 General

The Contractor shall assemble the test CCTV system as specified, and perform tests to demonstrate that the performance of the system complies with the contract requirements in accordance with the approved pre-delivery test procedures. The tests shall take place during regular daytime working hours on weekdays. Model numbers of equipment tested shall be identical to those to be delivered to the site. Original copies of all data produced during pre-delivery testing, including results of each test procedure shall be delivered to the Owner's Representative at the conclusion of pre-delivery testing prior to Owner approval of the test. The test report shall be arranged so that all system functions, testing description, and results are correlated to allow logical interpretation.

#### 2.19.2 Test Setup

The Contractor shall provide the equipment needed for the test setup and shall configure it to provide a voice pick-up, video coverage and DVD recording to emulate the installed system. The camera with covert lens cover system setup shall be by the

same method and materials that is used in the installed system. The video PIP and video stopwatch processors shall be included in the demonstration to include recording to help determine the final picture insertion configuration and text optimum size for playback legibility. The minimum test setup shall include:

- a. Dual video camera enclosure set-up with pan/tilt/lens control console
- b. One video monitor
- c. One DVD recorder / player with six DVD-R blank record disc
- d. Video Insert PIP processor
- e. Video Stopwatch character generator
- f. Dual microphone enclosure set-up with audio processor programmed to simulate final audio performance
- g. Power sequence control system
- h. Any ancillary equipment associated with a audio / video circuit such as distribution amplifiers, terminators, ground loop correctors, surge protectors or other in-line audio-video devices
- i. Cabling for all components

## PART 3, EXECUTION

### 3.1 INSTALLATION

The contractor shall install all system components and equipment in accordance with the manufacture's instructions, IEEE C2, and shall furnish all necessary connectors, terminators, interconnections, services, and adjustments required for a complete and operable system. Raceways shall be furnished and installed as specified herein. 120 VAC power sources will be provided by the Owner.

#### 3.1.1 Current Site Conditions

The Contractor shall visit the site and verify that site conditions are in agreement with the design package. The Contractor shall report all changes to the site or conditions that will affect performance of the system to the Owner's Representative. The Contractor shall not take any corrective action without written permission from the Owner.

### 3.1.2 Existing Equipment : None

### 3.1.3 Enclosure Penetrations

All enclosure penetrations shall be from the bottom unless the system design requires penetrations from other directions. Penetrations of interior enclosures involving transitions of conduit from interior to exterior, and all penetrations on exterior enclosures shall be sealed with rubber sealant to preclude the entry of water.

### 3.1.4 Cold Galvanizing If applicable

### 3.1.5 Interconnections of Console Video Equipment

The Contractor shall connect signal paths between video equipment with specified video cable. Cables shall be as short as practicable for each signal path without causing strain at the connectors. Rack mounted equipment on slide mounts shall have cables of sufficient length to allow full extension of the slide rails from the rack. The Contractor shall provide a service loop of sufficient length to allow access to console rear panel compartments. Expandable tubing cable harnessing and hanger systems shall be provided for exposed cabling to include the cable service loop.

### 3.1.6 Cameras

The Contractor shall install the cameras with the proper focal length as required for the location, connect power and signal lines to the cameras, set camera preset pan/tilt/lens adjustments with lens focus to give a sharp picture over the entire field of view, and adjust picture-in-picture processor to include video stopwatch display.

### 3.1.7 Monitors

The Contractor shall install the monitors, connect all signal inputs and outputs, terminate video input signals as required, and connect the monitor to the proper power source.

### 3.1.8 Video Picture-In-Picture Inserter

The Contractor shall install the Video PIP Inserter according to manufacturer's instructions, connect all video signal inputs and outputs, terminate video inputs as required, load all software as specified and required for an operational CCTV system configured for the site requirements, including operational parameters, and system, command, and applications programs.

### 3.1.9 Video Recording Equipment

The Contractor shall install the video recording equipment as specified by the manufacturer, connect video signal inputs and outputs, connect audio signal inputs and outputs, and connected recording equipment to AC power.

### 3.1.10 Video Character Generator Equipment

The Contractor shall install the video character generator equipment as specified by the manufacturer, connect video and/or signal inputs and outputs, terminate video inputs as required, connect control signal inputs and outputs, configure for the site requirements, and connect video equipment to AC power.

### 3.1.11 Camera Housing

The Contractor shall design the housing or select a pre-fabricated unit, present the design concepts for prior approval by the Owner Representative, fabricate or purchase the housing and provide appropriate wood finish, install audio-video components, install the housing, connect video signal outputs, microphone signal outputs, control signal ports, test camera drive components for unobstructed movement and unimpeded field of view, test and adjust microphone(s) for optimum performance.

## 3.2 SYSTEM STARTUP

The Contractor shall not apply power to the CCTV system until the following steps have been completed.

- a. CCTV system equipment items and audio components have been set up in accordance with manufacturer's instructions
- b. A visual inspection of the CCTV system has been conducted to ensure that defective equipment items have not been installed and that there are no loose connections
- c. System wiring has been tested and verified as correctly connected as indicated
- d. All system grounding and transient protection systems have been verified as properly installed and connected as indicated
- e. Power supplies to be connected to the CCTV system have been verified as to the correct voltage, phasing and frequency



- f. Satisfaction of the above requirements shall not relieve the Contractor of responsibility for incorrect installation, defective equipment items, or collateral damage as a result of Contractor work/equipment.

### 3.3 SUPPLEMENTAL CONTRACTOR QUALITY CONTROL

The following requirements supplement the Contractor quality control requirements specified elsewhere in the contract. The Contractor shall provide the services of technical representatives who are thoroughly familiar with all component and installation procedures of the audiovisual products to be installed and are approved by the Owner's Representative. These representatives shall be present at the job site during the preparatory and initial phases of quality control to provide technical assistance. These representatives shall also be available on an as needed basis to provide assistance with follow-up phases of quality control. These technical representatives shall participate in the testing and validation of the system and shall provide certification that their respective system portions meet the contractual requirement.

### 3.4 SITE TESTING

#### 3.4.1 General

The Contractor shall provide all personnel, equipment, instrumentation, and supplies necessary to perform all site testing. The Owner's Representative will witness all performance verification and endurance testing. Written permission shall be obtained from the Owner's Representative before proceeding with the next phase of testing. Original copies of all data produced during performance verification and endurance testing shall be turned over to the Owner's Representative at the conclusion of each testing phase, prior to the Owner's approval of the test.

#### 3.4.2 Contractor's Field Testing

The Contractor shall calibrate and test all equipment, verify DVD recording, place the integrated system in service, and test the integrated system. The Contractor shall deliver a report describing results of functional tests, diagnostics and calibrations, including written certification to the Owner's Representative that the installed complete system has been calibrated, tested, and is ready to begin performance verification testing. The report shall also include a copy of the approved performance verification test procedure. In addition, the Contractor shall make a master DVD recording showing typical views of each camera in the system and shall deliver the DVD with the report. Note any objects in the field of view that might produce highlights that could cause excessive camera iris control. The recording shall be recorded using the video recorder installed as part of the CCTV system. The Contractor shall provide the Owner's Representative with the DVD recording as part of the documentation of the system and

shall submit a letter certifying that the CCTV system is ready for performance verification testing. The field-testing shall as a minimum include:

- a. Verification that the video transmission system and any signal or control cabling have been installed, tested, and approved as specified
- b. Verification that remote camera systems are fully functional and perform all functions as specified
- c. Verification the video processor and character generation equipment is fully functional and programmed as needed for the site configuration
- d. Verification that audio processors are functioning correctly
- e. Verification that audio equalization is tuned per applicable standards for the purpose of acquiring highly intelligible voice recordings at random levels
- f. Operational of all electrical and mechanical switcher controls and verification that the control performs the designed function
- g. Verification that all video sources and video outputs provide a full bandwidth signal that complies with EIA 170 at all video inputs.
- h. Verification that all video inputs are terminated properly
- i. Verification that all cameras are aimed and focused properly. The Contractor shall conduct a walk test of the area covered by each camera to verify the field of view.
- j. Verification that the limit stops have been set correctly at the pan/tilt units. Verification of all controls for pan/tilt or zoom mechanisms are operative and that the controls perform the desired function. Verification that all home positions have been set correctly, and have been tested for the auto-home function and correct home position.
- k. Verification that UPS systems carry the full operating power load for the period specified without recorder interruption or audio-video component failure. Verification that the UPS systems are capable of supporting the equipment for a minimum of 30 minutes without AC line power being applied. (Batteries fully charged and the CCTV system operating, recording video and audio)

The Contractor shall deliver a report describing results of functional tests, diagnostics and calibrations, including written certification to the Owners Representative that the installed complete system has been calibrated and tested, and is ready to begin

performance verification testing. The report shall also include a copy of the approved performance verification test procedure.

### 3.4.3 Performance Verification Test

The Contractor shall demonstrate that the completed CCTV system complies with the contract requirements. Using approved test procedures, all physical and functional requirements of the project shall be demonstrated and shown. The performance verification test, as specified, shall not be started until receipt by the Contractor of written permission from the Owner, based on the Contractor's written report. This shall include certification of successful completion of Contractor Field Testing as specified in paragraph "Contractor's Field Testing" and upon successful completion of training as specified.

The CCTV performance verification test shall be run simultaneously with the ARS performance verification test. The Owner may terminate testing at any time when the system fails to perform as specified.

Upon termination of testing by the Owner or by the Contractor, the Contractor shall commence an assessment period as described for Endurance Testing Phase II. Upon successful completion of the performance verification test, the Contractor shall deliver test reports and other documentation as specified to the Owner prior to commencing the endurance test.

- - End of Section - -

- - End of Section - -

## General Requirements

The contractor shall contact all suppliers of parts, equipment, goods and services required for this project in order to secure accurate delivery schedules.

**Based on these schedules, the contractor shall submit an accurate time schedule for the project; including the following information:**

- The scheduled arrival of equipment, parts and material.
- Time required for the completion of the entire project.
- Start and completion dates for the project.

All work shall conform to all applicable, building, mechanical, plumbing, fire and electrical codes and regulations.

Provide all hardware, equipment, cable, parts, wires and connectors required for a complete system that is operating without any deficiencies or faults.

The contractor shall submit a list of employees, who will execute the work inside the El Paso county Sheriff' Office Administration Building, for a background investigation, with the following information to the El Paso County Sheriff's Office Identification and Records Section.

Name of employee: first, middle and last name

Employee's home address

Employee's date of birth

Employee's drivers license number

The Sheriff may deny access to security areas to any employee who failed the background investigation.

The work required to complete the installation, may be conducted within the following time periods:

Monday through Friday, 08:00 - 17:00 (8:00 A.M. - 5:00 P.M.)

The El Paso County Sheriff's Office is a smoke free facility. Contractor employees shall not enter the facility carrying tobacco products.

### **WARRANTY:**

Repair or replace, without charge, any defective part or equipment for a period of 12 months, after completion of the installation. Labor, parts, required programming, software upgrades, travel expenses, freight charges and charges for rental equipment shall be covered under this warranty.

- The system shall include a factory warranty guaranteeing that the equipment is free of defects in design, material, manufacturing and operation.
- The warranty time period for the new systems and equipment shall begin on the day of the final project acceptance by the Owner. The contractor shall

submit a letter to the owner documenting the start and stop dates for the warranty time period.

- Factory warranty period shall be for one (1) year from the date of project completion.
- The warranty may exclude malfunctions or damages caused by misuse, abuse, neglect or acts of nature.

### **Indemnification**

The Contractor agrees to indemnify and hold the County, its officers, agents, and employees harmless against, any claims, demands, damages, costs, and expenses (including reasonable attorney's fees for defending the claims and demands) for injury or damage to the person or property of any other party arising out of any act or failure to act by the Contractor, its officers, agents, contractors, or employees, or the condition of any equipment owned by the Contractor.

### **Employment**

The contractor is an independent contractor, and neither the contractor nor contractor's staff is, or shall be deemed, county employees.

#### General Provisions

- (a) No contract or proposal submitted by the contractor shall supersede the requirements outlined in these specifications.
- (b) Severability: If any part of this agreement is held unenforceable, the rest of the agreement will continue in full force and effect.
- (c) Applicable law: The laws of the State of Texas will govern this agreement, and venue shall be El Paso County. The contractor shall agree that the exclusive venue for any disputes between the contractor and the El Paso County Sheriff's Office shall be in the County of El Paso, State of Texas.
- (d) Notices: All notices and other communications given in connection with this Agreement shall be in writing and shall be deemed given as follows:

To County:	County Judge El Paso County 500 E. San Antonio El Paso, Texas 79905
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With copy to:

Leo Samaniego, Sheriff  
El Paso County  
800 E. Overland, 3<sup>rd</sup> Floor  
El Paso, Texas 79901

To Contractor:      Company Name and Address of Contractor

Notices shall be deemed given when delivered personally to the recipient's address, or three days after being deposited in the United States mails, postage prepaid to the recipient's address.

- (e) No partnership: No partnership relationship between the contractor and the County of El Paso is or will be formed with this contract. The Contractor does not have authority to enter into contracts on behalf of the County.
- (f) Assignment: The Contractor may not assign its rights or obligations under this Agreement without the County's prior written consent. The County may freely assign its rights and obligations under this Agreement.

**(g) The contract price shall be fixed and shall not require any adjustments.**

General Liability Insurance

The contractor shall provide and maintain General Liability Insurance coverage during the contract time period.

Limits:

Each Occurrence	\$ 2,000,000
Fire Damage	\$ 2,000,000
Personal & Advertising Injury	\$ 2,000,000
General Aggregate	\$ 2,000,000

Worker's Compensation and Employers' Liability

The contractor shall provide and maintain Worker's Compensation and Employers' Liability Insurance coverage. The County of El Paso must be notified in the event that the insurance policy is changed or canceled.

Limits:

Each Accident	\$ 1,000,000.00
Disease-Policy Limit	\$ 1,000,000.00
Disease-Ea. Employee	\$ 1,000,000.00

Automobile Liability Insurance

The contractor shall provide and maintain Automobile Liability Insurance for contractor owned or operated motor vehicles operating on property belonging to the County of El Paso. The County of El Paso must be notified in the event that the insurance policy is changed or canceled. Limits:

Shall meet or exceed the requirements outlined by the State of Texas.

- - End of Section - -

## COUNTY OF EL PASO, TEXAS

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### **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS\***

Instructions for the certifications:

#### General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



## 1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

## 2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

### 4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29

U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
\* All four (4) pages of this document must be included in all responses.

# COUNTY OF EL PASO PURCHASING DEPARTMENT

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COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,  
ROOM PU500, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
CLAUDIA SEPULVEDA, BID CLERK/BUYER

## BIDDING CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department BEFORE the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
  - a. A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
  - b. A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

**NOTICE:**

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

# Health Insurance Benefits Provided By Bidder

## Consideration of Health Insurance Benefits\*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

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If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

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2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

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**El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination.** Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
\* This page must be included in all responses.



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #06-097, Sheriff's Office Interview Room Audio/Video Recording System

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Dolores Briones  
Commissioner Larry Medina  
Commissioner Betti Flores  
Commissioner Miguel Teran  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Claudia Sepulveda, Bid Clerk/Buyer  
Jaime Esparza, District Attorney  
Angel Colorado, Commander  
Horst Graefe, Electronic Systems Specialist

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor



**Tex. Local Gov't Code § 176.006 (2005)**

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

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**Tex. Local Gov't Code § 176.001 (2005)**

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person doing business with local governmental entity.

**2**

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3**

Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

**4**

Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5

**Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date