



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

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., **Tuesday, August 28, 2007** to be opened at the County Purchasing Office the same date for **Replace Graphic Control, Intercom/Panel System and Security System Connection to the Graphic Control.**

Bids must be in a sealed envelope and marked:

"Bid to be opened August 28, 2007

**Replace Graphic Control, Intercom/Panel System and Security System
Connection to the Graphic Control and the Intercom/Panel System for Juvenile
Probation Department
Bid #07-102"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, August 21, 2007, 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

<p align="center">Description – Bid # 07-102 Replace Graphic Control, Intercom/Panel System and Security System Connection to the Graphic Control Vendor must meet or exceed specifications</p>
<p align="center">TOTAL COST</p>
<p>\$</p>
<p>Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and two (2) copies of your bid.</p>

_____ Company	_____ Address
_____ Federal Tax Identification No.	_____ City, State, Zip Code
_____ CIQ Document Number	_____ CIQ Sent Date
_____ Representative Name & Title	_____ Telephone
_____ Fax Number	_____ E-mail
_____ Signature	_____ Date

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

Replace Graphic Control, Intercom/Panel System and Security System Connection to the Graphic Control

Bid #07-102



**Opening Date
Tuesday, August 28, 2007**

SPECIFICATIONS FOR:

1. GRAPHIC CONTROL
2. INTERCOM/PANEL SYSTEM
3. SECURITY SYSTEM CONNECTION TO GRAPHIC CONTROL AND INTERCOM/PANEL SYSTEM

1. GRAPHIC CONTROL

SCOPE OF WORK:

Furnish and install all equipment, accessories and materials in accordance with these specifications and provide a complete and operating graphic control panel.

Graphic control description:

The working surface, a textured Lexan film, to be reverse – silkscreened producing a bold, clear, readable, durable graphic. This to be permanently bonded to a rigid aluminum substrate. All switches and LED indicators to be factory wired and terminated to any of several field connection options.

Standard Switch Operations:

- ◆ Same as existing
- ◆ ALCO Mini Toggle
- ◆ ALCO Locking Mini Toggle (where needed)

Standard Field Connections

- ◆ Molex IDC
- ◆ 37 – PIN D-Sub
- ◆ Barrier Terminal Strip
- ◆ 50 – PIN AMP Centronix

Component Description:

Graphic Lexan Film – This .015” velvet finish Lexan film to have the graphic image reverse silkscreened on the back, which would then be permanently bonded to the aluminum substrate.

Panel – A 1/8” thick aluminum substrate to be the main structure of the graphic front panel.

Extruded Aluminum Frame – The graphic front panel to be surrounded with a grained black frame. This frame to not only hold the graphic front panel together, but to also be used for the attachment of the hinges to the backbox to leave no exposed screws or fasteners.

Backbox – A metal enclosure to be mounted into millwork or a rack system. The backbox to provide for hinge mounting of the graphic front panel and to support the electronics backplane. The backbox could be installed early in the project without the graphic front panel.

Security – Tamper resistant security screws of key lock to secure graphic front panel closed.

Tactile Switch – A normal open mechanical tactile switch to be mounted in sockets on the printed circuit front board, flush behind the Lexan film.

LED – Red, Yellow, Green, Orange, or Blue LEDs to be mounted in sockets to the printed circuit board and to be flush behind the graphic Lexan film to allow easy replacement or color changes.

Quick Disconnect Header – To provide for quick connection and disconnection of all switches and LEDs on the graphic front panel from the field wired backplane.

60 Position ribbon Cable – To connect all the switches and LEDs from the graphic front panel to the backplane electronics.

Printed Circuit Back Board – Mounting surface for terminal or molex headers for field connections, current dropping resistors and quick-disconnect ribbon cable header.

Resistor – To limit the current to the LED's to allow for 12-24 vdc operation.

2. INTERCOM PANEL/SYSTEM

SCOPE OF WORK:

Furnish and install all equipment, accessories, and materials in accordance with these specifications and provide a complete and operating Detention communications system, including but not limited to:

1. Two way communication between any administrative phone and any remote speaker.

SERVICE AND MAINTENANCE

- A. The contractor shall provide a one year warranty of the installed system against defects in material and workmanship. All labor and materials shall be provided at no expense to the owner during normal working hours. The warranty period shall begin on the date of the acceptance by the owner/engineer.
- B. The contractor shall, at the owner's request, make available a service contract offering continuing factory authorized service of this system after the initial warranty period.
- C. The system manufacturer shall maintain engineering and service departments capable of rendering advice regarding installation and final adjustment of the system.

QUALITY ASSURANCE

- A. All items of equipment, including wire and cable, shall be designed by the manufacturer to function as a complete system and shall be accompanied by the manufacturer's complete service notes and drawings detailing all interconnections.
- B. The contractor shall be a duly authorized distributor of the equipment supplied with full manufacturer's warranty privileges.
- C. The contractor shall show satisfactory evidence, upon request, that he maintains a fully equipped service organization capable of furnishing adequate inspection and service to the system. The contractor shall maintain at his facility the necessary spare parts in the proper proportion as recommended by the manufacturer to maintain and service the equipment being supplied.

SAFETY/COMPLIANCE TESTING

- A. The communications system shall bear the label of a Nationally Recognized Testing Laboratory (NRTL) such as D.S. & G. and be listed by their re-examination service. All work must be completed in strict accordance with all applicable electrical codes, including N.E.C. Section 800-51 (i), under direction of a qualified and factory approved distributor, to the approval of the owner.
- B. The system is to be designed and configured for maximum ease of service and repair. All major components of the system shall be designed as a standard component of one type of card cage. All internal connections of the system shall be with factory-keyed plugs designed for fault-free connection. The printed circuit card of the card cage shall be silk screened to indicate the location of each connection.

IN-SERVICE TRAINING

- A. The contractor shall provide a minimum of eight hours of in-service training with this system. These sessions shall be broken into segments, which will facilitate the training of individuals in the operation of this system. Operators Manuals and Users Guides shall be provided at the time of this training.

WIRING

- A. System wiring and equipment installation shall be in accordance with good engineering practices as established by the EIA and the NEC. Wiring shall meet all state and local electrical codes. All wiring shall test free from all grounds and shorts.
- B. All communication system wiring shall be labeled at both ends of the cable. All labeling to be based on the room numbers as indicated in the architectural graphics package.

PROTECTION

- A. The contractor shall provide all necessary transient protection on the AC power feed and on all station lines leaving or entering the building.
- B. The contractor shall note in his system drawing, the type and location of these protection devices as well as all wiring information. Such devices are not to be installed above the ceiling.

EQUIPMENT SPECIFICATION

COMPONENTS

CONSOLE

1. Rack mounted equipment shall be 42" high
 - a. Rack – TCPER42 – 42" high
2. MCRMP
 - a. Rack-mounting panel. Includes the following components:
 - MC512A – Power Supply (1 per system)
 - MC2626B – Power Supply (1 for up to 120 stations, 2 form more than 120 stations)
 - MCAPI – Audio Program Module Interface Assembly (1 per system)
3. MCRMF
 - a. Rack mounting mainframe (1 per 120 stations). Includes built –in ventilation fans and the following circuit cards:
 - MCPCA2 – Processor card (1 per system)
 - MCACB – Analog card (1 per 24 stations)
 - MCSC – Station card (1 per 24 stations)
 - MCJCA – Ribbon cable assembly (interconnects 2 MCRMF)
4. MCRM
 - a. Relay module (1 per 24 stations). Mounts to:
 - MCRRP – Stand –alone configuration
 - SBA225 – Series 2223 configuration
 - SBA325 – Series 2233 configuration
5. MCRCA
 - a. Ribbon cable assembly
6. Power Amplifiers
 - a. As required

PERIPHERAL DEVICES

A. ADMINISTRATIVE DISPLAY PHONE MCDS3

Administrative display phones shall be Bogen Model MCDS3 or compatible. The administrative telephone display panel shows the time of day and day of week, the current time signaling schedule, and the station numbers and call-in priority of staff stations that have called that particular administrative station. A 2-key response is used to scroll the display, and answer or erase normal and urgent calls. Depending upon the system access level, an administrative station can use display menus to

activate zone pages, alarm signals and external functions, as well as select program sources and distribute or cancel a program to any or all speakers or zones.

Administrative stations have the option of dialing either the loudspeaker or phone at each station location. An automatic switch from phone-to-intercom to phone-to-phone communication is made when the staff handset is lifted.

A built-in program clock, with battery back up, is included to automatically control class change or other signals. The clock may be synchronized with a master clock. 1024 events may be programmed into the system's eight time signaling schedules.

ACCEPTABLE MANUFACTURERS

- A. The equipment model numbers specified herein are that of the BOGEN COMMUNICATION CORPORATION, Ramsey, New Jersey.

The intent is to establish a standard of quality, function and features. It is the responsibility of the bidder to insure that the proposed product meets or exceeds every standard set forth in these specifications.

The functions and features specified are vital to the operation of this facility; therefore, inclusion in the list of acceptable manufacturers does not release the contractor from strict compliance with the requirements of this specification.

INTERCOM AND PUBLIC ADDRESS OPERATION

- A. The communication system shall be a Bogen MULTICOM 2000, and shall provide a comprehensive communication network between administrative and staff locations. The central processor and switching unit shall be of the modular plug-in printed circuit board type, using HMOS microprocessor and TTL logic and HCMOS memory and sensing. HCMOS circuit shall be protected with transient suppression devices on all inputs and outputs. Nonvolatile EPROM shall store permanent memory and nonvolatile EEPROM shall store field-programmable memory. System, which uses a battery to maintain system configuration information, shall not be acceptable.

- 1. The system shall be available in the following configurations:

- a. MC2KR Rack-mounted. Station capacity shall be from 24 to 240 stations in increments of 24 with and option for 1200 plus interfaced stations. All telephone stations shall have the ability to support displays.
- b. Administrative stations shall consist of DTMF dialing telephone sets with a four line by 16-character LCD display panel. They shall be equipped with a standard 12 key push button dialing keypad. Phones utilizing membrane-type keypads, or

requiring special function keys to perform common functions, or requiring external LCD displays shall not be accepted as an equal. Optionally, a loudspeaker may be connected at each administrative station location.

2. The system shall be a global switching system, providing eight (8) unrestricted simultaneous private telephone paths. The system shall also be capable of providing up to eight (8) simultaneous amplified-voice intercom paths. One amplified intercom path shall automatically be provided with each increment of 24 stations of system capacity. All hardware, etc., required to achieve the maximum number of amplified-voice intercom channels for this system shall be included in this submittal. Amplified-voice intercom channels shall provide voice-activated switching. Systems requiring the use of a push-to-talk switch on administrative or enhanced staff telephones shall not be acceptable. There shall be an automated level control for return speech during amplified-voice communications. The intercom amplifier shall also provide control over the switch sensitivity and delay times of the VOX circuitry.
3. The system shall provide for field –programmable three/four-digit architectural station numbers.
4. An architectural-number/station-number cross-reference shall be field-accessible to facilitate service.
5. There shall be an automatic level control for return speech during amplified-voice communications.

Each station loudspeaker shall be assignable to any one, any combination, or all of eight (8) Administrative page zones, 99 programmable zones or any of 240 hardwired zones.

Each station loudspeaker shall be assignable to any one, any combination, or all, of eight (8) time-signaling zones. Systems with less than eight (8) time-signaling zones shall not be acceptable.

NOTE: Systems, which use the same eight zones as both page zones and time zones, shall not be acceptable.

An internal program clock (with battery back up) shall be included, allowing a total of 1024 user-programmed events. It shall be possible to synchronize the program clock with an external master clock. Systems, which do not provide an internal program clock not meeting these specifications, shall provide an external program clock that does. This external program clock shall then synchronize daily with the system clock to ensure that all time displays are the same.

There shall be eight (8) time signaling schedules and an option for 280 schedules. It shall be possible to assign each schedule to a day of the week, or manually change schedules from an authorized administrative telephone.

Each event shall be able to be directed to any one or more of the eight (8) time-signaling zones.

Each of the eight (8) time zones shall have a programmable "tone duration" unique unto itself. For example: the gymnasium shall receive a time tone for ten (10) seconds while the rest of the facility receives a tone for five (5) seconds.

Each event shall sound one (1) of eight (8) user-selected tones. Each event may utilize a different time tone. It shall be utilized to send the gymnasium, shop classes, and pool (if necessary), a separate time tone to indicate "clean up". Minutes later the entire facility can then receive the same time tone to indicate class change.

Each of the eight (8) distinct time tone signals or any dedicated wave file (Fire, Tornado, and Emergency evacuation) may be manually activated by selected administrative telephones. These tone signals shall remain active as long as the telephone remains off-hook, or until canceled from the keypad.

Upon picking up the receiver and dialing "9", a menu shall appear on the display prompting the user to enter the next digit. In this way, the user shall not be required to memorize complicated key sequences in order to access manual time-tone functions.

Systems that do not provide at least eight (8) time signaling schedules or do not provide automatic activation of schedules shall not be acceptable.

There shall be a zone-page/all-page feature that is accessible by selected enhanced staff and administrative stations.

There shall be automatic muting of the loudspeaker in the area where a page is originating.

There shall be a pre-announce tone signal at any loudspeaker selected for voice paging.

Upon picking up the receiver and dialing "#", a menu shall appear on the display prompting the user to enter the next digit. In this way, the user shall not be required to memorize complicated key sequences in order to access paging functions.

There shall be an automatic disconnect of staff handsets left off-hook to prevent them from tying up communications channels. The station shall receive a busy signal and shall automatically disconnect after 45 seconds. Systems shall also be capable of doing off hook emergency call in.

Administrative stations shall be equipped with a 4-line by 16-character alphanumeric display panel.

The display shall normally show the time-of-day and day of week, the current time signaling schedule, and the numbers of up to four stations calling in along with the call-in status of each station (normal, urgent, emergency). When dialing from the administrative phone, the display shall indicate the station number and type of station (loudspeaker or handset) being dialed.

The display shall also provide user-friendly menu selections to assist the operator when paging and distributing program material. Displays shall be in English with internationally recognized symbols for maximum ease of use. Systems, which require the operator to memorize long lists of operating symbols or control codes, shall not be acceptable.

Administrative stations shall be programmable for three levels of system access, as follows:

- a. Level 7 – Shall permit dialing any station in the system, turn program material on/off at their location, scroll, erase and auto-dial call-waiting queue, make conference calls and transfer calls, call forward to other administrative stations, make all-zone pages and emergency all-zone3 pages, have access to outside lines and be designated to receive outside line calls.
- b. Level 8 – Capabilities of the Level 7 station plus select and distribute/cancel program material to and combination of stations, paging zones, or all zones; set/reset alarm/external functions and zone page.
- c. Level 9 – Capabilities of Level 8 station plus bump or join a conversation in progress, manually initiate time tones and have access to system and station programming functions (when accompanied by a valid password).

It shall be possible, via an administrative telephone, to manually initiate any of eight (8) tones or any dedicated wave file (Fire, Tornado, and Emergency evacuation). The tones shall be separate and distinctly different from the emergency tones. The tone selected shall continue to sound until it is canceled, or until the administrative phone is placed back on-hook.

Each administrative telephone shall maintain a unique queue of all stations calling that particular phone.

System programming shall be from an administrative telephone with Level 9 access. All system programming data shall be stored in nonvolatile memory. A valid password shall be required to gain access to the following programmable functions:

System initialization shall be accomplished from an administrative telephone with Level 9 access. All system initialization data shall be stored in nonvolatile memory. A password

(separate from the password necessary for system programming) shall be required to gain access to the following system initialization parameters:

Station initialization shall be accomplished from an administrative phone with Level 9 access. All station initialization data shall be stored in nonvolatile memory. A password (separate from the password necessary for system programming) shall be required to gain access to the following station initialization parameters:

- a. The system shall be capable of being interfaced with either an on-site or off-site window based programming and diagnostics computer direct via, RS232 modern, TCP/IP interface for system configuration programming and system diagnostics. It shall be possible to change the baud rate of the system.
- b. Diagnostics shall also be built into the administrative telephones and accessible only by authorized personnel. Diagnostics shall indicate passes and failures of system memory, system clock, all audio busses, tone generators, DTMF generators and decoders and the integrity of the field wiring.
- c. The diagnostics feature shall be completely menu driven. It shall be possible to individually select the test and card, or all to run diagnostics on. This shall be a standard feature of the system and supplied at the time of installation. It shall be accessible only by authorized stations and personnel.
- d. Systems not capable of supporting both the Administrative Phone and any computer interface for programming and diagnostics, nor supportive of built-in diagnostics for the end user shall not be deemed as equal.

CLOCK SYSTEM

1. Master Control Unit: Microprocessor based unit with solid-state switching circuits, program control and clock controls.

The master clock shall be microprocessor based and programmable via a 16 pad waterproof, 20 character X 2 row LCD display, and 0.56 inch LED display. The master clock shall include frequency stability of 5 ppm and aging of 5 ppm per year. The master clock shall have a frequency tuning circuit to allow for time base corrections with changes in temperature. The master clock shall also provide field enable/disable daylight savings time. The programmable master clock shall be capable of storing, in a non-volatile memory, and controlling up to 800 events (3,000 as option), each set with precise second resolution. Special programs shall be readily programmed for up to 255 different schedules and holidays, and 50 scheduling changes can be set in advance. The master clock shall be capable of controlling two different clock systems simultaneously, in addition to RS485 input and output and two wire output for controlling Bogen RS485 and Bogen digital communication analog clocks. The master clock shall have a ten-year

battery backup for timekeeping, an RS232 computer interface port, and an input port to interface with other systems and WWVB/GPS interface capability.

- Operating voltage: 110/24 VAC, 60 Hz
- Time base: Crystal Control
- Frequency aging: 5 ppm/year
- Frequency stability: 5 ppm/year
- Standby time keeping: 10 years
- Program retention: Non-volatile/unlimited
- Auxiliary circuits: 4 standards up to 12 maximum
- Contact rating: 8 amps, 220 volt
- 2 circuit selectable clock system interfaces: RS485 and digital communication output RS232, G.P.S./WWVB, Interface with other systems, RS485 input
- Mounting: Surface/semi-flush or rack
- Signal duration: 2 programmable signals per Circuit, 1-3 600 seconds or on/off
- Operation: 2 menu levels, technician and end-user
- Size: EIA 19: Rack Mountable in racks as Specified
- Options: Up to 12 auxiliary outputs 3000 event capability

PART 3 – EXECUTION

INSTALLATION

- A. The installation, adjustment, testing and final connection of all conduit, wiring, boxes, cabinet, etc., shall conform to the requirements for branch circuit wiring and shall be sized and installed in accordance with NEC, NEMA and manufacturer's approved shop drawings.
- B. Low voltage wiring may be run exposed above ceiling areas where they are easily accessible
- C. Contractor shall install new rack console at each location to replace existing desk mounted system.
- D. All administrative telephones shall be desk or counter mounted.
 - 1. Provide standard wall receptacle 16" AFF.
 - 2. Verify exact location with Architect.
- E. Rack shall be labeled in numerical order with speaker/phone combinations first, speaker/outside horn combinations last. Labeling and order shall reflect final Architectural room numbers posted outside the rooms. Use three digit dialing extensions.
- F. Contractor shall provide a minimum of eight (8) hours of operational and programming instruction to school personnel.

EQUIPMENT MANUFACTURER'S REPRESENTATIVE

- A. All work described herein to be done by the manufacturer's authorized representative shall be provided by a documented factory authorized representative of the basic line of equipment to be utilized.
- B. The manufacturer's representative shall have completed at least ten (10) projects of equal scope, giving satisfactory performance and have been in the business of furnishing and installing sound systems of this type for at least five (5) years. The manufacturer's representative shall be capable of being bonded to assure the owner of performance and satisfactory service during the guarantee period.

- C. The manufacturer's representative shall provide a letter with submittals from the manufacturer of all major equipment stating that the manufacturer's representative is an authorized distributor. This letter shall also state the manufacturer guarantees service performance for the life of the equipment, and that there will always be an authorized distributor assigned to service the area in which the system has been installed.
- D. The contractor shall furnish a letter from the manufacturer of the equipment, which certifies that the equipment has been installed according to factory intended practices, that all the components used in the system are compatible and that all new portions of the systems are operating satisfactorily. Further, the contractor shall furnish a written unconditional guarantee, guaranteeing all parts and all labor for a period of one (1) year after final acceptance of the project by the owner.

INSTALLATION

- A. Plug disconnect: All major equipment components shall be fully pluggable by means of multi-pin receptacles and matching plugs to provide for ease of maintenance and service.
- B. Protection of cables: Cables within terminal cabinets, equipment racks, etc., shall be grouped and bundled (harnessed) as to type and laced with No. 12 cord waxed linen lacing twine or T & B "Ty-Rap" cable. Edge protection material ("cat-track") shall be installed on edges of holes, lips of ducts or any other point where cables or harnesses cross metallic edge.
- C. Cable identification: Cable conductors shall be color-coded and individual cables shall be individually identified. Each cable identification shall be a unique number located approximately 1-1/2" from cable connection at both ends of cable. Numbers shall be approximately 1/4" in height. These unique numbers shall appear on the As-Built Drawings.
- D. Shielding: Cable shielding shall be connected to common ground at point of lowest audio level and shall be free from ground at any other point. Cable shields shall be terminated in same manner as conductors.
- E. Provide complete "in service" instructions of system operation to Detention personnel. Assist in programming of telephone system.

DOCUMENTATION

Provide the following directly to the Supervisor of Technology Service:

- A. A printed copy of all field programming for all components in system.
- B. One copy of all diagnostic software with copy of field program for each unit.
- C. One copy of all service manuals, parts list, and internal wiring diagrams of each component of system.
- D. One copy of all field wirings runs, location and end designation of system.

3. SECURITY SYSTEM CONNECTION

SCOPE OF WORK:

Install doors, call station and connect to new graphic control panel and intercom system; install camera to existing security monitoring system.

Security system connection description:

1. Two metal double doors with Lexon windows (7" x 34"), with electric locks to be connected to graphic control.
2. Call station at double doors to be added and connected to intercom system
3. Camera specifications:

(1) i3-VEC135H	Vandal/Tamper Resistant, 3-Axis, 1/3" SONY Super HAD CCD, 550TVL,
	4-9mm Vari-focal Lens, 0.05 Lux, AGC On/Off, BLC On/Off, Flickerless On/
	Off, Service Video Out, 100mm Smoke Dome, 12VDC/24VAC, with Heater
(1) ALTV248UL	POWER SUPPLY 8 CHANNEL FUSED
(1) RG59PLN-RL	RG59U 20G SOL 95% Cu BRD CCTV Plenum (video wire)
(1) MISC	CONNECTOR & MINI COAX

COUNTY OF EL PASO, TEXAS

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

COUNTY OF EL PASO PURCHASING DEPARTMENT

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
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

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?

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

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

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

RE: Bid #07-102, Replace Graphic Control, Intercom/Panel System and Security System Connection to the Graphic Control

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 Anthony Cobos Commissioner Luis C. Sariñana Commissioner Veronica Escobar Commissioner Miguel Teran Commissioner Dan Haggerty
County Employees:	Piti Vasquez, Purchasing Agent Jose Lopez, Jr., Assistant Purchasing Agent Peter Gutierrez, Buy II Linda Gonzalez, Inventory Bid Technician David Hajar, Building Engineer Oscar Reyes, Deputy Chief Alberto Alvarez Jr., Chief Juvenile Probation Officer

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th 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

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

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.

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

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.

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.

COUNTY OF EL PASO, TEXAS

Solicitation Check List

Replace Graphic Control, Intercom/Panel System and Security System Connection to the Graphic Control Bid #07-102

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Tuesday, August 28, 2007. Did you visit our website (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?
-