



COUNTY OF EL PASO
800 E. Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., Monday, March 26, 2012 to be opened at the County Purchasing Office the same date for Installation of Surveillance System in the Sheriff's Office Detention Facility. **A walk thru will be held on Wednesday, March 14, 2012 at 9:00 a.m.** at the El Paso County Detention Facility located at 601 East Overland 79901. **A pre-proposal conference will follow at 10:00 a.m.** in the Purchasing Conference Room located at 800 East Overland, room 300 El Paso, Texas 79901.

**Proposals must be in a sealed envelope and marked:
"Proposals to be opened March 26, 2012
Installation of Surveillance System
in the Sheriff's Office Detention Facility
RFP Number 12-021"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Thursday, March 15, 2012, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashier's 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 price, executed with a surety company authorized to do business in the State of Texas. The certified cashier's check must be included with the proposal at the time of the opening.

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

PITI VASQUEZ
County Purchasing Agent

**IMPORTANT NOTICE FOR VENDORS
EL PASO COUNTY CODE OF ETHICS TRAINING
REQUIREMENT FOR VENDORS**

Vendors. Any vendor involved in a single procurement exceeding \$50,000 must complete training on the El Paso County Code of Ethics. **This training must be completed prior to submitting a bid or proposal, responding to a request for qualifications or proposals, or otherwise contracting with the county.** The training must be completed by an officer, principal, or other person with the authority to bind the vendor. The certification of completed training on the Ethics Code issued by the County Human Resources Department is valid for one (1) calendar year from the date of completion. A list of those Vendors with a current certification of completion and the corresponding date of expiration shall be maintained on the El Paso County website under the Purchasing Department's Current List of Training Certified Bidders. This training requirement does not apply to emergency purchases.

Training

In compliance with Section 161 of the Texas Local Government Code, training on the El Paso County Code of Ethics will be accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources. No person or entity required to complete training will have to do so more than once per year.

The required training for Vendors may be accessed and completed at:

<http://www.epcounty.com/ethicscom/training.htm>

Once you have taken the ethics training course print out the confirmation and attach a copy to your proposal. Keep a copy for future references/proposals.

To view the list of the Vendors, the representatives and the date it expires.

❖ Go to <http://www.epcounty.com/ethicscom/training.htm>

❖ Select:

Vendors Who Have Completed Ethics Training

If you have taken the training and your name has not been added to the list, Please contact Gabby at our Human Resource Department at (915)546-2218 ext. 4069.

PROPOSAL 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 proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

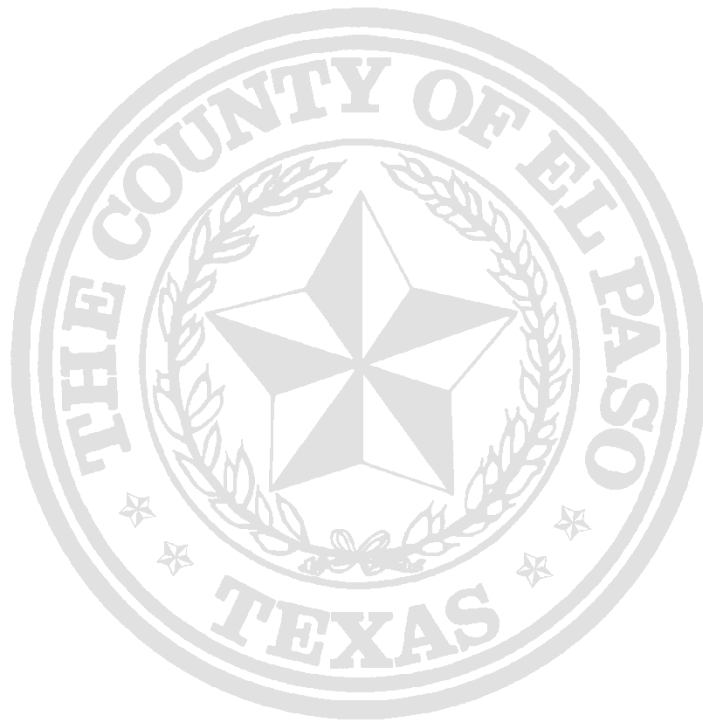
| |
|---|
| Description – RFP # 12-021 Installation of Surveillance System in the Sheriff's Office Detention Facility Vendor must meet or exceed specifications |
| Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and three (3) copies of your proposal. |

| | |
|--|---|
| _____ Company | _____ Mailing Address |
| _____ Federal Tax Identification No. | _____ City, State, Zip Code |
| _____ Ethics Representative (refer to page 2) | _____ Ethics Training Date or Expiration Date |
| _____ CIQ Confirmation Number | _____ Conflict of Interest Questionnaire (CIQ) Filed Date |
| _____ Representative Name & Title | _____ Telephone Number include area code |
| _____ Signature | _____ Fax Number include area code |
| _____ Date | _____ Email Address |

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

Installation of Surveillance System in the Sheriff's Office Detention Facility

RFP #12-021



**Opening Date
Monday, March 26, 2012**



REQUEST FOR PROPOSAL

Installation of a Surveillance System
in the Sheriff's Office Detention Facility

EL Paso County Detention Facility

601 East Overland
El Paso, Texas 79901

The **VENDOR** shall submit proposal for the upgrade and expansion of the CCTV system for the Paso County Detention Facility.

The proposal shall include the following:

- a. Performance of operations necessary to conduct the specified work required to install the system upgrade
- b. All charges for parts and equipment listed within these specifications
- c. All freight, shipping and handling charges for required replacement parts and materials
- d. All labor charges, including compensation for required overtime
- e. Required engineering and programming
- f. Limited training of County employees who will operate the new equipment
- g. All required licensing fees
- h. Travel expense, lodging and meals
- i. Charges for rental equipment and cars

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1. BACKGROUND INFORMATION

The El Paso County Detention Facility is located at 601 East Overland Street, in El Paso, Texas, 79901. At this time, the listed analog cameras are in use throughout the facility and are monitored inside the Central Security Office:

- 111 each, floor cameras, 2nd through the 12th Floor, are monitored on a 10 monitor tower, selected by a 12 position selector unit.
- 12 each, basement cameras, 11 indoor and 1 outdoor unit, monitored on 3 monitors, controlled by 3 quads
- 1 each, basement camera, stairwell next to the maintenance office, monitored on 1 monitor
- 1 each, basement camera, Door C, outdoor camera, monitored on 1 monitor
- 1 each, basement camera, Sally Port Area, Pan Unit, monitored on 1 monitor, controlled by a Vicon pan control unit
- 4 each, first floor cameras, monitored on 1 monitor, controlled by 1 quad
- 1 each, first floor camera, front doors, monitored on 1 monitor
- 1 each, first floor camera, second central door, monitored on 1 monitor
- 3 each, Kalatel cameras, outdoor units, monitored on 1 monitor, controlled by 1 Kalatel controller

A portion of the existing cameras will be replaced by the new cameras. Over 90 of the existing cameras will remain operational without any change.

2. RFP REQUIREMENTS AND GUIDELINES:

2.1 RFP Submissions:

All prospective bidders shall submit their proposal to:

Mr. Piti Vasquez,
Purchasing Agent
El Paso County Purchasing Department
800 E Overland Room 300
El Paso, Texas, 79901

2.2 RFP Schedule:

The following schedule of activities is planned. Any changes to this schedule will be communicated to the prospective vendors by the El Paso County Purchasing Agent.

| Events | Dates |
|--------------------------------------|-----------------------------|
| Release/Advertise RFP | March 5, 2012 |
| RFP Responses Due | March 15, 2012 @ 12:00 p.m. |
| RFP Opening | March 26, 2012 @ 2:00 p.m. |
| Evaluation Committee Recommendations | |
| VENDOR Selection | |
| Commissioner's Court Action to Award | |

2.3 Vendor Qualifications:

A representative of the County of El Paso (hereafter "COUNTY") will evaluate proposals only from experienced, highly qualified VENDORS (hereafter "VENDOR(s)"), who have proven successful experience in their respective industry as requested in this RFP. The VENDOR's response to the RFP must document and qualify this experience.

2.4 RFP Submittal Information:

VENDORS who have submitted proposals are considered earnest participants and must conform to the following processes after submission.

2.5 Submittals:

All prospective VENDORS must submit **one (1) original and three (3) copies** of their proposal, contract(s), terms and conditions for this project. Any agreements must be included in the RFP response package. All documents submitted in response to this RFP will become the property of

The County of El Paso. The VENDOR is solely responsible for ensuring that the full proposal is received by The County of El Paso Purchasing Department (hereafter PURCHASING) in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The COUNTY shall not be responsible for any delays caused by mail or by express mail carriers, or by electronic transmission errors. The VENDOR shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available, and all requirements are priced in the proposal. Failure to examine any document, drawing, specification or instruction will be at the Vendor's sole risk. VENDORS submitting proposals do so entirely at their expense. There is no expressed or implied obligation by THE COUNTY to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by THE COUNTY, participating in any selection interviews or product demonstrations, or participating in this procurement. Proposals must include the VENDOR's name and address, and telephone, facsimile and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the VENDOR and include the name, title, address, and telephone number of the Individual who is the proposer's designated representative. All proposals must be submitted in the proper format as stated in **Section 6, Response Format**.

2.6 Amendments:

A vendor company may amend its proposal prior to the Proposal Closing Time. All amendments must be in writing and received by PURCHASING prior to the Proposal Closing Time. A vendor company may withdraw its proposal at any time prior to the Proposal Closing Time by notifying PURCHASING in writing of its withdrawal. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Proposals cannot be amended or withdrawn after the Proposal Closing Time.

2.7 Pricing and Costs:

The total price of unit-price items or individual line items will be the product of the unit or line item price and the quantity. If the unit or line item price is ambiguous, unintelligible or uncertain for any cause, or is omitted, the unit or line item price shall be the amount obtained by dividing the "extension" price by the item quantity.

2.8 Joint Submissions and Multiple Vendors:

Unless a vendor company is submitting a joint proposal, the company represents and warrants that by submitting its proposal it did not conspire with any other vendor to set prices in violation of anti-trust laws. A proposal submitted by two or more VENDORS participating jointly in one

proposal may be submitted, but one vendor must be identified as the prime contractor and the other as the subcontractor. The COUNTY assumes no responsibility or obligation for the division of orders or purchases among joint subcontractors. Furthermore, all sub-contractors must meet the same expectations and requirements of the RFP.

2.9 Questions:

VENDORS interested in responding to this solicitation may submit questions by fax (915) 546-8180 or by email to elcontreras@epcounty.com on or before Thursday, March 26, 2012 at 12:00 p.m. VENDORS shall submit only questions on procedural matters related to the RFP, or requests for clarification or modification of this solicitation document, including questions regarding the Scope of Services. If the VENDOR is requesting a change, the request must set forth the recommended change and the VENDOR's reasons for proposing the change. Questions or requests submitted after the due date will not be answered. All email submissions sent to PURCHASING must contain the RFP number and other appropriate identifying information in the email subject line. In the body of the email, always include paragraph numbers whenever references are made to the content of this RFP. Failure to include the RFP number, as well as other sufficient identifying information in the email subject line, may result in The COUNTY taking no action on a vendor's email submission.

2.10 Communications:

VENDORS are specifically directed NOT to contact any County personnel or consultants currently retained by The COUNTY for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award of a contract. The COUNTY'S intent for this solicitation is to ensure that all VENDORS have the same information when creating their proposals. Unauthorized contact with any County personnel or County consultants may be cause for rejection of the VENDOR's response. VENDORS are responsible for all costs incurred in preparing and submitting the VENDOR's response to the RFP.

2.11 Vendor References:

Proposals must include references of other entities that are currently utilizing the proposed equipment. These references are mandatory. The references must clearly establish that the proposed equipment is in production usage. The COUNTY is interested in receiving quality service on the listed equipment. The references must include projects that are similar to The COUNTY project in terms of scope and complexity.

2.12 Vendor Demonstrations:

The COUNTY reserves the right to seek clarification or additional information from any VENDOR throughout the solicitation process, including a demonstration of the equipment proposed. The COUNTY may require a VENDOR's representative to answer questions during the evaluation process with regard to the VENDOR's proposal. Failure of a proposer to demonstrate that the claims made in his/her proposal are in fact true may be sufficient cause for deeming a proposal non-responsive. If the Evaluation Committee requests a demonstration of the proposed equipment, the demonstration will be arranged by the VENDOR at a site that is agreeable to the COUNTY.

2.13 RFP Evaluation Process:

All responses received in compliance with the terms and conditions of COUNTY PURCHASING will be reviewed and evaluated by an Evaluation Committee. The Evaluation committee will be comprised of members from the Information Technology Department and the department stakeholders.

Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regards to pricing, The COUNTY reserves the right, at its discretion, to reject any proposal priced outside of the competitive range.

Recommendations from the Evaluation Committee will be presented to Commissioners' Court for award.

2.14 Evaluation Factors for Award:

1. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the County's minimum specifications, shall render the offer non-responsive to the solicitation.
2. Any award made under this solicitation shall be made to the bidder who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, at the best value for the County. Factors to be considered in determining best value are included below.
3. Only one contract shall be awarded for all items as a result of this solicitation.
4. Prompt payment discount will be considered when determining the apparent lowest bidder, providing the County is allowed at least ten (10) days in which to take advantage of the discount.

5. As part of the requirement to establish the responsibility of the Vendor, the County of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause for the Offer to be rejected.

EVALUATION CRITERIA

| | | |
|---|---|-------|
| 1 | Proposal COST | (50%) |
| 2 | Reputation & Quality of the VENDORs Services | (10%) |
| 3 | Qualifications, Experience and Capacity | (15%) |
| 4 | Experience with Projects of Similar Size and Scope | (10%) |
| 5 | Extent to which the Goods or Services Meet the COUNTY's Needs | (15%) |

Proposal Cost 50 %

The County is seeking a total solution. Bidders should include, at a minimum, the total cost of software and hardware, implementation, project management, training, customization, support and maintenance costs.

Reputation & Quality of the VENDOR'S Services 10%

Bidders must show the number of years of experience the VENDOR has in providing equivalent products and services, and previous experience and qualifications relating to the products and services requested.

Qualification, Experience and Capacity 15%

Bidders must show the total number of years they have been in business and, if applicable, the number of years under the present business name. A description of the VENDOR's operation, facilities, business, objectives and number of employees, both nationally and locally.

Experience with Projects of Similar Size and Scope 10%

Bidders must have prior experience implementing similar projects. Similar projects include projects with the same application functionality, projects for municipalities, counties, or other government agencies or departments of equal or greater size than the County of El Paso. Bidders shall provide the names and telephone numbers of at least three (3) references.

Extent to which the Goods or Services Meet the COUNTY's Needs 15%

This criterion will be the actual comparison of the proposed solution by the vendor versus the need of the County. Points may be deducted if the County determines that the vendor has failed to propose a suitable solution.

2.15 Non-Responsive Proposals:

Any proposal that does not directly address the needs of The COUNTY as described in the RFP will be considered non-responsive and will not be considered. A proposal that does not prove the VENDOR's ability to furnish a suitable solution, based on experience and references, as well as in the response to the equipment requirements in the RFP, will not be considered.

2.16 RFP Award:

The Evaluation Committee will make a final recommendation for award of the contract. Upon award, the selected VENDOR will be required to execute an agreement in accordance with the specifications and conditions of this RFP. The period for execution of the agreement may be changed by mutual contract of the parties. Contracts are not effective until signed by both parties.

2.17 RFP Acceptance and Use of Proposal:

All materials submitted in response to this solicitation document will become the property of the COUNTY. Results will be kept confidential until the selection process has been completed. One copy of a submitted proposal will be retained for official files and become a public record. At that time, the contents of the proposals and test results will become public record and open to inspection by all parties. Any material that a vendor considers confidential, but does not meet the disclosure exemption requirements of the Open Records Act / Texas Public Information Act, should not be included in the VENDOR's proposal, as it may be made available to the public.

3. WALKTHROUGH – FLOOR PLANS AND DRAWINGS

3.1 Walkthrough:

A walk through will be held on Wednesday, March 14, 2012 at 9:00 a.m. at the El Paso County Detention Facility located at 601 East Overland 79901. **A pre-bid conference will follow at 10:00 a.m.** in the Purchasing Conference Room located at 800 East Overland, room 300 El Paso, Texas 79901.

VENDORS may need to complete and sign Non-Disclosure Affidavits at the Sheriff's Office before entering the facility or viewing confidential information. Prior background checks will be required, no exceptions. Please see Section 7.3, Background Investigation, for detailed information.

Send the information by fax, (915) 546-8180, or via e-mail, elcontreras@epcounty.com, to the County Purchasing Department, Attention: Elvia Contreras.

The vendor shall reference this RFP when submitting the required information. Under no circumstances may a potential VENDOR ask questions during a walk-through. All questions must be submitted to the COUNTY Purchasing Department in writing or at the Pre-Proposal Conference.

3.2 Floor Plans and Console Drawings:

The Sheriff's Office will supply drawings of the current Central Security Office console layout and floor plans to the County Purchasing Department. For security reasons, copies of these documents will not be published on the Internet or released to vendors. Floor plans and console drawings will be available for viewing by qualified vendor representatives at the offices of the El Paso County Purchasing Department.

Any VENDOR representative, who passed the background check conducted by the Sheriff's Office, may review these documents. The plans and drawings shall not be copied, photographed or otherwise be reproduced. The representative may review the floor plans and take written notes during the plan review session.

The VENDOR shall contact Elvia Contreras, Formal Bid Buyer, at 546-2048, Extension 4524, to review the floor plans. The VENDOR shall provide a minimum of 24 hours notice. The plan review shall be scheduled during normal business hours; Monday through Friday, 08:00 to 16:00 hours.

4. PRE-PROPOSAL CONFERENCE:

Pre-bidders Conference has been set for: **Wednesday, March 14, 2012 at 10:00 a.m. in the Purchasing Conference room (following the walk-thru).**

The Purchasing Agent shall be responsible for conducting the Pre-Proposal Conference, with assistance from the COUNTY and the Information Technology Department.

5. SPECIFICATIONS:

5.1 Intent:

The COUNTY of El Paso is requesting proposals from highly qualified VENDORS with expertise in providing, installing, and maintaining computerized video surveillance systems for the Sheriff's Downtown Detention Facility.

THE COUNTY may elect to make an award to multiple VENDORS based on product and/or service specific awards if it is in THE COUNTY's best interest to do so. THE COUNTY reserves the right to make only one award, multiple awards or to reject any or all proposals submitted in response to this RFP in whole or in part. THE COUNTY further reserves the right to make no award **and to modify or cancel, in whole or in part**, this RFP. THE COUNTY may elect, but is not required, to purchase video surveillance systems from any agreements that result from this RFP.

The VENDOR shall prepare the proposal to design, install and support video surveillance equipment for the Sheriff's Downtown Detention Facility.

This proposal must itemize the video surveillance systems, cameras and maintenance services.

5.2 Scope of Service:

The surveillance equipment requirements may vary from location to location, but should be of similar brand, make, and models providing uniformity. All equipment submitted and installed by the VENDOR shall meet or exceed the minimum requirements listed below.

Presently, there is an analog CCTV system in place at the Detention Facility. The COUNTY is requesting to add to the existing system. The added surveillance system shall be an IP based system. (IP Internet Protocol)

The COUNTY is estimating that no more than 4 clients will use the system at the same timer.

The COUNTY has standardized on HP Servers & Storage devices and CISCO networking.

5.3 Network Video Recorders (“NVR”):

The contractor shall supply two (2) NVRs, including, but not limited to, an Internet ready internet protocol (“IP”) based appliance with a minimum of:

- a. A hard drive array that provides nine (9) terabytes of capacity for each NVR.
- b. Shall support up to 64 channels of IP cameras per NVR
- c. Shall support high definition cameras with 720p (Resolution)
- d. Support MPEG4/H.264 (Audio / Video compression Standard)
- e. NVR Software shall allow for zones or motion detection

The NVRs shall record all indoor and outdoor cameras installed under this RFP.

Recorder Specifications:

- Real-Time Video Surveillance Networking
- Records up to 64 IP Cameras
- Compatible w/Megapixel i-Pro Cameras
- 200Mbps High-Speed Networking
- MPEG-4/JPEG/M-JPEG Recording
- PTZ Camera Control
- Internet Connectivity
- Multi-Channel Display
- Expandable System w/Hot Plug Support
- Alarm/Warning E-Mail Notification

| | |
|---------------------------------------|--|
| System | NTSC |
| Number of Supported Cameras | 64 |
| Compression | MPEG-4, JPEG, M-JPEG (Multi-format) |
| Frame Rate | Up to 30 fps |
| Networking Maximum Bandwidth | 200Mbps |
| Resolution | 1280 x 960 960 x 720 640 x 480 320 x 240 |
| Multiple Display Configuration | Spot/Quad (16 patterns) Spot Sequence Quad Sequence (Sequence: Live only) |
| Storage | 9TB Serial ATA Hard Disk Drive (1 x 3.5") |
| Maximum Capacity | 54 HDD Slots via (5) WJ-HDE400 Extension Units |
| RAID | RAID 5/6 Supported |
| Recording Modes | Manual recording, Scheduled recording, Emergency recording, Event recording, Pre-Event recording (up to 15 min. w/dedicated HDD) |
| SD Memory Data | Yes, from i-Pro Series Cameras |

| | |
|-----------------------------------|--|
| Download | |
| Maximum Number of Clients | 16 Simultaneous |
| Remote Client Access Level | Viewing, Recording and PTZ control |
| Audio Support | Yes, via i-Pro Network Cameras (at G.726/ADPCM, 32Kb/s) |
| PTZ Control | Yes |
| Camera Control | Pan/Tilt, Zoom, Focus, Brightness, Preset position call and program (up to 256), Auto mode |
| Camera Titles | Up to 16 Characters (On the Browser) |
| Digital Zoom | 2X and 4X (Live/Playback) |
| SCSI | No |
| USB | No |
| Monitor Out | No |
| Control Ports | Yes, Alarm (D-Sub 25 pin) |
| Alarm I/O | 32 Alarm inputs |
| Network Interface | Camera port: 10Base-T /100Base-TX /1000Base-T (RJ-45) |

| | |
|------------------------------|--|
| | Client port: 10Base-T / 100Base-TX / 1000Base-T (RJ-45) Maintenance port: 10Base-T (RJ-45) |
| Protocols Supported | TCP/IP, UDP/IP, HTTP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, RTP |
| System Requirements | Microsoft Windows Vista, Microsoft Windows XP Home Edition SP2, Microsoft Windows XP Professional SP2 Supported Browser: Windows Internet Explorer 7.0, Microsoft Internet Explorer 6.0 SP2 |
| Language Options | English, French, Italian, Spanish, German, Russian, Chinese, Japanese |
| Power Requirements | 120VAC, 60Hz |
| Power Consumption | 170W |
| Operating Temperature | 41 - 113°F (5 - 45°C) |
| Dimensions (WxHxD) | 16.9 x 5.3 x 15.7" (430 x 132 x 400mm) |
| Weight | 44.5 lbs (20kg) w/9x HDD |

5.4 Security Surveillance Cameras:

59 each, Indoor Cameras, Fixed, Standard Resolution

- a. Color camera, day/night, with auto iris and variable focal lens
- b. 12 VDC / 24 VAC

8 each, Indoor Cameras, Fixed, High Definition Resolution

- a. Color camera, day/night, with auto iris and variable focal lens
- b. 12 VDC / 24 VAC

14 each, Outdoor Cameras, Fixed, Standard Resolution, with integrated thermostatically controlled cooling fan and heating element

- a. Color camera, day/night, with auto iris and variable focal lens
- b. 12 VDC / 24 VAC

16 each, Outdoor Cameras, PTZ (Pan, Tilt, Zoom), Standard Resolution

- a. Color camera, day/night, with auto iris, 18 x minimum zoom capability
- b. 12 VDC / 24 VAC

The VENDOR may use Power over Ethernet technology to provide electrical power to the cameras. However, camera VA ratings shall not exceed the capacity of the network switches or the current carrying capacity of the Cat-6 wires.

Electrical power to cameras with heating elements may need to be supplied by separate power conductors. Please see **Section 5.7** for the general wiring requirements.

Indoor Enclosures

On The Ceiling Housings or domed enclosures

Designed for high abuse locations such as detention and holding cells

Tamper and vandal resistant

1/4 inch, UV stable, Lexan window, OTCH

10 gauge metal construction, OTCH

Beige textured finish

Adjustable camera mounting cradle

Secured with tamperproof screws

Or approved equivalent units

Outdoor Enclosures

Outdoor cameras shall be protected by suitable weather proof outdoor housings. The camera shall be protected against extreme weather conditions such as, but are not limited to, extreme hot and cold temperatures, and wind driven snow and rain. Outdoor camera enclosures shall be tamper and vandal resistant, and shall be equipped with thermostatic controlled heater and fan units.

Or approved equivalent units

5.5 Camera Locations:

Basement

Throughout the basement and Sally Port area, the contractor shall provide, replace and install cameras as indicated on the basement floor plan.

- Replace, 11 each, existing cameras

- Replace, 2 each, existing outdoor cameras
- Replace, 1 each, existing Pan type camera
- Add, 3 each, cameras

Outdoor Cameras – Parking Lot and Perimeter

For the surveillance of the parking lot, Sally Port ramps, front entrance and surrounding areas, the contractor shall provide, replace and install cameras as indicated on the Outside Perimeter plan.

- Replace, 3 each, existing KALATEL, PTZ, cameras
- Add, 8 each, PTZ type camera
- Add, 2 each, fixed cameras to monitor the East and West entrance doors to the facility.

For the six cameras indicated to be mounted on the exterior of the facility structure, the contractor shall follow the listed instructions:

At the time the detention facility was constructed, the walls were built using forms that were held together by tie rods that ran through tubular channels. Then, the hollow space between the forms was filled with concrete. After the concrete cured, the forms and tie rods were removed and the tubular channels were filled with cement.

The use of exposed conduit at the outside walls of the facility shall be held to a minimum. The contractor shall open some of these existing channels for the required camera wiring. Using these tubular channels will minimize exposed conduit runs at the outside walls of the building. This method was used for the installation of the two existing cameras at the West and East side of the facility.

First Floor

Throughout the first floor, the contractor shall provide, replace and install cameras as indicated on the First Floor plan.

- Replace, 7 each, existing cameras
- Add, 2 each, cameras

2nd Floor

Throughout the second floor, the contractor shall provide, replace and install cameras as indicated on the Second Floor plan.

- Replace, 15 each, existing cameras
- Replace, 7 each, existing cameras with high resolution cameras
- Add, 1 each, existing cameras with high resolution cameras
- Add, 11 each, cameras

Separation Area Cameras

Throughout the separation areas of the facility, the contractor shall provide, replace and install cameras as indicated on the Separation Area floor plan.

The contractor shall replace the existing two (2) cameras for the 7th and 9th Floor separation areas.

The contractor shall provide and install one camera per floor for the 3rd, 4th, 5th, 6th, 8th and 11th Floor separation areas.

The installation of the new cameras shall be similar to the installation of the cameras currently in use at the 7th and 9th floor of the facility.

12th Floor

Throughout the 12th Floor area, the contractor shall provide, replace and install cameras as indicated on 12th Floor plan.

- Replace, 2 each, existing cameras
- Replace, 4 each, existing PTZ type camera
- Add, 1 each, outdoor cameras

12th Floor, Section A, Cage Area

Throughout this area, the contractor shall provide and install cameras as indicated on the 12th Floor, Section A plan.

- Add, 9 each, cameras

In general, the use of exposed conduit shall be held to a minimum. However, at the 12th Floor conduit runs above the cages and across the open spaces will be acceptable.

5.6 General Wiring Requirements:

For the installation of conduit runs and associated wiring, the contractor shall comply with the listed requirement:

- All work shall be executed in a neat and professional manner and shall comply with all applicable articles of NFPA 70, the National Electrical Code.
- Conduit, cable and wires shall be properly secured with approved fasteners.
- Cable and wires shall be labeled properly.
- Use steel compression fittings on all conduit runs. (Couplings)
- Use steel compression fittings with insulated throats. (Connectors)
- Conduit runs shall be square and parallel to the facility structure.
- Utilize good, low-impedance grounding hardware for the installation.
- Wall penetrations must be sealed with an UL-classified fire stop sealant.

- Power conductors shall be properly fused at an easy accessible location.
- Power conductors shall be sized properly
- Cables /wires installed in return air plenums must be “Plenum” rated or shall be installed in approved metal conduits.
- Data cable wiring shall be type CAT-6E, Plenum rated
- Patch Cable shall be type CAT-6

5.7 Network Switches:

The contractor shall provide and install Network Switches at the listed locations.

1ST FLOOR: 1 each, 24-Port

2ND FLOOR: 1 each, 48-Port

2ND OR 10TH:1 each, 24-Port (OR ANY OTHER CONVENIENT LOCATION)

12TH FLOOR: 1 each, 24-Port

Specifications for Network Switches

10 Gigabit Ethernet uplink flexibility with Small Form-Factor Pluggable Plus (SFP+)

- 24 or 48 ports of Gigabit Ethernet connectivity
- Cisco FlexStack stacking module with 20 Gbps of throughput.
- PoE+ with up to 30W per port.
- Power supply options, with 740W or 370W fixed power supplies for PoE+.
- USB storage for file backup, distribution, and simplified operations
- A wide range of software features to provide ease of operation, highly secure business operations, sustainability, and a borderless network experience
- Limited lifetime hardware warranty, including next-business-day replacement with 90-day service and support

The Cisco Catalyst 2960 Series Switches with LAN Base Software offer the following:

- Dual-purpose uplinks for Gigabit Ethernet uplink flexibility, allowing use of either a copper or fiber uplink; each dual-purpose uplink port has one 10/100/1000 Ethernet port and one SFP-based Gigabit Ethernet port, with one port active at a time.

- 24 or 48 ports of Fast Ethernet connectivity
- PoE configurations with up to 15.4W per port
- Limited lifetime hardware warranty

SFP: GLC-SX-MM

Cables: 3meter LC-ST MMF

Please Note:

Provide Patch Panel for every Network Switch
Patch cable shall be type **Cat-6**

5.8 Work Stations

The contractor shall provide and install Workstation Personal Computers at the listed locations.

1st Floor

2 each, PC Work Workstations, inside the Central Security Office

2nd Floor

2 each, PC Work Workstations, inside the Guard Station or the Escort Office

The exact location will be determined before the start of the equipment installation.

Separation Area (3rd, 4th, 5th, 6th, 7th, 8th, 9th and 11th Floor)

For these areas, one of several options may be used to display the separation cell camera video images inside the floor guard stations.

The VENDOR may utilize the existing computers inside the guard stations to monitor the separation cameras. This option requires adding video cards to these computers. The VENDOR shall provide the required video cards and wire the camera as needed. County technicians will install the video cards and re-program the computers.

The VENDOR may supply addressable monitors connected to one of the NVRs via Cat-6 cable.

The VENDOR may use any other practicable option to complete this task.

The Video Cards should meet the listed requirements:

Model / Brand: VisionTek or equivalent

Model: 900181

Interface: PCI Express x16

Chipset /Chipset Manufacturer: ATI

GPU: Radeon HD 2600PRO

Core Clock: 600MHz

Stream Processors: 120 Stream Processing Units

Memory: Effective Memory Clock, 800MHz

Memory Size: 512MB

Memory Interface: 128-bit

Memory Type: GDDR2

3D API: DirectX / DirectX 10 / OpenGL /OpenGL 2.0

Ports: DVI / 2 x DVI
TV-Out: HDTV Out
General: RAMDAC / 400 MHz
Max Resolution: 2560 x 1600
CrossFireX Support: Yes
Cooler: With Fan

System Requirements:

Intel Pentium 4, Celeron, AMD Duron/Athlon/Athlon XP, Sempron or compatible with x16 PCI express slot Installation software requires CD-ROM drive 256MB of system memory (1GB+ recommended for Windows Vista) DVD playback requires DVD drive on PCs with an Intel Pentium III processor (or equivalent) and 256MB of system memory, 300W or greater power supply recommended
Dual-Link DVI Supported: Yes
Windows Vista: Certified for Windows Vista
HDCP Ready: Yes
Features: ATI Avivo HD Video and Display Technology
Packaging / Package Contents: 900181 Driver Disk DVI to VGA/D-sub Adapter

The vendor may provide equivalent video cards provided that the cards supplied are compatible with the computer equipment currently in use.
Dell Optiplex GX 620

12th Floor

1 each, PC Work Workstations, inside the Guard Station

The PCs provided shall meet the listed requirements:

- HP, Dell or equivalent
- Case: Mini Tower
- Operating System(s): Genuine Windows® 7, Professional 32-bit
- Memory: 4GB DDR3, Non-ECC, 1333MHz Dual Channel SDRAM, 2x2GB
- Keyboard: USB Entry Keyboard, English
- Monitor: 20in HAS Wide Monitor, VGA/ DVI
- Video Card: 512MB AMD RADEON HD 6350 (2 DVI), Full Height
- Boot Hard Drives: 250GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive with 8MB Cache
- Mouse: USB Optical Mouse
- System Management Mode: Intel® Standard Manageability
- Removable Media Storage Device: 16X DVD+/-RW, Roxio Creator, Cyberlink Power DVD, No Media

- Speakers: Business Speakers
- Power Supply: Standard Power Supply
- Productivity Software: No Productivity Software
- Hardware Support Services: 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis

5.9 Monitors and Control Equipment:

The contractor shall provide and install Video Monitors at the listed locations.

1st Floor

2 each, 42", Flat Panel Monitors, including required mounting accessories such as Full Motion Wall Mounts and adapters.

2nd Floor

2 each, 42", Flat Panel Monitors, including required mounting accessories such as Full Motion Wall Mounts and adapters.

Separation Area (3rd, 4th, 5th, 6th, 7th, 8th, 9th and 11th Floor)

8 each, 19", Flat Panel Monitors, including required mounting accessories such as Full Motion Wall Mounts and adapters.

12th Floor

1 each, 42", Flat Panel Monitor, including required mounting accessories such as Full Motion Wall Mounts and adapters.

The 42" Monitors provided shall meet the listed requirements:
Monitors shall be a minimum, but not limited to, 42 inches, LCD type panel.

The 19" Monitors provided shall meet the listed requirements:
Monitors shall be a minimum, but not limited to, 19 inches, LCD type panel.

In order to effortlessly observe these monitors, the video surveillance system shall include joysticks, jog dials, video switches, or any other necessary controls needed to allow the operator to switch between images, view single or multiple feeds, or to zoom in for close up views.

19" Monitor Specifications:

Panel/Display

| | |
|------------------|--------------------------------|
| Type | LCD |
| Viewable Size | 19" |
| Brightness | 250 cd/m ² |
| Contrast Ratio | 500:1 |
| Viewing Angle | 160° horizontal, 145° vertical |
| Pixel Dot Pitch | 0.294mm |
| Response Time | 12 ms |
| Panel Life | 50,000 Hours |
| Colors Supported | > 16 Million |

Signal:

| | |
|--------------------|--|
| Internal Interface | Analog/Digital |
| Frequency | Horizontal: 31.5-81.1 kHz Vertical: 56-76 Hz |
| Sync Type | Separate Sync: TTL Level (Positive/Negative) |
| Resolution | Native: 1280 x 1024 @ 60 Hz Supported: 720 x 400 @ 70 Hz 640 x 480 @ 60-75 Hz 800 x 600 @ 56-75 Hz 832 x 624 @ 75 Hz 1024 x 768 @ 60-75 Hz 1152 x 864 @ 70-75 Hz 1152 x 870 @ 75 Hz 1280 x 960 @ 60-75 Hz 1280 x 1024 @ 60-75 Hz |

Input/Output Connectors:

| | |
|-------------|----------|
| Analog | 1x VGA |
| Digital | 1x DVI-D |
| Audio Input | None |

| | |
|----------------|--|
| Headphone Jack | None |
| Hub Ports | None |
| Speakers | None |
| Mount | Desktop: Standard Wall-mount: Yes, VESA 100mm |

Controls:

| | |
|---------------------|--|
| Buttons | Select, -, +, 12/Reset, Power |
| On-Screen Display | Brightness, Contrast, Auto Contrast, Auto Adjust, Left/Right, Down/Up, H. Size, Fine, Color Control Systems, Color Red, Color Green, Color Blue, Tool, Factory Preset, Exit, Language, OSM Lock Out, OSM Turn Off, Resolution Notifier, Monitor Info |
| Auto Configuration | Yes |
| Touch Screen | No; Support for Touch Screen Integration |
| Tilt/Swivel Range | Tilt: Yes Swivel: Yes Height: Yes Pivot: Yes |
| Compliant Standards | FCC Class B, DOC, CE, TCO '99, Energy Star |
| System Requirements | PC or Macintosh computer with DVI or VGA Output |
| Power Requirements | AC: 100-240 VAC, 50/60 Hz Consumption: 32 Watts |

Operating

Temperature: 41-95° F (5-35° C)
Humidity: 10-80%
Altitude: 10,000' (3048 m)

Environmental Requirements

Storage

Temperature: 14-140° F (-10-60° C)
Humidity: 10-85%
Altitude: 40,000' (12,192 m)

Dimensions (WxHxD)

With Stand: 16.5 x 16.8 x 7.9" (41.8 x 42.8 x 20 cm)
Without Stand: 16.5 x 14.6 x 2.7" (41.8 x 37 x

6.8 cm)

Weight

With Stand: 14.3 lb (6.5 kg)

Without Stand: 12.1 lb (5.5 kg)

42" Monitor Specifications

General

Product Type: 42" Class (42.02" viewable) LCD TV

PC Interface: VGA (HD-15)

HDCP
Compatible: Yes

Weight: 37.5 lbs

Width: 39.8 in

Depth: 10 in

Height: 26.7 in

Dimensions: With stand

Digital Television
Certification: HDTV

Display

Technology: TFT active matrix

Diagonal Size: 42" Class (42.02" viewable) - widescreen

Resolution: 1920 x 1080

Progressive
Scan: Progressive scanning (line doubling)

Image Aspect
Ratio: 16:9

Viewing Angle: 178 degrees

Viewing Angle
(Vertical): 178 degrees

Pixel Response
Time: 5 ms

Brightness: 500 cd/m2

Comb Filter: 3D digital

Additional
Features: Video noise reduction, on-screen menu, ambient light sensor
(ALS), Zero Bright Defective Pixel Guarantee

Display Format: 1080p (FullHD)

Widescreen
Modes: Zoom, Normal, Panorama, Wide, Stretch

V-Chip Control: Yes

Color Depth: Up to 1.06 billion colors

Color
Temperature: Yes

Control:

Dynamic Contrast Ratio: 50000:1

Pixel Pitch: 0.4845 x 0.4845mm

Backlight Life: 60,000 hour(s)

TV Tuner

Reception System: NTSC

Analog TV Tuner: NTSC

Remote Control

Type: Universal remote control - infrared

Audio System

Sound Output Mode: Stereo

Output Power / Total: 20 Watt

Additional Features: Bass & treble control, balance control, SRS TruVolume

Speaker(s): 2 x right/left channel speaker - built-in - 10 Watt

Sound Effects: SRS TruSurround HD

Audio Controls: Equalizer, balance, bass, treble

Equalizer: Yes

Surround Mode: Yes

Connections

Connector Type: 4 x HDMI input (19 pin HDMI Type A) - side | 1 x composite video / component video input (RCA phono x 3) - rear | 1 x audio line-in (RCA phono x 2) - rear | 1 x digital audio output (optical) (TOSLINK) - rear | 1 x VGA input (15 pin HD D-Sub (HD-15)) - rear | 1 x audio line-in (mini-phone stereo 3.5 mm) - side | 1 x USB (4 pin USB Type A) - side

Miscellaneous

Compliant Standards: FCC Class B certified, CSA, UL, VDE

Power

Power Device: Power supply

Power Consumption 1 Watt

Standby / Sleep: Power Consumption 79 Watt

Operational:

Dimensions & Weight (Shipping)

Width (Shipping): 46.1 in
 Depth (Shipping): 8.1 in
 Height (Shipping): 31.5 in
 Weight (Shipping): 52 lbs
 Video Features
HDTV Ready: Yes
Analog Video Input Signals: NTSC
Input Video Formats: 480p, 720p, 1080i, 1080p, 480i
 Supported Computer Resolutions: 1024 x 768 (XGA), 640 x 480 (VGA), 800 x 600 (SVGA), 720 x 400, 1360 x 768, 1920 x 1080
 Parental Channel Lock: Yes
 Closed Caption Capability: Yes
 Freeze Memo: Yes
 Stands & Mounts
 Stand Design: Tabletop
 Flat Panel Mount Interface: 200 x 200 mm
 Dimensions & Weight Details
 Dimensions & Weight Details: Panel with stand - 39.8 in x 10 in x 26.7 in x 37.5 lbs | Panel without stand - 39.8 in x 3.6 in x 26.3 in x 32.2 lbs
 Digital TV Tuner
 Digital TV Modulations: 8-VSB
Digital TV Tuner: ATSC, QAM

5.10 Design Service:

The video surveillance design shall consist of the following components:

- a. Examination of the overall system
- b. A proposal that incorporates scalability, redundancy and that meets County security requirements.
- c. All designs shall be well documented

5.11 Vendor's Responsibilities:

The VENDOR shall provide the following:

- a. Project management and site supervision
- b. Appropriate Licensing, certifications, and qualification for all contractors and sub-contractors.
- c. All contractors and their employees must have a clear criminal background with no convictions of felonies or class A or B misdemeanors. The COUNTY has the right to ask for documentation and may at its discretion perform criminal background checks.
- d. Assure that all work is completed in compliance with all applicable Municipal, State and Federal laws, rules and regulations. The contractor shall obtain all permits that may be required for this project.
- e. The contractor shall provide all tools, equipment and safety products in order to perform the work required. The COUNTY will not loan out equipment, parts or tools.
- f. The VENDOR shall include all work that will be required to complete this project; including after-hours, weekend and holiday work. The labor charge quoted for this project shall be final and shall not require any adjustments after the contract is awarded.
- g. The COUNTY will designate a representative to coordinate all efforts and will work diligently to resolve any conflicts expeditiously. All work that needs to be scheduled outside of normal business hours or on weekends must be coordinated with the appropriate department at least three (3) days prior to work being performed. There may be other departments involved in the coordination of scheduling and work. The COUNTY representative will assist the VENDOR to identify those departments and coordinate appropriately.
- h. The COUNTY does not provide parking. The VENDOR is responsible for parking fees and tickets received for parking violation.

5.12 Maintenance, Warranty, and Support:

The VENDOR shall offer the following services:

1. The VENDOR shall repair or replace, without charge, any defective part or equipment for a period of 12 months, after completion of the installation. Repair any covered system malfunctions within 24 hours, after the owner filed a proper complaint. The contractor shall supply all labor, parts, required programming, software upgrades, travel expenses, freight charges and charges for rental equipment under this warranty.

2. The warranty time period shall begin on the date of final acceptance of the completed work by the representative of the County of El Paso.
3. At the time of the final acceptance, the VENDOR shall submit a written statement documenting the start and end dates of the warranty time period.
4. The VENDOR must have the ability to begin maintenance work at multiple facilities simultaneously, within twenty-four (24) hours of receiving a service request. The VENDOR understands that all work shall be performed onsite.
5. The VENDOR is required to maintain a toll-free number for ordering, inquiries, and customer service, including requests for maintenance service.
6. The VENDOR's customer service process shall ensure that all customer service issues are addressed in a consistent and expeditious manner, including problem escalation and resolution of maintenance and service issues.
7. The VENDOR shall keep accurate records and logs of all work performed under this contract. A continuous log shall be maintained for the new CCTV system. The log shall contain calibration, repair, and programming data. Complete logs shall be kept and shall be available for inspections.
8. The VENDOR shall record each request for service. The form shall identify the defective CCTV equipment, date and time the call was received, the malfunction reported by the County representative, and the time and date when the work was completed. The Contractor shall provide a written report of the work performed within 5 days after the work was completed.
9. The VENDOR shall recommend all software updates to the Owner's Representative for approval. Upon approval, updates shall be accomplished in a timely manner.
10. The warranty may exclude malfunctions or damages caused by misuse, abuse, neglect or acts of nature.

5.13 Return Policy/Defective Products:

All equipment shall be guaranteed to be new and to perform to the manufacturer's specifications. The VENDOR shall warrant the equipment against defects in installation, materials, and workmanship.

If any piece of equipment is received in damaged or defective conditions, the VENDOR shall be responsibly to replace the product as soon as the discovery is made.

5.14 Delivery and Installation:

All products ordered under any resulting contract from this RFP shall be installed and tested for functionality by the VENDOR. The VENDOR shall provide all materials, equipment, parts and labor necessary for the installation of the ordered products. The VENDOR shall be responsible to transport all ordered products to the end user's facility prior to the installation. The end user will not be responsible for loss of materials and equipment delivered to its facility prior to the installation by the contractor.

5.15 Training:

The VENDOR shall provide up to 10 hours of training to County employees who will operate the new equipment.

Response Format for the County of El Paso, Texas

6.1 SECTION A

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 proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal and the Contract Documents. This proposal is made in accordance with these documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

| |
|--|
| Description – RFP # Vendor must meet or exceed specifications |
| Total Cost |
| \$ |
| 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 three (3) copies of your bid. |

| | |
|---|---|
| Company | Mailing Address |
| Federal Tax Identification No. | City, State, Zip Code |
| Ethics Representative (refer to page 2) | Ethics Training Date or Expiration Date |
| CIQ Confirmation Number | Conflict of Interest Questionnaire (CIQ) Filed Date |
| Representative Name & Title | Telephone Number include area code |
| Signature | Fax Number include area code |
| Date | Email Address |

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

6.2 SECTION B

VENDOR DEMOGRAPHICS

The VENDOR shall submit the following information:

1. Official name and address. Indicate what type of entity, e.g. corporation, company, etc.
2. Complete name, address, telephone number and fax number of the person to receive correspondence and who is authorized to make decisions or represent the VENDOR. Please state his or her capacity within the company.
3. Total number of years the VENDOR has been in business and, if applicable, number of years under the present business name.
4. The number of years of experience the VENDOR has had in providing equivalent products and services.

A description of the VENDOR's operation, facilities, business, objectives, number of employees (both nationally and locally), and previous experience and qualifications relating to the products and services requested.

6.3 SECTION C

VENDOR EXPERIENCE

In this section the VENDOR shall provide an experience narrative. Include a description of experience the VENDOR has had installing the proposed equipment in the operating environment proposed.

As mentioned in **Section 2.3** of this RFP, the COUNTY will evaluate proposals only from VENDORS that have proven successful experience in the assembly, configuration and installation of the products and services requested in this RFP. The VENDOR's response to the RFP must document and qualify this experience. Preferred parameters for this documentation should include:

1. Authorized reseller, certified service center, etc. (indicate manufacturers and status as well as requirements to reach and maintain that status);
2. Years of experience (indicate manufacturer);
3. Volume of equipment installed per manufacturer/product;
4. Credentials of individuals scheduled to perform the outlined services (If applicable, i.e. industry related certification)

6.4 SECTION D

VENDOR REFERENCES

The VENDOR shall provide references from companies that implemented projects similar in scope and complexity to this RFP, with likewise configured equipment, that is operation for at least one year. The VENDOR shall include the following information for each reference:

1. Name of organization
2. Networking hardware/software
3. Size and Scope of Project
4. Installation date
5. Contact name, title, address, and telephone number

6.5 SECTION E

FINANCIAL STATEMENTS

Each proposal must include a complete audited set of financial statements or suitable other documents for the last three (3) years. All required financial statements shall be prepared in conformity with generally accepted accounting principles.

6.6 SECTION F

OVERVIEW OF VENDOR PROPOSAL

In this section the vendor shall provide a narrative of the work being proposed. The narrative shall include the following items:

1. Provide a Scope of Work to be performed. (As requested in Section 5.2)
2. Provide any additional details that pertain to the project with detailed narratives.
3. Provide project pricing. Pricing shall be submitted as outlined in Section 6.9I of this RFP.

6.7 Section G

Delivery

In this section, the VENDOR shall propose a preliminary delivery schedule of the proposed equipment or services.

6.8 SECTION H

SUPPORT, MAINTENANCE & WARRANTY

In this section the VENDOR shall provide a description of the warranties associated with the proposed equipment/hardware and software.

6.9 SECTION I

Government Pricing Proposal / Equipment List

| Description | QTY | Unit Price | Total Price |
|--|-----|---------------|-------------|
| NVRs | | | |
| Camera, Indoor, Fixed | | | |
| Camera, Indoor, Fixed, High Resolution | | | |
| Camera, Outdoor, Fixed | | | |
| Camera, PTZ type | | | |
| Camera Enclosures | | | |
| Network Switches, 48-Port | | | |
| Network Switches, 24-Port | | | |
| Network Switches | | | |
| Network Switches | | | |
| Work Stations | | | |
| Video Cards | | | |
| LCD Panels (42 Inch) | | | |
| LCD Panels (19 Inch) | | | |
| Monitor Mounting Brackets | | | |
| Software | | | |
| Network Cable | | | |
| Software | | | |
| Warranty : 1-Year | | | |
| 3 year(Optional) | | | |
| Misc. Hardware | | | |
| Materials | | | |
| | | Total: | |

7 GENERAL REQUIREMENTS:

7.1 Regulations / Code Requirements:

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

Obtain all necessary permits and licenses.

7.2 Manuals:

The contractor shall utilize maintenance, maintenance supplement, installation and operation manuals and other equipment related publications, issued by the equipment manufacturer, which may be required to conduct the work.

The contractor shall supply the facility maintenance section with three (3) complete sets of installation, maintenance and operating manuals for all the equipment supplied under this agreement.

7.3 Background Investigation:

The contractor shall submit a list of employees, who will execute the work inside the Detention Facility, for a background investigation, with the following information to the El Paso County Sheriff's Department 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.

7.4 Tools and Test Equipment

All tools brought into the Detention Facility must be checked in and out.

Therefore, employees of the contractor must supply a complete inventory list of their tools, power tools, and test equipment.

7.5 Searches:

All persons and their belongings may be subjected to inspections and/or searches.

7.6 Cleaning

Keep work areas clean. Remove and properly dispose of all packing material and debris at the end of each workday.

7.7 Tobacco Products

The El Paso County Detention Facility is a smoke free facility. Contractor employees shall not enter the facility carrying tobacco products.

8 CONTRACT REQUIREMENTS:

8.1 Working Hours:

The work required may be conducted within the following time periods:
Monday through Friday, 07:00 - 15:00 Hrs. (7:00 A.M. - 3:00 P.M.)

8.2 Compensation and Invoices:

- a. Unless otherwise agreed upon in writing by the parties, the County's maximum liability for all services performed under this agreement shall not exceed the amount awarded with the purchase order.
- b. The Contractor shall be compensated for actual services provided.
- c. The compensation paid to the Contractor under this Agreement includes all fees and expenses incurred while performing services under this Agreement.
- d. The County shall pay the Contractor within 30 days following receipt of each invoice.

8.3 Independent Contractor:

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

8.4 Termination of Agreement:

If at any time after commencement of the services required by this Agreement, the County shall, in its sole reasonable judgment, determine that such services are inadequate, unsatisfactory, no longer needed or substantially not conforming to the descriptions, warranties or representations contained in this Agreement, the County may terminate this Agreement upon 30 days written notice to Contractor.

8.5 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.

8.6 General Provisions:

- a. Sole agreement: This is the entire Agreement between the Contractor and the County. 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 shall govern this Agreement, and venue shall be El Paso County.
- 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, Veronica Escobar
 El Paso County
 500 E. San Antonio
 El Paso, Texas 79905

With copy to:

County Sheriff, Richard Wiles
 El Paso County
 3850 Justice Drive
 El Paso, Texas 79938

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: This Agreement does not create a partnership relationship; the Contractor does not have authority to enter into contracts on behalf of the County.
- f. Assignment: The Contractor Company 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. Amendment. This agreement may not be amended or modified, except by a writing executed by both parties hereto.

8.7 General Liability Insurance:

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

| | |
|-------------------------------|-----------------|
| Limits: | |
| Each Occurrence | \$ 2,000,000.00 |
| Fire Damage | \$ 2,000,000.00 |
| Personal & Advertising Injury | \$ 2,000,000.00 |
| General Aggregate | \$ 2,000,000.00 |

8.8 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 |

8.9 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.

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

(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 three (3) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR Building, 800 E. Overland
ROOM 300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
ELVIA CONTRERAS, FORMAL BID BUYER

PROPOSAL 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 PROPOSAL, 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 PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal 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 for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer shall furnish a certified cashier's 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 (merchandise only).
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 RFP 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:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) 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 COUNTYCLERK 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 PASOCOUNTY PURCHASING DEPARTMENT. **THE EL PASOCOUNTYCODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTYOFFICIALS 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
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP #12-021, Installation of Surveillance System in the Sheriff's Office Detention Facility

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 Veronica Escobar
Commissioner Anna Perez
Commissioner Sergio Lewis
Commissioner Willie Gandara, Jr.
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Elvia Contreras, Formal Bid Buyer
Lucy Balderama, Inventory Bid Technician
Sylvia Aguilar, Chief Deputy
Angel Colorado, Detention Commander

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

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
ELVIA CONTRERAS, FORMAL BID BUYER

MDRBUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
(915)546-2048, FAX (915)546-8180

Instructions: Conflict of Interest Form (CIQ)

- ***Please complete CIQ Form whether or not a conflict exists.***
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTYCLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI 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.
- File a 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 915-543-3816 the attention of the County Clerk's office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to [Official Public Records](#) - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 7 to 15 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.
- If you have any questions, please call Elvia Contreras or Lucy Balderama at 915-546-2048

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity 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 knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

RFP # 12-021

1 Name of person who has a business relationship 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 the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. 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, other than investment income, from the filer of the questionnaire?

Yes No

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

Yes No

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

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

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
Check List**

**Installation of Surveillance System in the Sheriff's Office Detention
Facility
RFP #12-021**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Monday, March 26, 2012. 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 915-543-3816 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 complete the mandatory ethics training course and include a confirmation print as indicated in page 2?
- _____ Did you provide one original and three (3) copies of your response?