



COCHISE COUNTY PROCUREMENT DEPARTMENT

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19-22-ITD-01

Attachment 2 – Scope of Work

1.0 OBJECTIVE

In accordance with 19-22-ITD-01, the awardee of solicitation 19-22-ITD-01 (“CONTRACTOR”) shall provide all labor, materials, transportation, equipment and technical expertise in order to complete the installation of access control system to the satisfaction of Cochise County (“COUNTY”).

The COUNTY wishes to implement an enhanced security access identification card system (“SYSTEM”) throughout the COUNTY. The COUNTY intends to immediately upgrade all buildings at the COUNTY Melody Lane Complex located at 1415 Melody Lane, Bisbee Arizona 85603 (“COMPLEX”). The COUNTY, as funds become available, may choose to increase the scope of work through a modification in order to include other buildings throughout a 5-year period, or until all COUNTY buildings have been completed. The required SYSTEM should utilize emerging technology to provide authorized personnel with card access to various areas of the COMPLEX. The SYSTEM shall be designed with upward growth and expansion in mind.

The CONTRACTOR shall be responsible for and complete the installation, configuration, testing implementation and training for the following requirements throughout this document, the original solicitation and any of its attachments, as well as:

- provide and install all necessary conduit hardware, pull boxes and cross connections for the installation of each door;
- installation of card readers electrified (low-voltage) door locking hardware, associated access control system devices, power and data conduit;
 - shall pull all electrical wiring and low voltage cabling in association with the building floor plans, as needed;
 - shall pull all data cables through vendor installed data conduit;
- shall install and setup the card readers and panels and appropriately integrate connections into the existing DSX Access Control System;
- shall provide updated as-builts drawings and functional test results throughout the installation process; and
- shall perform a complete system final check prior to COUNTY Information Technology Department’s final inspection on the CONTRACTOR installation.

2.0 REQUIREMENTS

2.1 General Requirements

The CONTRACTOR will perform a broad range of services and activities in order to complete planning, installation and implementation of the SYSTEM. This shall include but not be limited to, purchase and installation of pre-approved access and incidental equipment, computer hardware and software maintenance, migrating backup files and data, training, contractor support and warranty after purchase, data collection, and compatibility with existing locks and security identification systems.

2.2 System Requirements

All systems and components shall have been thoroughly tested and proven in actual use. All equipment and materials used in this SYSTEM shall be standard components, regularly manufactured, and in general use, and shall not be modified specifically for the COUNTY for this project.

2.2.1 The system must be compatible with any existing system installed at the COUNTY.

There is currently an existing DSX system at the Information Technology Department (“ITD”) located at the COMPLEX and throughout the COUNTY.

2.2.2 Communication hardware for door locks will be located in a communication (“COM”) closet for each building which will include Access Control Panel(s), Access Control Power Supply, Access Control Lan Module(s), and Access Control Batteries. Each Panel shall allow for up to 8 or more lock sets. The CONTRACTOR shall be responsible for the installation of each to include incidental equipment and technology, such as wiring.

2.2.3 The CONTRACTOR shall install lock sets on doors and frames at the following locations within the COMPLEX:

Building A & Basement

- 7 Outside entrances
- 5 Interior doors
- 2 Buzzers for reception area doors

Building B

- 6 Outside entrance
- 2 Interior doors
- 2 Buzzers for reception area doors

Building G

- 2 Outside entrance
- 5 Interior doors
- 2 Buzzers for reception area doors

Building C and D

- 8 Outside entrance

Building F
3 Outside entrance
2 Interior doors
1 Buzzer for reception area door

Building E
5 Outside entrance

The County Approved Manufacturer is DSX Access Systems, compatible alternatives may be considered upon submission of technical specifications.

The following equipment has been tested and found to conform and be compatible with software system requirements: DSX-1022, DSX-1040CDM, DSX-1040PDM, DSX-1042, DSX-1043, DSX-1044, DSX-CKIC, DSX-CKI-K, DSX-DP485, DSX-FRB8, DSX1040-PE-B, DSX-MCI, DSX-LAN, DSX-SPS and DSX-2PC.

2.3 Installation Requirements

CONTRACTOR shall:

- measure for the conduit installation and provide a list of conduit hardware;
- install all electrical conduit and pull boxes to each door and pull all electrical wires leaving an appropriate amount of slack;
- identify the types of anchor screws and necessary hardware for mounting readers and panels, pull boxes and conduit; and
- provide conduit installation drawings based on the site survey. All conduit shall conform to National Electrical Code (NEC) standards.
- install the appropriate DSX 1042/1048/1043/1044 door package to support the number of Access Control Points;
- install the appropriate DSX – LAN or DSX-USB Communication Devices
- configure DSX Controllers and Readers
- perform functional checks on each card reader installation
- document fictional checks and provide the County with the results

All systems and components shall have been thoroughly tested and proven in actual use.

COUNTY Shall:

- Provide 120VAC to required door panel locations
- Provide wall or rack space as required
- Provide electronic (PDF) version of building diagrams
- Provide Network Connectivity between door panel locations

3.0 Miscellaneous Requirements

3.1 Door Hardware

Door hardware shall be determined by each individual door frame which will include new: proximity card readers, door strikes, recessed door contacts, and all necessary wiring needed. If any doors or frames need to be modified, the CONTRACTOR shall only do so with expressed approval from the COUNTY and shall ensure quality of craftsmanship is adhered to. Please refer to 19-22-ITD-01 Attachment 3 - Floorplans for the doors locations that will be fitted at the COMPLEX.

3.2 Computer Hardware and Software Specifications

The CONTRACTOR shall install all supplies and equipment that is compatible with WinDSX software which is currently utilized by the COUNTY.

3.3 Training Requirements

The Contractor shall provide on-site training that shall include at a minimum, but not be limited to:

- maintenance of equipment
- implementation and maintenance of user accounts for signing into software
- issuance of access cards
- recoding of Access Cards
- locking systems
- monitoring access
- maintaining access history database
- implementation and maintenance of access list
- requesting access card procedures; and
- maintenance of locks.

The CONTRACTOR shall provide at least two (2) sets each of any and all manuals and/or instruction books for the operation and maintenance of the complete system.

4.0 Redundancy Requirements

CONTRACTOR proposals should include redundancy for the access control system.

5.0 Project Management

The County will oversee the Project Management role for the project. CONTRACTOR shall allow for a point person to be assigned to coordinate the development of the schedule, timing of delivery of materials and supervising onsite resources.

6.0 Drawing Review/Creations

CONTRACTOR shall provide electronic buildings floorplans, system design drawings, test plans and test results

COUNTY will provide the initial floorplans for all COUNTY buildings identified within this scope of work.

7.0 Remote Access

Remote access outside of the COUNTY network will not be permitted.

8.0 Warranty

The CONTRACTOR shall include a 1-year warranty for parts and labor and honor the manufacturer's warranty on all equipment installed. Additionally, the CONTRACTOR shall provide, at no cost to the COUNTY, the removal of all defective parts still covered under any such warranty.

9.0 Deliverables/Milestones

The CONTRACTOR shall provide all deliverables outlined within this document to the COUNTY for approval. The COUNTY shall inspect and approve all work performed and any equipment installed, in writing, and provide to the CONTRACTOR prior to final payment.

The CONTRACTOR shall provide to the COUNTY invoices for each sub-line item completed. The CONTRACTOR shall include the written acceptance provided by the COUNTY to the Procurement Department at the time of invoicing for routing and approval of payment.