



COCHISE COUNTY PROCUREMENT DEPARTMENT

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Attachment 2 – Scope of Work (Revised)

OBJECTIVE

The awardee of solicitation 20-46-SUP-02 (“CONTRACTOR”) shall provide all labor, materials, transportation, equipment and technical expertise in order to complete the installation of a video security system that will serve multiple purposes to the satisfaction of Cochise County (“COUNTY”). A master central monitoring center is to be created and/or relocated and remote monitoring stations shall be in communication. The system infrastructure shall be constructed/installed to support additional cameras that will be installed as funding is available.

The COUNTY wishes to replace and upgrade the remaining analog security cameras to IP security cameras (“SECURITY CAMERAS”) at the SUPERIOR COURT MAIN BUILDING and ADMINISTRATION BUILDING. The COUNTY intends to immediately upgrade all security cameras at the COUNTY SUPERIOR COURT located at 100 Quality Hill, Bisbee Arizona 85603 (“MAIN BLDG”) and THE ADMINISTRATION BUILDING (“ADMIN BLDG”) located at 4 Ledge Avenue, Bisbee, Arizona 85603. 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. The required system should provide authorized personnel with visual 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 (hardware and software), 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 mounting brackets, wire, jack ends, and any miscellaneous hardware.
- installation of Category 6 cable, power and data conduit as needed;
- install and setup the security cameras and appropriately integrate connections into the existing/new IC Realtime Digital Video Recorder;
- provide updated as-builts drawings and functional test results throughout the installation process; and
- perform a complete system final check prior to COUNTY Information Technology Department’s final inspection on the CONTRACTOR installation.

1.0 REQUIREMENTS

1.1 General Requirements

The CONTRACTOR will perform a broad range of services and activities in order to complete planning, installation of the IP SECURITY CAMERAS which all cameras must have night vision capabilities. 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, compatibility with existing security cameras and security camera systems, and relocation of communication hardware into communication closet if not already done so.

1.2 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 COURTS.

1.2.1 The CONTRACTOR shall install all supplies and equipment that is compatible with IC-Realtime NVR software which is currently utilized by the COUNTY.

1.2.2 The NVR hardware for the security cameras will be moved/installed in a communication (“COM”) closet for each building. The CONTRACTOR shall be responsible for the installation to include incidental equipment and technology, such as wiring. The CONTRACTOR shall relocate all communication hardware to a COM closet if not already located in such location.

1.2.3 The CONTRACTOR shall install 25 IP security cameras at the following locations within the SUPERIOR COURT main building:

Superior Court Main Bldg. - Basement

- 1 interior security camera on wall
- 2 interior security cameras on ceiling hallway

Superior Court Main Bldg. – 1st Floor

- 1 interior security camera on ceiling
- 1 interior security camera on back wall in DIV V courtroom located by the Judge’s bench
- 1 interior security camera on back corner wall in DIV V courtroom
- 1 interior employee entrance/exit security camera on ceiling
- 1 exterior security camera on the left-hand side of the building with high resolution and night capability
- 1 exterior security camera on the right-hand side of the building with high resolution and night capability
- 1 interior security camera on ceiling facing the clerk’s office and main lobby area

Superior Court Main Bldg. – 2nd Floor

- 2 interior security cameras located in the lobby on ceiling
- 1 interior security camera in DIV I courtroom located on the back wall
- 1 interior security camera in DIV I courtroom located on the corner wall located by the courtroom clerk area
- 1 interior security camera in DIV IV courtroom located on the back wall
- 1 interior security camera in DIV IV located on the wall behind the Judge's bench
- 1 interior security camera by the entrance/exit (security station)
- 1 interior security camera located in the Law Library lobby area on the right-hand side corner on the ceiling
- 1 interior security camera located in the Law Library public area on the right-hand side corner on the ceiling

Administration Bldg. – 1st Floor

- 1 interior security camera in the entrance/ exit located on the left-hand corner on the ceiling (security station)

Administration Bldg. – 2nd Floor

- 1 interior security camera located in the lobby on ceiling
- 1 interior security camera located in DIV III courtroom located behind the Judge's bench on the back wall
- 1 interior security camera located in DIV III courtroom located on the back wall
- 1 interior security camera located in the back-employee entrance hall between DIV III and ADR/FCC
- 1 exterior security camera located on the back roof/patio area with high resolution and night vision capability

The County Approved Manufacturer is IC-REAL VANDAL PROOF DOME CAMERA, 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: HYBRID NVR IC-REALTIME MODEL AVR-4M316, HYBRID NVR IC-REALTIME MODEL AVR-1718. Smarticrss-remote-client-software windows software to install on client computers to view cameras.

Vendor will coordinate the configurations with the CCIT department to verify all cameras and NVR's are configured with Cochise County security requirements and industry best practices. (i.e. usernames, passwords, etc.)

1.3 Installation Requirements

CONTRACTOR shall:

- measure for the conduit installation and provide a list of conduit hardware;
- install all conduit and pull boxes to each security camera and pull all cables leaving an appropriate amount of slack;

- identify the types of anchor screws and necessary hardware for mounting security cameras, pull boxes and conduit; and
- provide conduit installation drawings based on the site survey. All conduit shall conform to National Electrical Code (NEC) standards.
- configure new IP cameras with the NVR IC-Realtime digital recorder
- perform functional checks on each security camera installation
- document functional checks and provide the County with the results
- Any hardware (NVR's, Cables, etc.) for the security cameras will be moved to secure communication ("COM") closets
- coordinate with the County Information Technology Department to define all IP address, subnet Mask address, and Gateway address for setting up the NVR IC-Realtime digital recorder and IP cameras prior to installation
- provide at least 48 hours' notice before installation of any item.
- must sign a form stating everything is working correctly when each job is completed

COUNTY Shall:

- Provide wall or rack space as required
- Provide electronic (PDF) version of building diagrams
- Provide Flowcharts diagrams of approved layout Prior to install
- Provide Network Connectivity to SYSTEM
- Provide IP address space for the SYSTEM

2.0 Miscellaneous Requirements

2.1 Mounting Hardware

Security Camera hardware shall be determined by each individual security camera which may include new: mounts, other hardware, and all necessary wiring needed. If any mounting locations 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.

2.2 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
- maintenance of security cameras
- maintaining security footage

The CONTRACTOR shall provide a digital set of any and all manuals and/or instruction books for the operation and maintenance of the complete system.

3.0 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.

4.0 Drawing Review/Creations

CONTRACTOR shall provide electronic buildings floorplans, system design drawings, test plans and test results before job is complete

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

5.0 Remote Access

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

6.0 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.

7.0 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.

7.1 Provide Serial Numbers on all cameras and all NVR's in an MS Excel Spreadsheet

7.2 System installation

7.2.1 Provide digital (PDF file) layout of all Cameras locations including all cable layout to the NVR at each building as well as all system design drawings (PDF file)

7.2.2 Provide initial setup on any client computers to view cameras with the Smarticrss-remote-client-software

7.2.3 Provide County Information Technology Department with all passwords and security questions used during all installs

7.2.4 Provide Weekly Progress reports during the installation process.

7.3 Provide User Training sessions on using the software and NVR

7.4 Provide (2) Quality Check Reports on completion of each building which will show all cameras and NVR are in working condition which includes verifying there are no camera feed dropping/lost.

7.4.1 Report 1- 30 days after install

7.4.2 Report 2- 60 days after install

7.5 Provide a Final report of building within 90 days of installation

7.6 If any additional expansion of systems after installation, must follow all sections above.