



## **COCHISE COUNTY PROCUREMENT DEPARTMENT**

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**25-29-ITD-01**

### **Attachment 2 – Scope of Work**

#### **1.0 OBJECTIVE**

In accordance with RFP 25-29-ITD-01, the awardee (“CONTRACTOR”) shall provide all labor, materials, transportation, equipment and technical expertise in order to complete any additional installation requests which includes gates & maintenance of the access control system (DSX Access System) to the satisfaction of Cochise County (“COUNTY”).

The COUNTY wishes to maintain & implement any additional security access DSX system (“SYSTEM”) throughout the COUNTY. The COUNTY, as funds become available to maintain & add additional buildings/doors to system throughout a 5-year period with an option to extend for 5 additional 1-year periods. The SYSTEM shall be designed with upward growth and expansion in mind.

The CONTRACTOR shall be responsible for maintenance of the currently installed DSX system and complete any additional 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 are currently existing DSX systems across the COUNTY.

2.2.2 No Magnetic Locks will be installed on this DSX system unless the specify requested by the County.

2.2.3 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.

2.2.4 The CONTRACTOR shall provide a formal quote on any requests. Once approved and PO been provided, items can be installed when asked after within the COUNTY.

2.2.5 For the purpose of pricing section for this bidding process, the COUNTY is requesting pricing for the installation of access control at the new Facilities Warehouse located at 1228 Hereford Road, Bisbee AZ, 85603. Please reference below and attached layout.

#### **Facilities Warehouse**

3 Outside entrances

2 Interior doors

The County Approved Manufacturer is DSX Access Systems.

The following equipment has been tested and found to conform and be compatible with software system requirements: WinDSX SQL versions 6.0.25/6.0.33, Lantronix UDS1100, 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, DSX-USB, or Lantronix Communication Devices
- configure DSX Controllers and Readers
- perform functional checks on each card reader installation
- document functional 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 high level of door locations as well as building diagrams for new installs.
- 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. 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.

### 3.2 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.
- 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 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.

### 5.0 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 when requesting to add additional doors/devices to system.

### 6.0 Remote Access

CONTRACTOR will be able to remote access outside of the COUNTY. However, only by approved software from the COUNTY which the COUNTY will provide credentials to gain access to system/network. Also, to gain remote access to system CONTRACTOR will need to use Two Factor Authentication (2FA) which may need to require CONTRACTOR to install (2FA) software own their company's/personal devices.

## 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.

## 9.0 Warranty

The CONTRACTOR shall provide a comprehensive 1-year warranty covering both parts and labor for all installed components.

The CONTRACTOR shall also honor and facilitate any applicable manufacturer's warranties for the equipment installed.

In the event of equipment failure within the warranty period, the CONTRACTOR shall promptly replace or repair defective parts at no additional cost to the COUNTY.

Additionally, the CONTRACTOR shall be responsible for the removal and proper disposal of any defective parts covered under warranty, ensuring minimal disruption to COUNTY operations.