



Administrative Services

Purchasing Division

RCV 15 2002

**CITY OF FORT COLLINS
INVITATION TO BID
BID #5751
POLICE ACCESS CONTROL SYSTEM**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 3:00 p.m. (our clock), December 4, 2002.

The City of Fort Collins is requesting bids to provide all materials, labor and installation required for a Continental Instruments Access Control System for Police Services, 300 Laporte St. ; District One, 15 Old Town Sq Suite 130 and Police Annex, 230 Laporte St. per the attached specifications.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

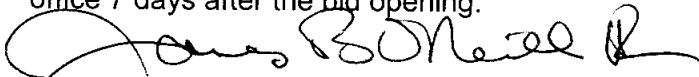
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

CITY OF FORT COLLINS

BID PROPOSAL

BID #5751

POLICE ACCESS CONTROL SYSTEM

BID OPENING: DECEMBER 4, 2002, 3:00 p.m. (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **ACCESS CONTROL FOR POLICE SERVICES** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS AND DRAWINGS:

The City of Fort Collins is requesting bids to provide all materials, labor and installation required for a Continental Instruments Access Control System for Police Services, 300 Laporte St. ; District One, 15 Old Town Sq Suite 130 and Police Annex, 230 Laporte St. per the attached specifications.

All work must be completed 60 days after notice to proceed is given or as approved by Project Manager. Awarded contractor must name the City of Fort Collins as an additional insured as required in Exhibit "B" and sign the attached Service Agreement.

A pre-bid meeting is scheduled for November 21, 2002 at 10:00 am at Police Services.

For technical questions, please call Steve Strickland, Project Manager at 970-221-6536.
For purchasing questions, please call John Stephen, CPPB, Senior Buyer at 970-221-6775

BID SCHEDULE

Contractor must provide all materials, labor and installation required for an access control system per specifications. Award will be based on Grand Total.

Police Services, 300 Laporte St. Lump Sum _____

District One, 15 Old Town Sq Suite 130 Lump Sum _____

Police Annex, 230 Laporte St. Lump Sum _____

GRAND TOTAL

\$ _____

FIRM NAME: _____

(Are you a corporation, DBA, Partnership, LLC, or PC)

ADDRESS: _____

TELEPHONE # _____ FAX # _____

BY: _____ / _____
Signature Printed

**SPECIFICATIONS FOR ACCESS CONTROL AT
POLICE SERVICES, DISTRICT ONE AND WORKOUT FACILITY**

Objective:

To Install a Continental Instruments Access Control system for Police in three (3) buildings that is compatible with the existing Access Control Systems being used by Operations Services to monitor City buildings. All readers must be capable of reading the current City standard *Wiegand 26 bit Open format five digit code _ 10022*

City will only accept the Continental Instruments Access Control System. No substitutions are allowed.

Scope of Work

Buildings Involved are:

1. Police Services Bldg (300 Laporte St.): Seventeen (17) doors

Basement: *see attached floor plans for door locations*

Basement Stair Way Door (Door # B-1)

Lab Entry (Door # B-2)

West Ground Level Lab Entry – Exterior (Door# B-3)

1st Floor

NorthEast Entrance – Exterior (Door # 1-1)

Admin Chiefs Wing (Door # 1-2) *this door to have scheduled free access periods of 8-5.*

Records Break Room (Door# 1-3)

South Patio – Exterior (Door # 1-4) *this door to have scheduled free access periods of 8-5.*

Records Area (Door # 1-5)

Computer Room in Records Area (Door # 1-6)

Patrol (Door # 1-7)

Patrol Back North Door – Exterior (Door # 1-8)

2nd Floor

Exterior East End DT (Door # 2-1)

Lobby Door (Door # 2-2)

West End DT (Door # 2-3)

Exterior West End DT (Door # 2-4)

Dispatch Hall Entrance (Door# 2-5)

Dispatch Stair Entrance (Door# 2-6)

Stairway Entrance to lobby Door 2-7

2. District One (15 Old Town Sq. Suite 130) One (1) door

Main Entrance door *This door to have Free access period 8-5*

3. Work Out Facility (Police Annex – 230 LaPorte St.) One (1) door

Exercise Room Entrance – Northwest Corner

Products and Installation

Install door locking hardware, card readers, request to exit devices, door position/status switches and controllers with associated field wiring for all doors. *Door key cylinder is to be changed to a city Primus key on all doors where access control is installed. This primus system*

information and product are available from DoorWay Solutions Attn: Stephen Leubbers (303) 291-1002.

Provide power supplies and battery backup where required. All controllers are to be in secure areas of building and readily accessible for maintenance (verify locations with City). Wiring is to be bundled, labeled, and cleanly terminated at its source and destination. When extra power supply required for exterior door or high amperage operator, the prescribed wire size by the door operator manufacturer is to be used. Install Lantronics hardware to enable building access control to report to software server at Operation Services Bldg. (117 N. Mason) via city LAN connection using static IP addressing. Contractor may need to use a modem on Work Out Facility.

Doors are to fail safe secure and have 8 hour battery backup. Extra provisions shall be made for doors that are subject to a "free access" periods that require more battery backup power. Electric door strikes are to be Von Duprin 6000 series or 5100 where applicable. Alternative choices may be reviewed by the City.

Any electromagnetic door lock will have to be tied to a UPS source or emergency generator source.

Assist city staff with building up controllers on server software and any associated software interlocks.

Provide three (3) boxes of 100 key chain FOB type access devices that are set up for Existing City Access Control Facility code and card readers.

Contractor must provide anticipated work schedule which must be approved by the Project Manager prior to commencing work. Contractor must provide a safe working area and is responsible for all clean-up at the end of each working day.

Documentation

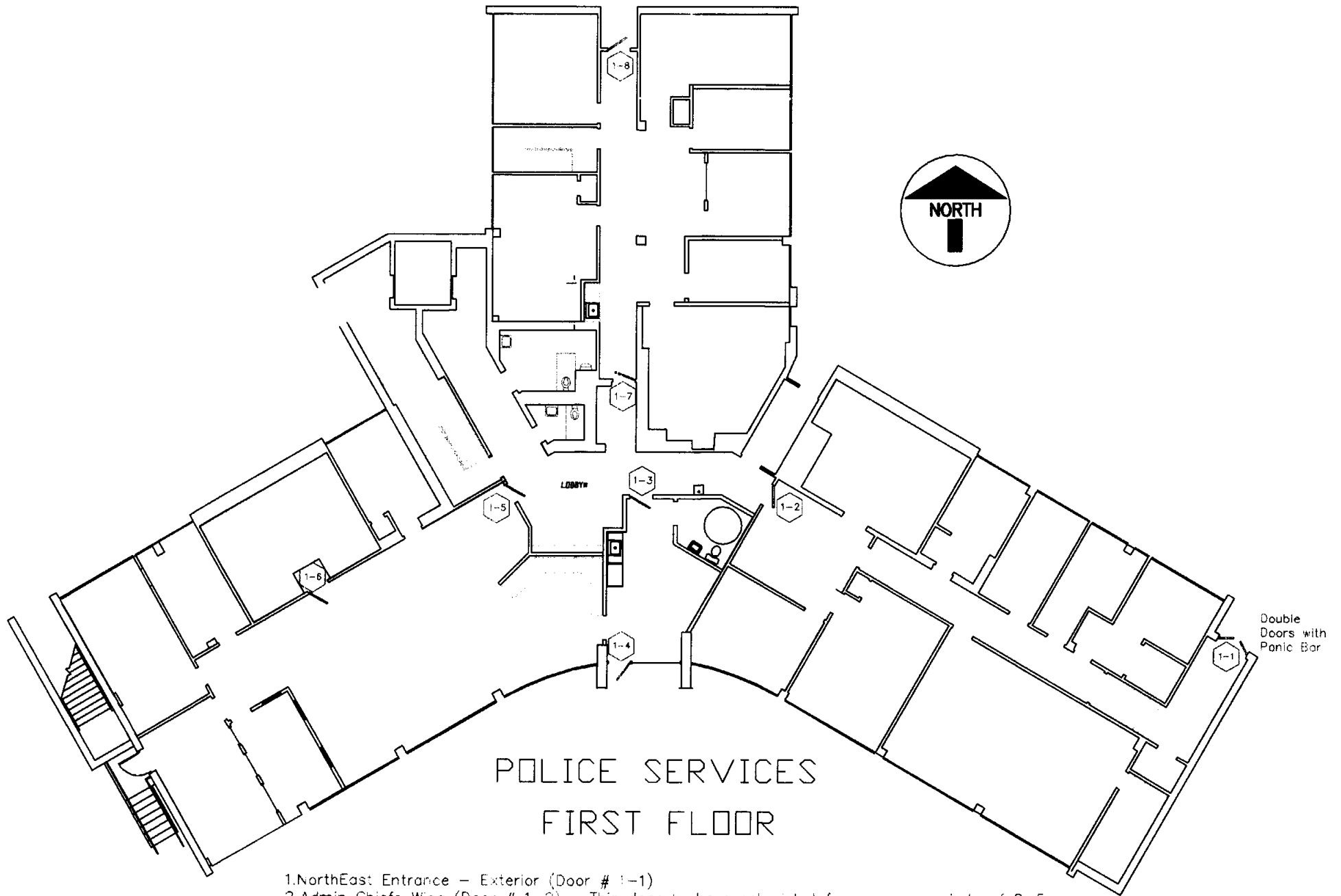
Provide O&M manuals with all associated hardware and equipment used in the installation. All field wiring and equipment locations to be documented on Auto Cad drawings with a disk file and hardcopy of drawings to be included in the O&M manuals. These files are to show wiring relationships between all controllers and the Lantroncis/Modem termination into the city's network as well as individual card readers, REX devices, door position switches, and associated power supplies and door strike hardware.

Upon completion contractor will provide a walk thru with City staff to show location and configuration of completed system.

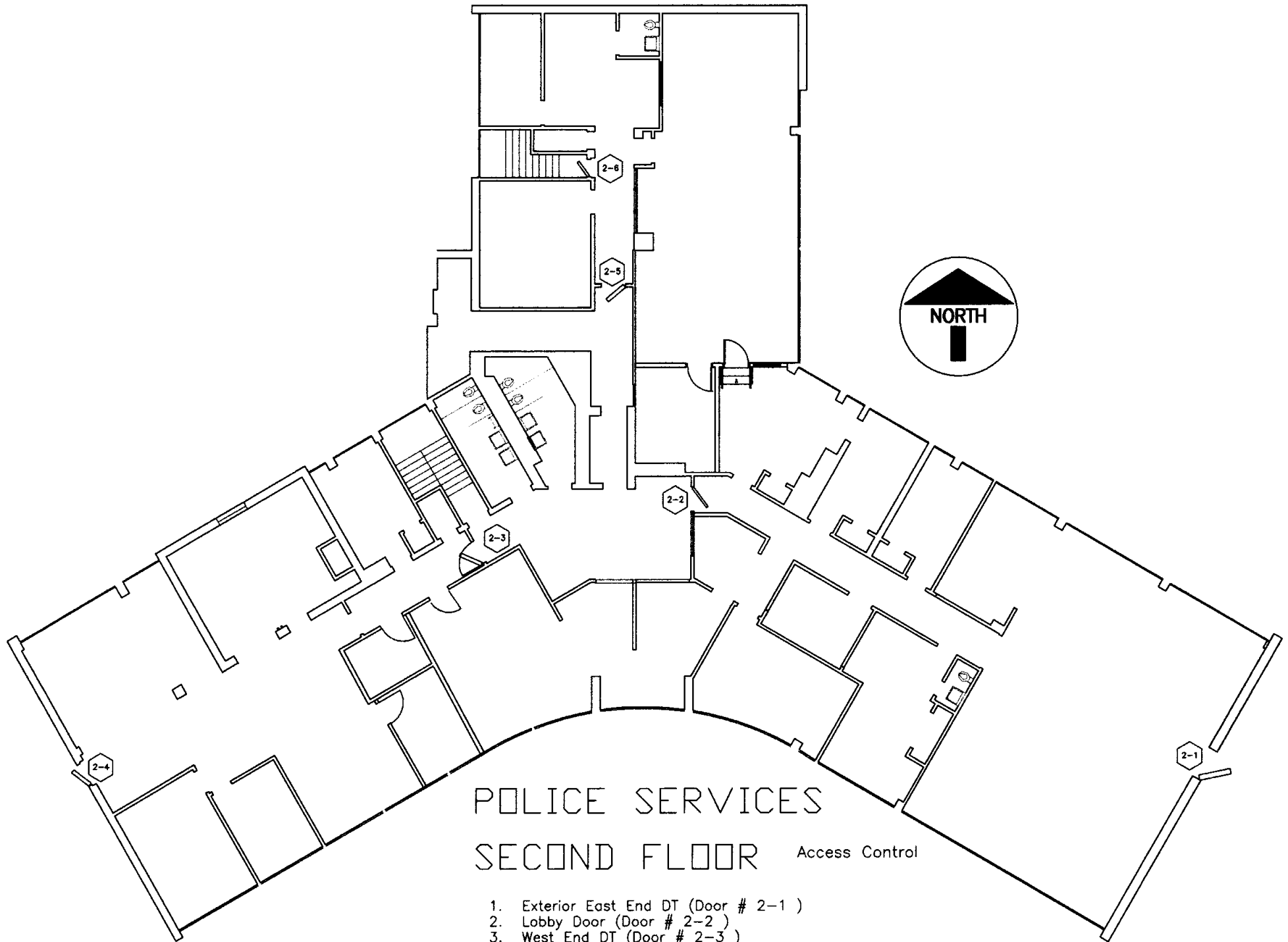
Electrical Extra

City to provide access control contractor with 120 vac power for field controllers as needed. Access Control Contractor will need to provide schedule of power type required (normal or UPS power) for controllers being installed.

Warranty is 1 year parts and labor.

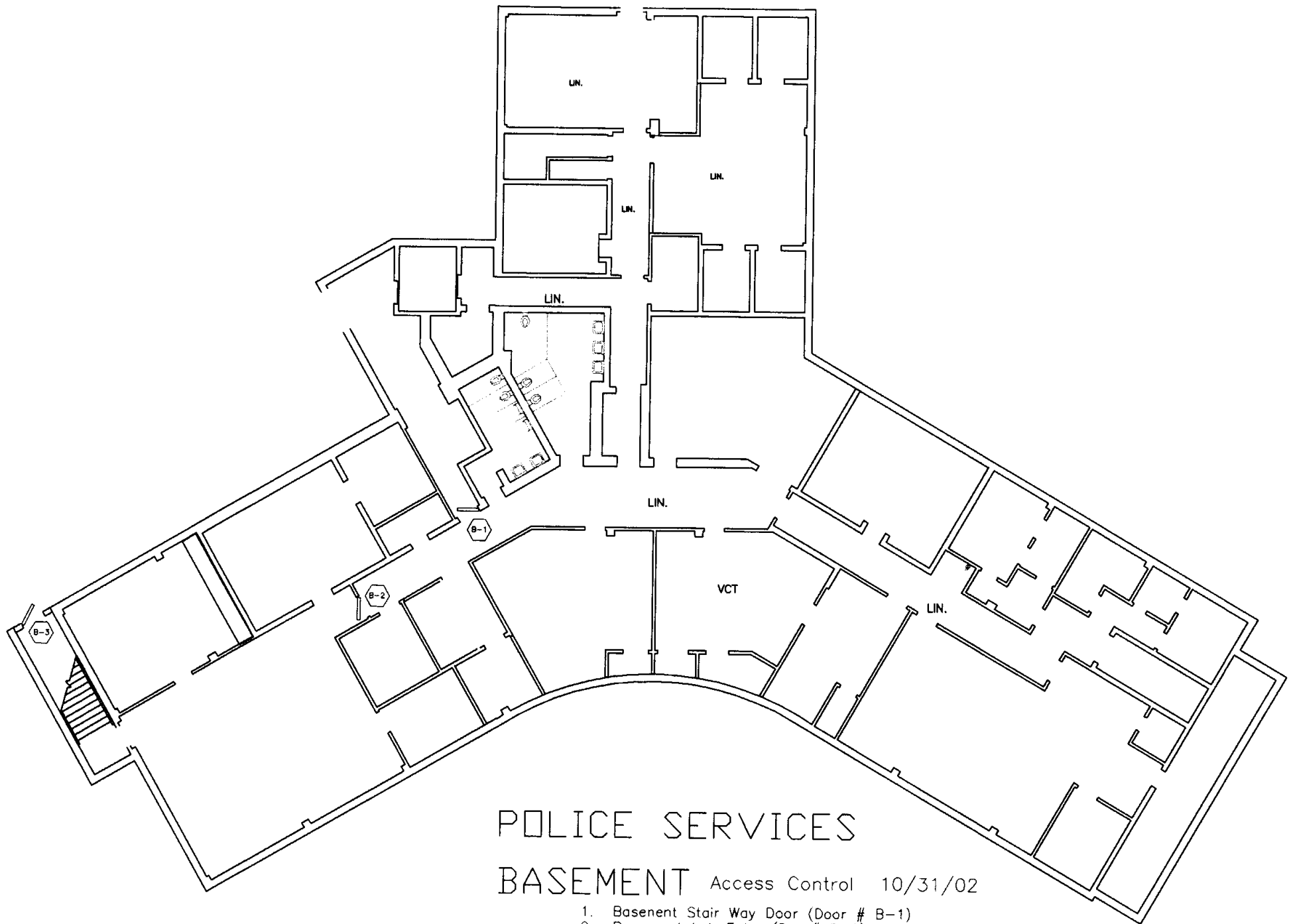


1. NorthEast Entrance – Exterior (Door # 1-1)
2. Admin Chiefs Wing (Door # 1-2) This door to have scheduled free access periods of 8-5.
3. Records Break Room (Door # 1-3)
4. South Patio – Exterior (Door # 1-4) This door to have scheduled free access periods of 8-5
5. Records Area (Door # 1-5)
6. Computer Room in Records Area (Door # 1-6)
7. Patrol (Door # 1-7)
8. Patrol Back North Door – Exterior (Door # 1-8)



POLICE SERVICES
 SECOND FLOOR Access Control

1. Exterior East End DT (Door # 2-1)
2. Lobby Door (Door # 2-2)
3. West End DT (Door # 2-3)
4. Exterior West End DT (Door # 2-4)
5. Dispatch Hall Entrance (Door# 2-5)
6. Dispatch Stair Entrance (Door# 2-6)



POLICE SERVICES

BASEMENT Access Control 10/31/02

1. Basenent Stair Way Door (Door # B-1)
2. Basement Lab Entry (Door# B-2)
3. West Ground Level Lab Entry - Exterior (Door# B-3)