	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	

COMPETITIVE SOLICITATION FOR: Audio/Video Recording System for Law Enforcement and Prosecutor’s Office Interview Rooms

MATERIALS AND/OR SERVICE REQUESTED: The Kitsap County Sheriff’s Office and Kitsap County Prosecutor’s Office are seeking proposals for a turnkey setup furnishing all the necessary hardware, software, equipment, wiring, installation, maintenance, and support (collectively “System”) to replace/upgrade the audio/video recording equipment for interview rooms.

DEADLINES: Below is a table of relevant deadlines by which the actions must be completed. Dates and times are subject to change. If the County changes any of date or time, the change will be made by addendum.

ITEM	DUE DATE, TIME, AND LOCATION
Issuance of Request for Bid	July 16, 2021
Pre-Bid Conference <input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Not Mandatory	August 3, 2021 Time: 9:00 am (Pacific Time) Kitsap County Sheriff’s Office 614 Division Street, Port Orchard, Washington 98366
Written Questions Due	August 5, 2021
Addendum Issued	August 9, 2021 by 3:00 p.m.
Bid Due Date	August 17, 2021 by 3:00 pm
Demonstrations	August 18 - 20, 2021

PURCHASING SUPERVISOR

Mailing Address for USPS delivery:

Glen McNeil, Purchasing Supervisor
 Kitsap County Purchasing Office
 614 Division Street, MS-7
 Port Orchard, WA 98366

Phone: (360) 337-4789

Email: Purchasing@co.kitsap.wa.us

www.kitsapgov.com/das/pages/online-bids.aspx

Physical Address for courier or hand delivery:

Glen McNeil, Purchasing Supervisor
 Kitsap County Administration Building
 Purchasing Office – Fourth Floor
 619 Division Street
 Port Orchard, WA 98366

QUESTIONS, COMMUNICATIONS. All communications concerning this Solicitation must be in writing directed to the Purchasing Supervisor identified above via email. Written questions will be accepted up to the deadline. Correspondence concerning the Solicitation should refer to the Solicitation number, page, and section number. Bidders are to obtain written clarification from the Purchasing Supervisor regarding any inadequacy, omission, or conflict prior to submitting a bid. Failure to do so will not relieve the Bidder of any responsibilities under this Solicitation or any subsequent Contract. Oral statements or instructions will not constitute an amendment to this Solicitation. Bidders may only rely on written answers issued by the Purchasing Supervisor. Bidders that communicate with other county staff regarding the Solicitation without prior authorization from the Purchasing Supervisor may be disqualified.

BIDDERS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.



	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	

TABLE OF CONTENTS

1. Pre-Bid Conference, ADA Accommodations-----	4
2. Definitions -----	4
3. Due Date, Time-----	4
4. Submission, Copies-----	4
5. Acceptable Formats-----	4
6. Addenda, Exhibits-----	5
7. Deviations, Assumptions -----	5
8. Bid Costs, Taxes -----	5
9. Rejection of Bids, Waiver of Irregularities -----	5
10. Non-Responsive Bids-----	5
11. Acceptance not Binding-----	5
12. County Right to Withdraw or Amend -----	5
13. Bidder’s Withdrawal or Modification-----	5
14. Serial Numbers-----	6
15. Brand Names, Equivalent-----	6
16. Specifications-----	6
17. Exceptions, Assumptions-----	6
18. Descriptive Literature-----	6
19. Test Models, Samples -----	6
20. Non-Exclusive Contract -----	6
21. Warranty -----	6
22. Applicable Laws -----	7
23. Interlocal Purchasing Agreement -----	7
24. Discussions -----	7
25. Interviews, Demonstrations -----	7
26. Contract Information -----	7
27. Negotiation, Award -----	7
28. Reference Checks -----	7
29. Bid Format, Contents -----	8
30. Cost Proposal -----	8
31. Evaluation Criteria -----	9

EXHIBITS

- Exhibit A: Bidder Certification
- Exhibit B: Exceptions and Assumptions form
- Exhibit C: Cost Proposal form
- Exhibit D: Contractor References form
- Exhibit E: Identification of Subcontractors form
- Exhibit F: Goods and Services Contract
- Exhibit G: Federal Contract Terms

	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	

1. PRE-BID CONFERENCE, ADA ACCOMMODATIONS. The date, time, and location of any pre-bid conference is identified on the Solicitation face sheet. Requests for reasonable accommodations for attendance to Lieutenant Chad Birkenfeld at cbirkenfeld@co.kitsap.wa.us at least five days prior to the pre-bid conference. Please arrive 15 minutes prior to the start of the conference.

2. DEFINITIONS. The following definitions will be used in this Solicitation, associated documents, and resulting Contract.
 - Addenda means written instructions issued by the Purchasing Supervisor prior to the bid due date and time which modify or interpret the Solicitation documents by additions, deletions, clarifications, or corrections.

 - Bidder means the person or entity submitting a bid in response to this Solicitation.

 - Contract means the agreement to provide the goods and/or services that are the subject of this Solicitation. The Contract will be comprised of the Solicitation documents, which include the Bid Instructions, scope of work, specifications, all exhibits, any County clarifications and addenda, the Contractor's bid as accepted by the County, the agreement signed by the parties, and all appendices, amendments and exhibits referenced herein and therein.

 - Contractor means the person or entity awarded a Contract resulting from this Solicitation.

 - Solicitation mean this entire Solicitation packet without limitation, the instructions, scope of work, specifications, all addenda, and exhibits.


 - Work or Services means all work to be performed, services to be provided, and equipment to be furnished as identified in the Solicitation.

For purposes of this Solicitation the words "shall", "must", or "will" are equivalent in this Solicitation and indicate a mandatory requirement or condition.

3. DUE DATE, TIME. All bids must be received by the Kitsap County Purchasing Department at the specified location by the bid due date and time. Bids, modifications, and requests to withdraw received after the bid due date and time will be rejected. The Bidder is responsible for the timely delivery of submitted bids, regardless of the delivery method. Bidder should allow sufficient time to ensure timely receipt by the County. Bids received after the bid due date and time will not be opened or considered. The timeliness of bid submissions is determined by the County. The County, at its sole discretion, may delay any or all scheduled due dates indicated on the Solicitation face sheet if advantage to the County to do so.


4. SUBMISSION, COPIES. Bids shall be submitted to the Purchasing Supervisor in a sealed envelope or package provided by the Bidder and identify the: 1) Bidder's name and address, 2) Solicitation name and number, and 3) submittal date clearly identified on the outside of the envelope or package. The Bidder is to return all exhibits and addenda signed by a person authorized to sign on behalf of the Bidder. Unsigned bids may be rejected by the County as incomplete. Bidders shall submit: **one (1) original**, marked "original", **five (5) hard copies**, and **one (1) electronic copy** of their bid with their submittal. Bids submitted by email or fax will not be considered. Flash drives and thumb drives are acceptable.

5. ACCEPTABLE FORMATS. Electronic files shall be submitted in a format acceptable to the County.

	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	


Acceptable formats include .DOC and .DOCX (Microsoft Word), .XLS and XLSX (Microsoft Excel), PPT and PPTX (Microsoft PowerPoint), and .PDF (Adobe Acrobat). Direct requests to submit files in another format to the Purchasing Supervisor.

6. ADDENDA, EXHIBITS. The County will issue an Addenda if it changes, revises, deletes, clarifies, increases, or otherwise modifies the Solicitation. The Bidder's responsible for checking for Addenda and Exhibits. Bidders are to acknowledge receipt of all Addenda on the Bidder Certification form and submit all signed Addenda and completed Exhibits with the Bid. Addenda are posted on the County website at <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx>.
7. EXCEPTIONS, ASSUMPTIONS. Bids in strict compliance with the Solicitation are desired. The Bidder must provide a complete comprehensive listing of all exceptions and assumptions made in preparing the bid using the Exceptions and Assumptions form. Any deviations or assumption noted elsewhere in the Bid and not specified on the Deviations and Assumptions form shall be considered void and not part of the Bid. The absence of identified exceptions or assumption shall mean the Bidder meets all Solicitation requirements in every respect. **A Bid that takes exception or deviation to any material requirement of the Solicitation may be rejected.**
8. BID COSTS, TAXES. Bids shall identify the total costs and fees for the goods and/or services as identified in the Solicitation. The County is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate line item. The total cost shall include all freight, handling, delivery, surcharges, and other incidental charges that may be required to provide the services or deliver the commodities. All prices shall include freight FOB destination, freight included to the designated delivery point.
9. REJECTION OF BIDS, WAIVER OF IRREGULARITIES. The County in its sole discretion may: 1) reject any and all bids submitted, or portions thereof, 2) waive or reject any defects, informalities, or irregularities; 3) reissue the Solicitation; 4) modify the Solicitation; 5) cancel the Solicitation; and/or 6) re-advertise and solicit new bids on the same scope of work or on a modified scope of work, when it is in the best interests of, or advantageous to, the County. The County reserves the right to reject any conditional bid. Bids will be considered irregular and may be rejected if they show alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.
10. NON-RESPONSIVE BIDS. The County may at any time reject all or part of any bid as nonresponsive for any of the following reasons: a) late or incomplete bid; b) noncompliance with any part of the Solicitation; c) inaccurate, misleading, exaggerated, or false information; or d) failure to respond to every Solicitation item or to provide all information requested.
11. ACCEPTANCE IS NOT BINDING. Acceptance of a bid does not bind the County until the bid is approved by the appropriate County level of authority and a Contract is executed by the parties.
12. COUNTY RIGHT TO WITHDRAW OR AMEND. The County in its sole discretion retains the absolute right, without penalty, to withdraw and/or amend all or any portion of this Solicitation at any time, for any reason or no reason, up to Contract execution. If there is any conflict between amendments, or between an amendment and the Solicitation documents, whichever document was issued last in time controls.
13. BIDDER'S WITHDRAWAL OR MODIFICATION. Bidders may modify or withdraw a submitted bid prior to the bid due date and time. A request to modify or withdraw a bid must be in writing, signed by an authorized

	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	


representative of the Bidder and submitted to the Purchasing Supervisor. Faxed withdrawals will NOT be accepted. A withdrawn bid may be resubmitted prior to the bid due date and time. Negligence in preparing a bid confers no right of withdrawal or modification after the bid due date and time.

14. SERIAL NUMBERS. Bidders which include equipment shall be for equipment on which the original manufacturer's serial number, if applicable, has not been altered in any way. Throughout the Contract term, the County reserves the right to reject any altered equipment.
15. BRAND NAMES, EQUIVALENTS. References to manufacturers, trade names, brand names or catalog numbers in the Solicitation are intended to be descriptive, not restrictive, unless otherwise stated, and intended to indicate the level of quality, design, or performance desired. Any Bid which proposes equal or greater quality, design or performance may be considered. Bids based on equivalent products must clearly describe the alternate bid and indicate how it differs from the product specified; and, include complete and sufficient descriptive literature and/or specifications to enable a full and fair determination as to whether the proposed alternate will be equal to or better than the product named in the Solicitation. The County has the sole authority to accept or reject any like item and may require the Bidder to provide additional information and/or samples. If the Bidder does not specify otherwise, it is understood that the referenced brand will be supplied.
16. SPECIFICATIONS. The apparent silence or omission in the specifications of the scope of work as to any detail shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.
17. DESCRIPTIVE LITERATURE. All bids are to include complete manufacturer's descriptive literature regarding the equipment, goods and/or services proposed. Literature shall provide sufficient detail to allow full and fair evaluation of the bid submitted.
18. TEST MODELS, SAMPLES. The County may request any or all Bidders to provide a test model of the product(s) bid on a no-charge basis. The performance, characteristics, and components of the model(s) submitted for inspection and testing will be considered a representative model of the product(s) bid and intended for delivery. Any product tested and found not capable of meeting the requirements of the Solicitation specifications will not be considered for a Contract award. The County is not responsible for any damages that may occur to any products supplied for testing.
19. NON-EXCLUSIVE CONTRACT. The County retains the discretion to make multiple or partial awards to obtain the same or similar goods and services that are the subject of this Solicitation and/or to order greater or less goods/services based on County need. Contracts resulting from this Solicitation are not exclusive service agreements.
20. WARRANTY. The Bidder warrants all materials and workmanship delivered under any resulting Contract to be free from defects, damage or failure which the County may reasonably determine is the responsibility of the Bidder, for a minimum of 90-days after final acceptance and without cost to the County for labor, materials, parts, installation or any other costs except where longer periods of warranty of guarantees are specified.
21. APPLICABLE LAWS. All County Contracts and documents pertinent to this Solicitation are subject to all legal requirements provided in applicable Kitsap County Ordinances, Washington state, and federal

	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	

statutes and regulations.

22. INTERLOCAL PURCHASING AGREEMENTS. This is for information only and not to determine award. Chapter 39.34 RCW allows cooperative purchasing between public agencies, nonprofits, and political subdivisions. Public agencies that file an intergovernmental cooperative purchasing agreement with Kitsap County may purchase from County Contracts. The Bidder has the option to agree to sell additional items at the bid prices, terms, and conditions, to other eligible governmental agencies. The County has no responsibility for the payment of such purchases. Should the Bidder impose additional costs for such purchases, the Bidder is to name such additional pricing as a supplement to their bid.
23. DISCUSSIONS. The County reserves the right to conduct discussions with Bidders for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes to clarify a bid and assure full understanding of, and responsiveness to, Solicitation requirements.
24. INTERVIEWS, DEMONSTRATIONS. The County reserves the right, but not the obligation, to conduct interviews and/or demonstration with some or all of the Bidders at any point during the evaluation process. In the event interviews and/or demonstrations are conducted, information provided during this process may be taken into consideration when evaluating the stated criteria. The Bidder will not be reimbursed by the County for any costs associated with the interview and/or demonstration process.
25. CONTRACT INFORMATION
- A. The Contractor will be required to sign a Contract identified in this Solicitation. No alternations of the Contract will be permitted without prior written approve of the county. Objections to any of the Contract provisions must be set out in the Exceptions and Assumptions Form.
- B. The County reserves the right to add terms and conditions during Contract negotiations. These terms and conditions will be within the scope of the Solicitation and will not affect the bid evaluations.
26. NEGOTIATIONS, AWARD. Negotiations are scheduled at the convenience of the County. Should the evaluation process result in a top-ranked bid, the County may limit negotiations to that Bidder and not negotiate with any lower-ranking Bidder. If negotiations are unsuccessful with the top-ranked Bidder, the County may then go down the line of remaining Bidders, according to rank, and negotiate with the next highest-ranking Bidder. Award will be made to the qualified Bidder whose proposal will be most advantageous to the County,
27. REFERENCE CHECKS. The County may conduct reference checks to verify the Bidder's past performance. Reference checks indicating poor or failed performance is cause for rejection. The County reserves the right to obtain reference checks, other than those provided by the Bidder, relevant to the Solicitation requirements and the prospective working relationship between the County and the Bidder.
28. BID FORMAT, CONTENTS. Bidders are to provide all information requested in this Solicitation in the requested format. Bids should be consecutively numbered and organized as identified below and include all exhibits and addenda, appropriately signed, tabbed, and referenced.
- A. INTRODUCTION, COMPANY PROFILE. See Bidder Certification form.
1. Full legal name and address of the Bidder's company
 2. Mailing address and phone number of the Bidder's representative for this Solicitation.

	REQUEST FOR PROPOSAL No. 2021-130	PURCHASING DEPARTMENT 619 Division St. MS-7 Port Orchard, WA 98366 Phone: (360) 337-4788
	INSTRUCTIONS	

3. Nature of business identity (i.e. partnership, joint enterprise, corporation) and state of incorporation.
4. Number of years Bidder has operated under the current company name.
5. Identify if Bidder has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with another government entity. If yes, provide detailed information regarding the same.

B. QUALIFICATIONS, EXPERIENCE.

1. Describe experience, capabilities, and other qualifications to provide the goods and services requested in this Solicitation for projects of similar size, scope, and nature.
2. Provide an overview of Bidder's company, including years and nature of experience in inmate communication business.
3. Bidder must have at least five years of experience providing a web based, hosted inmate communication systems.
4. Bidder must demonstrate a commitment to technology upgrades, including consistent new technology deployment over the last three years or more.

C. REFERENCES. Provide at least four (4) references for government entities for which the Bidder has provided or is providing the same or similar goods and/or services. Use the Contractor References form (Exhibit D).

D. KEY PERSONNEL. Bidder is to provide adequate experienced personnel qualified to provide the goods and/or services requested in this Solicitation. Bidder agrees that those persons identified in their submittal shall not be removed or replaced without a written request to and approval from the County.

1. Identifying the project management team (internal and external) that will provide goods and/or services under the resulting Contract. Identify the title, resume, and assignment.
2. Provide an organizational chart of staff detailing where all such individuals, by name and title, and how they relate to one-another organizationally and to the County.

E. TECHNICAL APPROACH AND GOODS

1. Describe the procedures and methods to be used to meet the objectives and specifications identified in the Solicitation.
2. Identify all County and Bidder's responsibilities.
3. Provide a project transition schedule by task, including project organization, management, training, and quality control procedures.
4. Describe methods for compliance with the requirements of the Solicitation
5. Describe all goods to be provided as required in this Solicitation.

F. COST PROPOSAL. The Cost Proposal form must be submitted with the bid. The Bidder's total cost for the entire project term must be represented as identified in the Solicitation. Bids must include an itemized list of all direct and indirect costs associated with the performance of the Contract, including but not limited to, various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time developed to the project, and profit. The successful Bidder must hold the accepted prices and costs for the entire Contract period. No price change shall be effective without prior written consent of the County. The County will not be responsible for any costs the Bidder does not identify in its bid.

G. EXHIBITS, ADDENDA. All exhibits and addenda must be completed and submitted as required.



**REQUEST FOR PROPOSAL
No. 2021-130**

INSTRUCTIONS

PURCHASING DEPARTMENT

619 Division St. MS-7
Port Orchard, WA 98366
Phone: (360) 337-4788

29. **EVALUATION CRITERIA.** An evaluation committee will evaluate and numerically score each bid based on the criteria below and weight assigned to each. The committee may also have the bids or portions of the bids reviewed and evaluated by independent third parties or various County personnel with technical or professional experience that relates to the services or criteria in the evaluation process. The committee may also seek reviews of end users of the services or advice or evaluations of subject matter experts. In seeking such reviews, evaluations, and advice, the committee will first decide how to incorporate the results in the scoring. The committee may adopt or reject any recommendations it receives.

A.	COMPLETENESS OF PROPOSAL	PASS/ FAIL
B.	INTRODUCTION, QUALIFICATIONS, EXPERIENCE, REFERENCE CHECKS	15 POINTS
C.	KEY PERSONNEL, TECHNICAL APPROACH, SERVICES, METHODOLOGY/QUALITY OF GOODS	50 POINTS
D.	PRIOR EXPERIENCE WITH SIMILAR TYPES OF CONTRACTS FOR SERVICE	25 POINTS
E.	TRANSITION PLAN	30 POINTS
F.	COST OF SERVICE TO USERS	30 POINTS
TOTAL POINTS		150 POINTS

END OF INSTRUCTIONS