

Scope of Service

Upgrading and Migration of Alachua County's Existing end of Life Card access Control System

General Term and Conditions

Purpose: The purpose of this solicitation is to select one (1) vendor to upgrade the County's existing card reader system. The lowest priced, responsive, responsible vendor for the specific tasks describe bed in this scope will be awarded the contract.

Scope: The purpose of this scope is to migrate existing end of life card access control software and head end equipment to the new Lenel Onguard card access control and card readers will remain with the new system See the below attachments:

Exhibit A – Alachua County Facility System

Exhibit B – Alachua County Courthouse System

Exhibit C – Alachua County Sherriff Complex System

1. General Work requirements: The contractor shall perform all work in accordance with applicable codes, local ordinances, and requirements of Alachua County.

3.1 **General Conditions**

- i. The County will provide the contractor with access to the above buildings.
- ii. Contractor will supervise the work including work production and company employees. Contractor shall be responsible for quality of work and inspections assuring that work meets all existing codes. The Contractor will provide all necessary tools, materials and equipment to complete the various inspections. Contractor shall transport materials to job sites as requested, at no additional cost to the County.
- iii. Within 15 days of receipt of the contract, the contractor must provide the County with a software upgrade schedule.
- iv. The contractor must be licensed to perform upgrades and to work on any County computers.
- v. During the upgrade process, if the contractor detect an issue/s with computers, card readers and or equipment issues, the contractor must notify the Facilities Director or designee immediately. In the event the contractor detect a problem with a piece of equipment during the upgrade, they must before making the repair, provide the County with a potential solution, and a cost proposal providing the County with options to repair and or replace equipment.
- vi. The crews shall contact the Facilities Maintenance Manager or designated building occupant 48 hours prior to conducting any inspections, upgrades and or work in a County building.
- vii. The Facilities Manager or designee shall be the only authorized personnel to notify the successful contractor in case of an emergency inspection to a County Building:
- viii. Prior to the commencement of any special inspections outside of this agreement, the Contractor will be required to provide Alachua County Facilities and Purchasing Departments with a proposed cost estimate of performing the inspection for review and approval.
- ix. If window shades or screens must be removed to accomplish window-cleaning services, this cost

must be included in the contractor's proposal and the shades must be removed, secured and re-installed properly without any damages.

- x. Contractor must maintain a file for the County's records on all upgrades performed.
 - xi. The County reserves the option to add services within the scope of the bid, by accepting a mutually-agreed-upon price or by obtaining such items via the County's regular Procurement Procedures.
- b. **Documentation:**
- i. Contractor shall deliver to the Facilities Maintenance Manager or designee a record of all inspections performed, and any deficiencies, which would require maintenance repairs W/I 48 hours upon completion of the inspection.
- c. **Storm Watch:**
- i. In an event, a serious storm is predicted the scheduled work shall be cancelled at no cost to the County.
- d. **Performance:**
- i. All workers will wear orange and bright green vests at all times when on the roofs.
 - ii. All vehicles will be marked with company name, logo, and flashing yellow lights.
 - iii. Contractor's site inspector shall be an experienced Roof Inspector.
 - iv. When conducting inspections, contractors shall have cell phone communications and ensure that the building representatives are provided with that information before going onto the roof - top.
- e. **Payment:**
- i. Payment shall be made to the Contractor upon completion and acceptance of a project or on a monthly basis depending on the scope of the project. No advance payment of any kind shall be made by the County. All invoices submitted shall be an itemized list of hours/rate and an itemized list of materials with costs. All requests for payment shall be mailed to the Facilities Manager at the following address:

Facilities Management Division

915 SE 5th Street

Gainesville, FL 32601

f. HOLIDAYS

- i. The following days shall be holidays recognized by Alachua County and roof inspections should not be performed on these days:

New Year's Day.....	January 1
Martin Luther King's Birthday	3rd Monday in January
Memorial Day.....	Last Monday in May
Independence Day.....	July 4th
Labor Day.....	1st Monday in September
Veteran's Day.....	November 11th
Thanksgiving Day.....	4th Thursday in November and Friday after Thanksgiving
Christmas Eve.....	December 24th

Christmas Day..... December 25th

If any recognized holiday shall fall on a Saturday, the preceding Friday shall be observed as a holiday and if any recognized holiday shall fall on a Sunday, the following Monday shall be observed as a holiday.

-Scope of Work-

The purpose of this scope or work is to migrate existing end of life card access control software system and head end equipment to the new Lenel OnGuard card access control system. The existing cable and card readers will remain in place and will be reconnected with the new system. Below are the locations and systems affected by this upgrade:

Exhibit A	Alachua County Facility	915 SE 5 th Street Gainesville, Florida
	Admin Building 1	12 SE 1 st ST Gainesville, Florida
	Admin Building 2	12 SE 1 st St, Gainesville, Florida
	Public Works 1	5620 NW 120 th Hague, Florida
	Public Works 2	5620 NW Hague, Florida
	10 SW 2 nd Ave	Gainesville, Florida
	408 West University Ave	Gainesville, Florida
	Fire Rescue Hqs	911 SE Street Gainesville, Florida
	Fire Station 33	5901 N.W 34 th St Gainesville, Florida
	Fire Station 40 Waldo	14377 NE US HWY Waldo, Florida
	Old Public Defender's Bldg	35 N Main Gainesville, Florida
	State Attorney's Office	120 W. University Gainesville, Florida
	Josiah T. Walls Bldg (SOE)	515 N. Main St Gainesville, Florida
	Tag Dealership (old DMV)	5830 NW 34 th St Gainesville, Florida
	TAG Tax Collector's Office Archer Rd	3827 Windmeadows Blvd Gainesville Fl
	Tax Collector Office 34 th St	5801 NW 34 th Blvd Gainesville, Fl
	Wilson Building - Court Services	14 NE 1 st St Gainesville, Florida
	Wilson Building – Front Door	14 NE 1 st St Gainesville, Florida
	Wilson Building – (ITS Ops)	14 NE 1 st St Gainesville, Florida
Exhibit B	Alachua County Criminal Courthouse	220 S. Main St Gainesville, Florida
	1 st 2 nd and 3 rd Floors	220 S. Main St Gainesville, Florida
Exhibit C	Alachua County Sheriff Office (Jail)	3333 NE 39 th St Gainesville, Florida
	Alachua County Sheriff Office (Hqs)	2621 SE Hawthorne Rd Gainesville, Florida
	Sheriff - 911 Backup Center (Admin Bldg)	12 SE 1 st St Gainesville, Florida
	Sheriff – CCC Center	2621 SE Hawthorne Rd Gainesville, Florida

Exhibit A - Alachua County Facility 915 SE 5th Street – Page 1

Lenel Advance System Access Control Migration

Access Control System Migration Scope of Work

- Scope of Work is based on software assessment to current access control and card records, panels and hardware as shown in the FCWnx software dated on 9/30/18.
- All equipment requires field inventory and verification.
- Software upgrade is included with current manufacturer software support agreement
- Provide SQL database conversion of cardholder name, access level, badge ID number, and hardware equipment (where applicable).
- Provide the require software license to migrate from GE FCWnx system to Lenel On guard system.
- Furnish and install OnGuard Advance System with capacity of 128 reader license.
- Furnish and install (1) Server License (2) Client Licenses and (2) Badging Licenses
- Furnish and install (7) LNL-3300-M5 to replace existing PXNplus Boards
- Furnish and install (2) LNL-8000-MCOM to replace existing Power Communication Boards
- Furnish and Install (9) LNL-1380-8RP to replace existing 8RP Boards
- Furnish and install (12) LNL-1340-M2K to replace existing M2000 Boards
- Provide (3) board terminal position blocks
- Provide system programming
- Provide (1) session up to 2 hours of badge training
- Management and coordination of material, supplies and labor
- Management of services and any repairs associated with this upgrade
- Permit

Alachua County Facility Access Control System

<u>Location</u>	<u>Address</u>	<u>Controller</u>	<u># of Readers</u>
Administration Building#1	12 SE 1 st Street	PXN	16
Administration Building#2	12 Se 1 st Street	PXN	8
Alachua County Public Works#1	5620 NW 120 th Lane	PXN+2000	4
Alachua County Public Works#2	5620 NW 120 th Lane	PXN+2000	4
Admin Annex Growth Mgmt(2 nd Floor)	10 SW 2 nd Ave	PXN+2000	2
Environmental Services EPD	408 W Univ St 106	PXN	8
Fire Rescue Hqs	911 SE 5 th Street	PXN	8
Fire Station 33	5901 N. W. 34 th Blvd	PXN+2000	4
Fire Station 40 Waldo	14377 NE US Hwy 301	PXN+2000	4
Old Public Defender's Building	35 N Main Street	PXN+2000	4
State Attorney Building	120 W. University Ave	PXN	8
Supervisor of Elections Josiah T Walls	515 N Main	(2) x PXN+	22
Tag Collector 34 th	5830 NW 34 th Blvd	PXN+2000	4
Tag Collector Archer Rd	3827 Windmeadow Blvd	PXN+2000	4
Tag Collector	5801 NW 34 th Blvd	PXN+2000	4
Wilson Building (Court Services)	14 NE 1 st Street	PXN+2000	4
Wilson Building (Front Door)	14 NE 1 st Street	PXN+2000	4
Wilson Building (ITS) Operations	14 NE Street	PXN+2000	4
Total System Readers			116

Annually Lenel Advance Software Upgrade and Support Plan (SUSP)

- SUSP-ADV-TR-1 Lenel OnGuard ADV Software for a 128-capacity reader system.
- Provide one (1) year SUSP for software update and manufacture technical calls.
- Technical Support assistance during normal business hours (Monday – Friday 8:30AM to 5:00PM local time).

Exclusion:

- New Server and New Client PC to be provided by Alachua County IT Department.
- Window O/S and SQL software to be provided by Alachua County IT Department.
- Replacing existing enclosure and power supply.
- New Badge Printer and new Photo Camera.
- Manufacture Training.
- Contractors/Integrator labor, material, travel, per diem, after hour's service call, which is billable at service rate charge.
- After hours and weekend manufacture technical support calls.
- SUSP will not cover system failure or data loss due to lack of maintenance, neglect, neglect, network failures or user inflicted malfunctions.
- SUSP will not include manufacture on site-support, which, if requested, would be at an additional charge.

Labor guaranteed to be performed in accordance with drawings and specifications submitted, if any, and work will be completed in a substantial manner during normal working hours (Monday-Friday: 8:30AM – 5:00PM. Additional cost will apply if added parts, labor or expenses from unforeseen condition.

Exhibit B - Alachua County Criminal Courthouse System – Page 1

Description: Lenel Advance System Access Control Migration

Access Control System Migration Scope of Work

- Scope of Work is based on software assessment to current access control and card records, panels and hardware as shown in the FCWnx software dated on 6/15/18
- All equipment requires field inventory and verification.
- Software upgrade is included with current manufacturer software support agreement
- Provide SQL database conversion of cardholder name, access level, badge ID number, and hardware equipment (where applicable).
- Provide the required software license to migrate from GE FCWnx system to Lenel OnGuard system.
- Furnish and install OnGuard Advance System with capacity of 128 reader licenses.
- Furnish and install (1) Server License (1) Client License and (2) Badging Licenses
- Furnish and install (3) LNL-3300-M5 to replace existing PXNplus Boards
- Furnish and install (6) LNL-1380-8RP to replace existing 8RP Boards
- Furnish and Install (1) LNL-1340-M2K to replace existing M2000 Boards
- Provide (3) board terminal position blocks
- Provide system programming
- Provide (1) session up to 2 hours of badge training
- Management and coordination of material, supplies and labor
- Permit

Alachua County Sheriff Access Control System

<u>Location</u>	<u>Address</u>	<u>Controller</u>	<u># of Readers</u>
Criminal Courthouse 1 st Fl	220 S. Main Street	PXN	12
Criminal Courthouse 1 st Fl	220 S. Main Street	PXN+2000	4
Criminal Courthouse 2nd Fl	220 S. Main	PXN	14
Criminal Courthouse 3 rd Fl	220 S. Main Street	PXN	16
Total System Readers			46

Annually Lenel Advance Software Upgrade and Support Plan (SUSP)

- SUSP-ADV-TR-1 Lenel OnGuard ADV Software for a 128 capacity reader system
- Provide one (1) year SUSP for software update and manufacture technical support calls.
- Technical Support assistance during normal business hours (Monday – Friday 8:30AM to 5:00PM local time).

Exclusion:

- New server and New Client PC to be provided by Alachua ITS Department.
- Window O/S and SQL software to be provided by Alachua ITS Department.
- Replacing existing enclosures and power supply
- Manufacture Training
- Service and Repairs
- Contractor/Integrator labor, material, travels, per diem, after hour's service call that is billable at service rate charge.
- After hours and weekend manufacturer technical support calls.
- SUSP will not cover system failure or data loss due to lack of maintenance, neglect, network failures or user inflicted malfunctions.

Exhibit B - Alachua County Criminal Courthouse System continued - Page 2

- SUSP will not cover hardware failure due to natural causes, improper installation or unsupported configurations.
- SUSP does not include manufacture on-site support that, if requested, would be at an additional charge.

Labor guaranteed to be performed in accordance with drawings and specifications submitted, if any, and work will be completed in a substantial workmanlike manner during normal working hours (Monday – Friday; 8:30AM – 5:00PM). Additional cost will apply if added parts, labor or expenses from unforeseen condition.

Exhibit C - Alachua County Sherriff Complex – Page 1

Description: Lenel Advance System Access Control Migration

Access Control System Migration Scope of Work

- Scope of Work is based software assessment to current access control and card records, panels and hardware as shown in the FCWnx software dated on 6/12/18
- All equipment requires field inventory and verification.
- Software upgrade is included with current manufacturer software support agreement
- Provide SQL database conversion of cardholder name, access level, badge ID number, and hardware equipment (where applicable).
- Provide the required software license to migrate from GE FCWnx system to Lenel OnGuard system.
- Furnish and install OnGuard Advance System with capacity of 128 reader license.
- Furnish and install (1) Server License (1 Client Licenses and (1) Badging Licenses
- Furnish and install (7) LNL-3300-M5 to replace existing PXNplus Boards
- Furnish and install (1) LNL-8000-MCOM to replace existing Power Communication Boards
- Furnish and Install (13) LNL-1340-M2K to replace existing M2000 Boards
- Provide (3) board terminal position blocks
- Provide system programming
- Provide (1) session up to 2 hours of badge training
- Management and coordination of material, supplies and labor
- Management of services and any repairs associated with this upgrade
- Permit

Alachua County Facility Access Control System

<u>Location</u>	<u>Address</u>	<u>Controller</u>	<u># of Readers</u>
Alachua County Jail	3333 NE 39 th St	PXN & M2000	9
Alachua County Sherriff	2621 SE Hawthorne Rd (3) x PXN		41
E911 Backup Center	12 SE 1 st Street	PXN	7
CCC/911 Center	1100 SE 27 th St	(2) xPXN	25
Total System Readers			82

Annually Lenel Advance Software Upgrade and Support Plan (SUSP)

SUSP-ADV-TR-1 Lenel OnGuard ADV Software for a 128 capacity reader system.

Provide one (1) year SUSP for software update and manufacture technical support calls.

Technical Support assistance during normal business hours (Monday – Friday 8:30AM – 5:00PM) local time.

Exclusions:

- New Server and New Client PC to be provided by Alachua County ITS Department
- Window O/S and SQL software to be provided by Alachua County ITS Department.
- Replacing existing enclosures and power supply.
- New Badge Printer and new Photo Camera.
- Manufacture Training
- Contractors/Integrator labor, material, travels, per diem, after hour's service call that is billable at service rate charge. After hours and weekend manufacture technical support calls.
- SUSP will not cover system failures or data loss due to lack of maintenance, neglect, network failures or user inflicted malfunctions.

Exhibit C - Alachua County Sherriff Complex – Page 2

- SUSP will not cover hardware failure due to natural causes, improper installation or unsupported configurations.
- SUSP does not include manufacture on site support which, if requested, would be an additional charge.

Labor guaranteed to be performed in accordance with drawings and specifications submitted, if any, and work will be completed in a substantial workmanlike manner during normal working hours (Monday – Friday; 8:30AM to 5:00PM). Additional cost will apply if added parts, labor hours or expenses from unforeseen condition.

Annually Lenel Advance Software Upgrade and Maintenance Support Plan (SUSP)

- SUSP-ADV-TR_1 Lenel OnGuard ADV Software for a 128 capacity reader system
- Provide one (1) year SUSP for software update and manufacturer technical support calls.
- Technical Support assistance during normal business hours (Monday – Friday 8:30AM to 5:00PM local time excluding holidays)

Exclusion:

New Server and New Client PC to be provided by Alachua County IT

Window O/S and SQL software to be provided by Alachua County IT

Replacing existing enclosures and power supply

New Badge Printer and new Photo Camera

Manufacture Training

Contractor/Integrator labor, material, travels, per diem, after hour's service call which is billable at services rate charge.

After hours and weekend manufacture technical support calls.

SUSP will not cover system failures or data loss due to lack of maintenance, neglect, network failures or user inflicted malfunctions.

SUSP will not cover hardware failure due to natural causes, improper installation or unsupported configurations.

SUSP does not include manufacture on-site support which, if requested would be at an additional charge.