

SEP 21 2020

SHERRY MURRAY
COUNTY CLERK

200620

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 295-6125

INVITATION TO BID

| |
|-------------|
| DATE ISSUED |
| 09-21-2020 |
| Page 1 of 2 |

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

| | | | | | |
|------------|---|---------------------------|-------------------|------------------------------------|--------------------|
| BID NUMBER | #2021-#09 Building Security Access Management System - Commissioners | BID CLOSING DATE AND HOUR | 10-19-2020 9:00am | REQUIRED DELIVERY DATE | SEE SPECIFICATIONS |
| | | | | Days after award of Purchase Order | |

| | |
|--|--------------------|
| TERMS Start accepting bids on 10-13-2020 at 9:00am Net, FOB this bid will open 10-19-2020 during Commissioner's Meeting that begins at 9:00am | DATE OF DELIVERY: |
| | SEE SPECIFICATIONS |

| ITEM | QUANTITY | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | TOTAL |
|------|-----------|---------------|---|------------|----------|
| | 1 or more | | <p>Canadian County Commissioners office is seeing bids for a Building Security Access Management System.</p> <p>See Specifications attached.</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p><i>The terms & conditions of this document must be completed and returned or the bid will be rejected.</i></p> <p>Contact person: NaCole Majors, MPS Human Resources Director majorsn@canadiancounty.org Phone: 405-295-6010 Mon-Fri 8:00am-4:30pm</p> | | \$ _____ |

APPROVED
Date: 9/17/2020

Officer or Department Head

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian County Courthouse, 201 N. Choctaw Avenue, El Reno, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Canadian County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 11/19/2020
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day

of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036

NOTE: Other terms and conditions can be added at the discretion of the county officers.



**Canadian County
Purchasing**

Bid Specifications

Date Issued: September 21, 2020

Bid Number: 2021-#09

Closing Date: October 19, 2020 at 9:00am

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: October 19, 2020 during the Commissioner's Meeting that begins at 9:00am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Building Security Access Management System / Commissioner's Office

Canadian County Commissioner's office is seeking bids for a Building Security Access Management System.

Specifications:

See attached specifications.

Bids will be received beginning at 9:00am on Tuesday, October 13, 2020 until 9:00am on Monday, October 19, 2020.

Bids shall be accompanied by:

- A certified check, cashier's check or bid bond equal to five percent (5%) of the bid, which shall be deposited with the awarding public agency as a guaranty; or

An irrevocable letter of credit terms the Construction and Properties Division of the Office of Management and Enterprise Services prescribes, issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation for the benefit of the state, on behalf of the awarding public agency, in an amount equal to five percent (5%) of the bid. The awarding public agency shall deposit the irrevocable letter of credit with Division.

- Business Relationships Affidavit
- Non-Collusion Bidding Certification

(Please review Title 61 O.S. § 101-138 for full disclosure)

Note

Terms for Payment:

- A purchase order will be issued to the awarded vendor. Once the original itemized invoice is received by the receiving officer it will be processed for payment.

For Information Contact:
NaCole Majors, MPS
Human Resources Director
majorsn@canadiancounty.org
405-295-6010
Mon-Fri 8:00am-4:30pm

If you have any questions or need additional information, please contact:
Krissi Jensen, Purchasing Agent, 405.295.6125
kjensen@okcana.cogov.net

Exhibit One

Scope of Work – Administration Building (Old Courthouse)

(Includes offices of County Clerk, Commissioners, and Treasurer)

Page 1 of 2

- Replace any current electronic access control (EAC) system and software with DSX Access Systems and WinDSX software complementary and compatible with the system currently employed at Canadian County Children's Justice Center. Assure all systems are compatible with Kronos card and credential capabilities (iClass credentials).
- Electronic Access Control (EAC): Replace and furnish as appropriate the EAC components described below for seven (7) public entry doors and two separately priced alternates for private Treasury entries in the Canadian County Administration Building as specified below and in drawings.
- Coordinate and collaborate access policy and procedures with all county departments to include offices and facilities of Sheriff, Treasurer, County Clerk, and Commissioners. Facilitate credential control (cards, fobs, keys and remote credentials) providing process and documentation solutions.
- Remove any existing access control and provide/install two (2) DSX door controller package (one for each floor) with Non Volatile RAM (Random Access Memory) and two (2) DSX Intelligent 2 door controllers.
- Provide and install seven (7) Multiclass Mini Mullion Mount Readers
- Provide and install one (1) electric strike for a Mortise Lockset and one (1) electric strike for a cylindrical lockset.
- Provide and install WinDSX access control software, power supplies, wiring, and all peripheral components for the electronic access control system.

Electronic Access Control – Administration: Replace/Upgrade Existing System Public Entries

| Description | Quantity |
|---|----------|
| Multiclass Mini Mullion Mount Reader | 7 |
| Electric Strike for Cylindrical Lockset | 1 |
| Electric strike for Mortise Lockset | 1 |
| Two door controller package with Non Volatile RAM | 2 |
| Intelligent 2 door controller | 2 |
| Card Reader Wire | 2 |
| Electric Strike Wire | 2 |
| LAN Module | 1 |
| Access Control Software | 1 |
| Power Supply for hardware | 1 |

Exhibit One

Scope of Work – Administration Building (Old Courthouse)

(Includes offices of County Clerk, Commissioners, and Treasurer)

Electronic Access Control – Alternate 1 (Add East & West Lobby Doors & Parking Lot [Treasury Entry])

| Description | Quantity |
|--------------------------------------|----------|
| Intelligent two door controller | 2 |
| Multiclass Mini Mullion Mount Reader | 3 |
| Latch Retraction Retrofit kit | 2 |
| Electric Strike for Exit Device | 1 |
| Exit Device | 1 |
| Card Reader Wire | 2 |
| Electric Strike Wire | 2 |
| Relay for Door Operator | 2 |
| Power Supply for hardware | 1 |

Electronic Access Control – Alternate 2 (Add 3 Hallway Doors – Treasurer Office)

| Description | Quantity |
|---|----------|
| Multiclass Mini Mullion Mount Reader | 3 |
| Electric Strike for Cylindrical Lockset | 3 |
| Two door controller package with Non Volatile RAM | 1 |
| Card Reader Wire | 2 |
| Electric Strike Wire | 2 |
| Storeroom Function Levers to replace Simplex | 3 |
| Power Supply for hardware | 1 |

Scope of Work – County Commissioner Workshops (Shop 1, Shop 2, and Shop 3)

- **Electronic Access Control (EAC):** Replace any current electronic access control (EAC) system and software with DSX Access Systems and WinDSX software complementary and compatible with the system currently employed at Canadian County Children's Justice Center. Assure all systems are compatible with Kronos card and credential capabilities (iClass credentials).
- Furnish and install as appropriate EAC components described below for two (2) at entry doors and/or gates at each of three (3) Commissioner Workshops as specified below and in drawings.
- Coordinate and collaborate access policy and procedures with all resident departments to include offices and facilities of Sheriff, District Attorney, Court Clerk, and Judges. Facilitate credential control (cards, fobs, keys and remote credentials) process and documentation solutions.
- Remove existing access control and provide/install two (2) DSX door providing controller package (one for each floor) with Non Volatile RAM (Random Access Memory) and two (2) DSX Intelligent 2 door controllers.
- Provide and install seven (7) Multiclass Mini Mullion Mount Readers
- Provide and install one (1) electric strike for a Mortise Lockset and one (1) electric strike for a cylindrical lockset.
- Provide and install WinDSX access control software, power supplies, wiring, and all peripheral components for the electronic access control system.

Electronic Access Control – 3 County Commissioner Workshops (2 doors and/or gates)

| Description | Quantity |
|---|-----------------|
| Two door controller package with Non Volatile RAM | 3 |
| LAN Module | 3 |
| Multiclass Mini Mullion Mount Reader | 3 |
| Maglock | 6 |
| PIR | 6 |
| RTE | 6 |
| Card Reader Wire | 3 |
| Electric Strike Wire | 3 |
| Spacer for Maglock | 1 |
| Power Supply for hardware | 1 |

Scope of Work – County Courthouse (includes Court Clerk, Sheriff, & DA offices)

- Replace the current electronic access control (EAC) system and software with DSX Access Systems and WinDSX software complementary and compatible with the system currently employed at Canadian County Children's Justice Center. Assure all systems are compatible with Kronos card and credential capabilities (iClass credentials).
- Coordinate and collaborate access policy and procedures with all resident departments to include offices and facilities of Sheriff, District Attorney, Court Clerk, and Judges. Facilitate credential control (cards, fobs, keys and remote credentials) providing process and documentation solutions.
- This Phase One project will include EAC update and/or addition for seven (7) entries consisting of three (3) perimeter doors (North Entry active door/Southeast Entry Active Door/West Entry (alley) door and four (4) interior doors (District Attorney Office active door / Court Clerk North Office Entry active door / Sheriff Office North Entry / IT closet in north vestibule). Credential control will address assignment and documentation of authorized card/fob/key/smart device and mechanical keys issued for all exterior and interior doors. A future Phase Two project will provide desired EAC requirements for second floor court rooms and judge offices.
- See the detailed Bill of Material and Statement of Work for materials (readers, panels, door hardware, credentials, software, etc.) and labor required to complete the revision and expansion at the Courthouse.

Scope of Work – County Courthouse (includes Court Clerk, Sheriff, & DA offices)**Electronic Access Control (County Courthouse includes County Clerk and DA offices)**

| Description | Quantity |
|---|-----------------|
| Latch retraction conversion kit for exit device | 1 |
| Multiclass Mini Mullion Mount Reader | 7 |
| Eight door controller package | 1 |
| LAN Module | 1 |
| Door Closer | 1 |
| Electric Strike for Cylindrical Lockset | 1 |
| Electric Strike for Back Door | 1 |
| Card Reader Wire | 8 |
| Electric Strike Wire | 8 |
| Relay for Door Operator | 2 |
| Door Loop | 1 |
| Maglock | 2 |
| PIR | 2 |
| RTE | 2 |
| Spacer for Maglock | 1 |
| Power Supply for hardware | 1 |

Scope of Work – County Courthouse (includes Court Clerk, Sheriff, & DA offices)

Electronic Access Control – Sheriff Office [Courthouse Building]

| Description | Quantity |
|---|-----------------|
| Multiclass Mini Mullion Mount Reader | 9 |
| LAN Module | 1 |
| Two door controller package with Non Volatile RAM | 1 |
| Maglock | 2 |
| PIR | 2 |
| RTE | 2 |
| Card Reader Wire | 2 |
| Electric Strike Wire | 2 |

Electronic Access Control [Sheriff Office Annex Building]

| Description | Quantity |
|---|-----------------|
| Two door controller package with Non Volatile RAM | 1 |
| Multiclass Mini Mullion Mount Reader | 4 |
| LAN Module | 1 |
| Two Door Controller | 1 |

Scope of Work – County Assessor (includes Maintenance & Tenant Space)

- **Electronic Access Control (EAC):** Furnish and install as an electronic access control (EAC) system and software the DSX Access Systems and WinDSX software complementary and compatible with the system currently employed at Canadian County Children's Justice Center. Assure all systems are compatible with Kronos card and credential capabilities (iClass credentials).
- Provide and install the EAC components listed below for seven (7) doors in the Canadian County Assessor Office as specified in drawings.
- Coordinate and collaborate access policy and procedures with all resident departments to include offices and facilities of Sheriff, County Assessor and Commissioners. Facilitate credential control (cards, fobs, keys and remote credentials) providing process and documentation solutions.
- Provide and install one (1) DSX eight-door controller package with Non Volatile RAM (Random Access Memory)
- Provide and install seven (7) Multiclass Mini Mullion Mount Readers
- Provide and install two (2) electric strikes for in two (2) cylindrical locksets. Provide and install 2 Adams Rite electric strikes for glass door entries and provide/install all door hardware, power supplies, lan modules, and other mechanical door hardware required to assure proper and safe operation.
- Provide and install WinDSX access control software, power supplies, wiring, and all peripheral components for the electronic access control system.

Scope of Work – County Assessor (includes Maintenance & Tenant Space)

Electronic Access Control

| Description | Quantity |
|---|----------|
| Multiclass Mini Mullion Mount Reader | 7 |
| Electric Strike for Cylindrical Lockset | 2 |
| Eight door controller package with Non Volatile RAM | 1 |
| Card Reader Wire | 2 |
| Electric Strike Wire | 2 |
| LAN Module | 1 |
| Lockset that requires a key from both sides | 1 |
| Maglock | 1 |
| PIR | 1 |
| RTE | 1 |
| Adams Rite Electric Strike | 2 |
| Adams Rite Push Paddle Set | 1 |
| Adams Rite Latch Bolt | 1 |
| Storeroom Function Lock | 1 |
| Spacer for Maglock | 1 |
| Card Reader Wire | 8 |
| Electric Strike Wire | 8 |
| Relay for Door Operator | 1 |
| Door Loop | 1 |
| Power Supply for hardware | 1 |

Scope of Work – County Election Board

- **Electronic Access Control (EAC):** Furnish and install as an electronic access control (EAC) system and software the DSX Access Systems and WinDSX software complementary and compatible with the system currently employed at Canadian County Children's Justice Center. Assure all systems are compatible with Kronos card and credential capabilities (iClass credentials).
- Furnish and install the EAC components below for five (5) doors in the Canadian County Election Board Building as specified in drawings.
- Coordinate and collaborate access policy and procedures with all resident departments to include offices and facilities of Sheriff, County Commissioners and the County Election Board. Facilitate credential control (cards, fobs, keys and remote credentials) providing process and documentation solutions.
- Provide and install one (1) DSX two-door controller package with Non Volatile RAM (Random Access Memory) and two (2) intelligent door controllers (capacity six doors).
- Provide and install five (5) Multiclass Mini Mullion Mount Readers
- Provide and install one (1) electric strike for a rim exit device (south side door) and one (1) electric strike for a cylindrical lockset. Provide and install one door loop and door operator relay for the front door. Provide and install two (2) mechanical door locksets for interior wood doors and one hydraulic door closer and other door hardware for proper and safe operation.
- Provide and install WinDSX access control software, power supplies, wiring, and all peripheral components for the electronic access control system.

Exhibit Five
Scope of Work – County Election Board

Electronic Access Control – Canadian County Election Board

| Description | Quantity |
|---|----------|
| Latch retraction conversion kit for exit device | 1 |
| Multiclass Mini Mullion Mount Reader | 5 |
| Two door controller package | 1 |
| LAN Module | 1 |
| Door Closer | 2 |
| Storeroom Function Lock | 2 |
| Electric Strike for Cylindrical Lockset | 1 |
| Electric Strike for Side Door with outside Trim | 1 |
| Exit Device for Side Door | 1 |
| Card Reader Wire | 4 |
| Electric Strike Wire | 4 |
| Relay for Door Operator | 1 |
| Door Loop | 1 |
| Intelligent two door controller | 2 |
| Server Lock, Wiegand | 1 |
| Power Supply for hardware | 1 |



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: September 21, 2020
Bid Number: **2021-#09**
Closing Date: October 19, 2020 at 9:00am
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: October 19, 2020 during the Commissioner's Meeting that begins at 9:00am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT~

Building Security Access Management / Commissioner's Office

State of Oklahoma)
County of Canadian) §

I, Krissi Jensen, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

Bid Clerk
projects@bidclerk.com

Bid News
projects@isqft.com

ePlan
1400 Forum Blvd. Ste 7B
Columbia, MO 65203

Francis Tuttle Vo-Tech
Attn: Bid Assistance – Judy Robbins
12777 N. Rockwell
Oklahoma City, OK 73142

Online Data Services
5425 Peachtree Parkway
Peachtree Corners, GA 30092

Reed Construction Data
30 Tech. Pkwy South, Ste 100
Norcross, GA 30092

Digi Security Solutions
2603 N. Shields Blvd.
Moore, OK 73160

Security Solutions
1640 W. State Hwy 152
Mustang, OK 73064

Stanley Security
9705 N. Broadway, Suite 100
Oklahoma City, OK 73114

Johnson Controls
2835 S. Utah Avenue
Oklahoma City, OK 73108

Witness my hand and seal this 21th day of September, 2020.


Krissi Jensen, Purchasing Agent

(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: September 21, 2020
Bid Number: 2021-#09
Closing Date: October 19, 2020 at 9:00am
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: October 19, 2020 during the Commissioner's Meeting that begins at 9:00am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

- Is the Invitation to Bid Signed and Notarized? _____
- Is the bid bond or cashier's check enclosed? _____
- Is the Business Relationships Affidavit enclosed? _____
- Is the Non-Collusion Bidding Certificate enclosed? _____
- Are all applicable spaces filled in? _____
- Are all necessary papers enclosed? _____
- Is the Bid # and Opening Date on outside of return envelope? _____

**Bids will be received beginning 9:00am Tuesday October 13, 2020 until 9:00am Monday October 19, 2020
(Do not turn bid in before Tuesday October 13, 2020 @ 9:00am – bid will not be opened or considered)**

Thank You,

Krissi Jensen, Purchasing Agent

NON-COLLUSION BIDDING CERTIFICATION

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY _____)

A. For purposes of competitive bids, I certify:

- 1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
- 2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
- 3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party to the following:
 - a. Any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; and
 - c. Any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, that neither the Contractor nor anyone subject to the Contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20__.

(Signature)

(Print Name)

(Position in the Company)

BUSINESS RELATIONSHIPS AFFIDAVIT

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY OF _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20 ____

Notary Public _____

My Commission Expires _____