



3949EOI INTEGRATED BUILDING MANAGEMENT SYSTEM

Expressions of Interest marked 3949EOI Integrated Management System will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until

12:00pm Noon local Time, Monday, December 20, 2010 (the “Closing Date/Time”).

NOTES:

1. Three (3) copies of Expressions of Interest shall be in a sealed envelope or package marked with the respondent's Name, the EOI Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.

All queries related to the EOI shall be submitted
in writing to the attention of:

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is **Wednesday, December 8, 2010 12:00 pm**

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1.0 Introduction

- 1.1. The City of Richmond (the City) invites Expressions of Interest (EOI) from respondents who are capable of providing an enterprise-wide integrated building management system (the “System”). The System shall enable control access to areas and resources to various locations within the City.

2.0 Background

- 2.1. In the year 2000, the City implemented a Northern Security Systems brand card access control system at the City Hall building located at 6911 No. 3 Rd. Since then, a number of other City facilities have implemented Northern Security Systems equipment and other systems. Some of these systems have been integrated with each other. Others have been implemented on a standalone basis.
- 2.2. The current System no longer meets the City’s needs. The City is looking to upgrade and integrate the existing systems or to implement an entirely new System. For a list of existing systems, see section 8.3.

3.0 Objectives

- 3.1. The objective of this EOI is to seek qualified suppliers that can meet the following criteria. Not limited to:
 - a) Provision of an enterprise-wide System to program, operate, and report access control events;
 - b) Implementation plan and services;
 - c) Ongoing maintenance and support of the System;
 - d) Define operational training requirements;
 - e) Provide operational training;
 - f) System testing;
 - g) Identify any required transition services;

4.0 Definitions

- 4.1. Throughout this EOI the following definitions apply:
 - a) “Expression of Interest” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
 - b) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;
 - c) “Response” or “Submission” means an Expression of Interest.

5.0 Scope

- 5.1. Respondents that are capable in providing an Integrated Security Systems for the supply and installation of an upgraded or new enterprise-wide integrated building management system, for the City, are requested to submit a response.

Respondents should be able to meet the minimum requirements specified below in section 8.0. Qualification Criteria.

The Project will include a number of locations within the City. These locations have been prioritized by the Project team as immediate, intermediate and future. The intent of the project is to include full implementation of the System at all Immediate location(see section 5.2.). The project may include implementation of some aspects of the solution at intermediate locations. The System shall be robust, expandable and upgradeable to support the future potential implementation of all aspects of the Project including the intermediate and future locations at approximately forty (40) buildings (not identified in this EOI).

5.2. Immediate Locations

- a) Firehall #1 Brighthouse
- b) Firehall #2 Steveston
- c) Brighthouse Library (main branch)
- d) Ironwood Library
- e) Library Cultural Centre including:
 - 1. Gallery
 - 2. Museum
 - 3. Archives
 - 4. Arts Gallery
 - 5. Arts Centre
- f) City Hall
- g) City Hall North
- h) City Hall West
- i) City Works Yard including:
 - 1. Administration Building
 - 2. Works Yard Annex
 - 3. Gas island
- j) Public Safety Building
- k) Community Safety Building (under renovation)
- l) South Arm Community Police
- m) RCMP Victim Services

5.3. Intermediate Locations

- a) Library Cultural Centre Museum Storage
- b) Minoru Place Seniors Centre (including the Cafeteria)
- c) Minoru Sports Pavilion

6.0 Pre-qualification Process

- 6.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.
- 6.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City of Richmond the opportunity to evaluate Respondent's expertise and to select a shortlist that may be invited to submit a proposals in response to a Request for Proposals or request for Quotation. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate.

7.0 Requests for Proposals

- 7.1. Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a Request for Proposals ("RFP") or Request for Quotations ("RFQ") from the City of Richmond. The City anticipates that, if required, the RFP or RFQ will be distributed three to four weeks following the completion of the EOI process.

8.0 Qualification Criteria

- 8.1. Respondent should be able to meet the following criteria:
 - a) Shall be established and in good financial standing for a minimum of ten (10) years;
 - b) Shall be experienced in at least three (3) projects of a similar scope successfully completed within the past five years;
 - c) Shall be licensed in the Province of British Columbia with the Ministry of Public Safety and Solicitor General, Security Industry and Licensing – including all employees and subcontractors providing security services that require a license.
 - d) Shall possess a valid Certificate of Qualification or Certificate of Apprenticeship in the Province of British Columbia for each trades worker on the Project. The trades workers are permitted to perform only work that their respective Certificate permits.
 - e) Shall have a local and available support team with experience in at least three (3) projects of a similar scope.
 - f) Shall have a local installation team.
 - g) Shall have web-based support.
 - h) Shall be able to recommend and provide training.
 - i) Shall provide as-build drawings upon completion of work.
 - j) Shall provide operating manuals.
 - k) Shall provide post implementation support.
 - l) Shall have WorkSafeBC coverage for all employees and subcontractors engaged in the Project.

8.2. Respondent's systems should include:

- a) Access Control
- b) Biometrics
- c) CCTV
- d) Photo ID
- e) Key Management
- f) Intrusion Alarm
- g) Duress Alarm
- h) Intercom
- i) Building Management
- j) Lighting Control
- k) Guard Tour
- l) Integrates to Fuel Management System
- m) Integrates to Asset Tracking System
- n) Reporting
- o) Delegation of Authority
- p) Zone Management
- q) Integrates to Time and Attendance System

8.3. The System should be able to:

- Interface with current City systems including, but not limited to:
 - HVAC DDC:
 - Staefa Control System – MS1800 ver. 2.1
 - Reliable Controls – RC-Studio versions 1.1 and 2.0
 - ESC Automation – Orcaview ver. 3.33 and Orcaweb
 - T.A.C – Inet Seven and Xenta
 - Modern Systems – Web access only
 - Douglas Lighting – WNP2150 (current version)
 - Distech – Lonwatcher 3 and 2.35
- Integration with Access Control components including, but not limited to:
 - Northern Security Systems N-1000 Access Modules
 - Northern Security Systems N 100 Series Controllers
 - Magnetic locks
 - Electric strikes
 - REX devices
 - HID proximity readers
- Integration with existing alarm panels including, but not limited to:
 - DSC Maxsys PC4050C

- Integration with existing CCTV technologies including, but not limited to:
 - Variety of cameras
 - Analog and digital
 - PTZ and fixed
 - Altronix network infrastructure
 - Dedicated Micros SD32 Digital Video Recorders (DVRs)
- Integration with existing intrusion devices including, but not limited to:
 - Door contacts
 - Glass break sensors
 - PIRs
 - Duress alarms
- Communicates via TCP/IP over Ethernet (networks provided by the City)

9.0 Submission Details

9.1. Respondents are requested to submit three (3) copies of their Expression of Interest marked “3949 EOI – Integrated Building Management System” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:

12:00pm Noon local Time, Thursday, December 16, 2010

9.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this EOI may be directed to Daianna Panni, Buyer I, by email to purchasing@richmond.ca. Inquiries and responses relating to the EOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.

9.3. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

10.0 Format Requirements

10.1. Responses submitted shall consist of:

I. Title Page (1 page)

- a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 9.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. Table of Contents/Index

II. Corporate Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide client references, where possible.
- d. Provide a history of litigation or claims made against the Respondent during the three (3) years immediately prior to the Closing Time.

III. Corporate Capability:

- a. Describe capability (financial, experience and workload capacity) of the Respondent to provide the System.
- b. Provide resumes of proposed key personnel.
- c. Provide a bonding letter from a bonding company or a bank letter of guarantee from a bank confirming the Respondent's financial capability. Also, provide a certificate of existing commercial general liability insurance.

IV. Completed and Current Projects:

- a. List three (3) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.
- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

V. Outline of Services to be Provided:

- a. Provide a brief discussion of your methodology and approach to providing the requirements of the Integrated Building Management System.

11.0 Review of Submissions

- 11.1. The City of Richmond will review the Expressions of Interest submitted to determine whether, in the City of Richmond's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.

12.0 Inquiries

- 12.1. City of Richmond, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.
- 12.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

13.0 Non-Conforming Submissions

- 13.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOI's except the requirement of delivery of the Proposal prior to Closing Time.

14.0 Notifications and RFP Process

- 14.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP or RFQ process, if required.
- 14.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 14.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:

- a) amend the scope and description of the services to be procured under any RFP or RFQ process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the EOI process at any time and reject all responses; or
 - d) cancel the EOI process and recommence in respect of the same RFP or RFQ with the same or an amended set of documents, information and requirements.
- 14.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) or (RFQ) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 14.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the EOI process.
- 14.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP or RFQ (if required) evaluation process.

15.0 Information Disclaimer

- 15.1. The City of Richmond and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 15.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to information, advice, or documentation provided by the City of Richmond. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.

15.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this EOI and the City of Richmond and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

16.0 Intent to Enter Into An Agreement

16.1. By submission of an Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

17.0 Modification of Terms

17.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

18.0 Ownership of Submissions

18.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0.

19.0 Right to Not Accept Any Expression of Interest

19.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

20.0 No Commissions

20.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

21.0 Use of this Request for Expressions of Interest

21.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of an EOI response.

22.0 Confidentiality, Freedom of Information and Protection of Privacy

- 22.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.
- 22.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

23.0 No Claim for Compensation of Expenses

- 23.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.
- 23.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

24.0 Conflict of Interest

- 24.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the EOI.

25.0 No Solicitation

- 25.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's response, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

26.0 No Lobbying

- 26.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 9.2.

27.0 Publicity

- 27.1. Respondents must not issue any news release or other public announcement that discloses details of this EOI, or the Respondent's Response to this EOI, without the prior written consent of the City.