



# MEMO

Date: March 6, 2017

Proposal ID.2017 03-13 TSD-2

To: BOCC

From: Kevin Gutierrez

## **Intent – Decision**

**Topic** – Award of Small Works Bid for Camera System to Walla Walla Electric, Inc.

## **Summary**

An invitation to bid on a camera system for District Court and the Legislative Building (Annex) was released on January 31, 2017 (copy attached).

Bids were to be due at the Commissioners' office by 10AM on February 21, 2017. One bid was received from Walla Walla Electric, Inc. in the amount of \$9,246.70.

## **Cost**

**\$9,246.70 including taxes, labor and equipment.**

## **Funding**

30100 Current Expense Building: In the 2017 budget \$25,000 was budgeted for the Building Access Project. The cost of that project came in under budget at a cost of approximately \$15,000. Requests for a camera security system have been made by elected officials and department heads, and the County Human Resources/Risk Manager and Facilities Maintenance Manager have recommended, with concurrence of the Board of County Commissioners, that this installation take place for the security of County employees and protection of County buildings. Recommendation is to use the funds remaining from the Building Access Project to cover the cost of the camera security system.

## **Alternatives Considered**

N/A

## **Acquisition Method**

Proper agreements for Small Works will be reviewed and approved by the PA office after Commissioner approval

**Security**

Standard county security and access to cameras as needed

**Access**

As granted by elected officials and department heads or Board of County Commissioners

**Benefits**

N/A

**\*\*\*Authority to Execute Related Agreements Sought**

Yes

**Conclusion/Recommendation**

Recommend approval of bid award to Walla Walla Electric, Inc. for camera system using excess budgeted funds in 30100 Current Expense Building Fund and approval for Kevin Gutierrez to execute related agreements.

Submitted By



Kevin Gutierrez Technology Services 03/06/17

Disposition

- Approved
- Approved with modifications
- Needs follow up information
- Denied

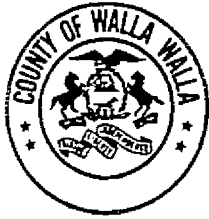
**\*\*\*Authority to Execute Related Agreements**

- Approved
- Denied

 3-13-2017  
 BOCC Chairman Date

Additional Requirements to Proposal

- Modification
- Follow Up



**WALLA WALLA COUNTY**  
**Technology Services Department**

Kevin G. Gutierrez  
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590  
kgutierrez@co.walla-walla.wa.us

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Invitation to bid.

January 31, 2017

Walla Walla County is requesting quotes for the installation of high definition video cameras located at the District Court Building and the Public Health and Legislative Building. This invitation is issued pursuant to the County's Limited Works Procedures as set forth in Walla Walla County Resolution 16-221.

Specifications of the work to be completed is as listed below:

Milestone system that can handle at least 10 cameras and be recorded at a single recording device. The Milestone system should be scalable to allow future expansion if needed.

The system must be able to control access to each individual camera, but have the ability to also assign cameras to "groups" for easy administration and viewing. Individuals with appropriate access should be able to view the cameras live. Individuals with appropriate access must have the ability to capture "stills" from video as well as export video in a standard format that can be viewed by a standard Microsoft Windows media player.

A third-party system may be proposed as long as it is compatible with the Milestone system and can be tightly integrated to facilitate flexibility for access to the cameras via the Milestone system.

If a third-party solution is selected, the vendor **MUST** provide all integration as part of the setup. Cameras must be IP based with minimum 3 Mega Pixels resolution.

Walla Walla County invites prospective bidders to view the project in person to get the details of the project. However, a brief description follows.

**District Court** - 317 West Main St. Walla Walla, WA. - Three interior cameras in various locations to record visitor and courtroom activities. Two external cameras to view the north parking lot as well as the back ally. Cameras will be wired to a network switch in this building.

**Public Health & Legislative Building** – 314 West Main St. Walla Walla, WA. Two cameras on the second floor, one at each end of the hall. One camera capturing access to the second floor from the north steps. Up to two cameras capturing the parking lot to the north this building. One camera

capturing a view of the courthouse lawn (315 W. Main St. Walla Walla, WA.) Cameras will be wired to a network switch in this building and finally to the recording device. The above two buildings are connected via fiber network.

Contact for this project is Kevin Gutierrez, Director, Technology Services, 315 West Main St., Walla Walla, WA, 99362. For an appointment to view the project on-site please call 509-524-2591.

The quote will need to include all equipment and materials, state sales tax, permits, labor at prevailing rate wages, software, licenses training (operational, administrative and capture/export of video) to provide a complete turn-key solution and all other related costs to compete the project.

After the quote is awarded to the Contractor, the project date will be determined by the County but this work will need to be completed prior to June 1, 2017. The Contractor warrants and guarantees the County that all work will be performed in a workman like manner, in accordance with City and County building codes and will not be defective. Work is defective if it is unsatisfactory, faulty or deficient in that it does not conform to these specifications, or does not meet the requirements of any inspection, reference standards, test and/or approval of the County. The Contractor will comply with all applicable provisions of RCW 39.12, in regards to making sure that prevailing wages rates are paid to complete these projects. The Contractor shall be liable for any and all damages caused by the Contractor to the County's premises. The Contractor must be licensed, insured, and bonded for the State of Washington. The Contractor must submit a Walla Walla County small works questionnaire with the quote, or be on the current small works roster. Payment for the projects will be made after the completion, and onsite review and approval of all work listed within this request. All paperwork required by the State of Washington in regards to submitting intent to pay prevailing wages, submission of the actual payroll reports, and all other permits and/or plan fees must be completed and provided to the County prior to payment for this project. Walla Walla County reserves the right to reject any, and all quotes received for these projects.

Payment will be made to the contractor after a positive review of the project upon completion.

Upon award, the successful bidder will execute a standard form limited public works contract with Walla Walla County. No deviation from the terms of the agreement shall be allowed, and samples of the standard form agreement are available by contacting the County Commissioners' Office at 509-524-2505.

All quotes must be delivered to the Commissioners' Office located in the County Annex at 314 West Main Street, Walla Walla, WA 99362, located on the second floor of the building prior to 10:00 am on February 21, 2017. Quotes may be delivered via fax at 509-524-2512 or by e-mail at [wwccommissioners@co.walla-walla.wa.us](mailto:wwccommissioners@co.walla-walla.wa.us). After an award is made, the quotes shall be open to public inspection and available by electronic request. Please mark on the front of the envelope, the cover page of the fax or the subject line of the e-mail as DISTRICT COURT/LEGISLATIVE BUILDING SECURITY CAMERA CONTRACT.

Release date: January 31, 2017



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

**To:** Walla Walla County Commissioners **From:** Mike Myers

**ATTN:** Kevin Gutierrez **Pages:** 1

**Phone:** 524-2590 **Date:** 2/20/2017

**Re:** District Court/ Legislative Building CCTV **CC:**

## District Court/Legislative Building Security Camera Project

### Price \$9,246.70

Includes all equipment and materials, state sales tax, permits and labor as described in "Invitation to Bid" dated 1/31/17.

Features:

- Mid-tower stand alone server running Xprotect Express NVR software with (11) camera licenses.
- (11) 3-megapixel high quality cameras.
- (2) 8-port POE gigabit switches for connectivity.

Option #1: Upgrade Milestone software to Xprotect Professional ADD: \$1,388.47 to above price.

Please call or reply if further information is required.

Sincerely,

Mike Myers

# District Court / Legislative Building Security Camera Contract

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WALLA WALLA  
COMMISS

01370



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780  
(509) 525-8672

Walla Walla County Commissioners Office

314 West Main St

Walla Walla, WA 99362