



ADDENDUM

Date: **January 13, 2020**
Subject: **Questions & Answers for the PLCB Invitation for Bid for Comprehensive Security Services**

IFB Number: **260347**
Due Date/Time: **February 6, 2020 12:00 PM**
Addendum Number: **5**

To All Offerors:

A solicitation "Addendum" is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation to Bid, Request for Proposals or Request for Quotations).

List any and all changes:

- Attached are questions received as of December 18, 2019, along with the PLCB's responses.

If you have already submitted a bid to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the above address.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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PENNSYLVANIA LIQUOR CONTROL BOARD
IFB# 260347
COMPREHENSIVE SECURITY SERVICES

Questions Submitted by 12:00 PM on December 18, 2019

All references to "IFB" in the responses below are to the provisions of IFB #260347

To view IFB #260347, click on the "IFB 260347 – COMPREHENSIVE SECURITY FINAL" document under Original Files, and then select either Open or Save and Open in the following link:

<http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=260347>

Q1. What is the budget for the entire project?

A1. The project budget will be based upon the lowest responsible bid received.

Q2. Will drawings be provided for each site?

A2. No drawings or floor plans will be provided.

Q3. What is the square footage of each location?

A3. The average square footage for each classification is listed below:

Class 1A through 1B – 3,114 square feet

Class 2A through 2B – 4,808 square feet

Class 3A through 4A – 8,675 square feet

License Center – 13,3006 square feet

E-Com/Fulfillment Center – 29,165 square feet

Q4. If we don't win the bid, will the company get the \$5,000.00 bid bond returned to us?

A4. Yes, within thirty calendar days of bid opening, bid security shall be returned to all but the lowest and second lowest bidders under consideration for contract award.

Q5. What are the specific reasons a company would forfeit the \$5,000.00 bid bond?

A5. The successful bidder shall forfeit their bid bond upon failure to execute an awarded contract in accordance with the terms and conditions of the Invitation for Bid.

Q6. Performance Bond, Page 5: Will PLCB accept an annually renewable Performance Bond?

A6. Yes.

Q7. Performance Bond, Page 5: Is a bond required for each location?

A7. No.

Q8. Do you want the security cameras to rotate?

A8. No.

Q9. The cost sheets show a total of 497 stores to be quoted while the store location document show a total of 599 stores. Do you want all stores included in the project?

A9. Please refer to Addendum 2 dated 1/16/2020 which updated Attachments 2 and 4 to address this issue. All store should be included in the project.

Q10. The specifications call for 100% camera coverage. Does this include the backroom area which noticed at the walk through has limited camera coverage?

A10. Yes, coverage should include the backroom areas of the retail stores. Otherwise, 100% coverage is intended to mean all interior space of the stores and licensee service centers. The only exception to 100% coverage is the warehouse space of the Licensee Service Centers.

Q11. The specifications require 15 extra cameras for each Licensee Service Center. Should the 15 cameras be added to the class quantity that is called for in the location documentations and specifications? This is not reflected on the Cost Sheet. Please clarify.

A11. The 15 additional cameras should be added to the classification quantity on the Cost Sheet.

Q12. The specifications call for 100% interior perimeter motion detection. Does perimeter include interior walls that are adjacent to other store spaces of other tenants or is it to cover the interior perimeter of exterior walls?

A12. 100% of the interior space, including the interior perimeter, should be protected.

Q13. Is a camera required to be dedicated to the store safe?

A13. Yes.

Q14. How many day of video storage is required for each site? At what frames per second and what resolution shall the video be stored? Will you be recording continuously or motion based?

A14. Thirty days of video storage is required for each site, not less than 10 frames per second, not less than 720p. Continuous recording.

Q15. Is it a requirement to have a dedicated camera for the Server Cage / IT Rack? Is it required to store this video for 90 days?

A15. No.

Q16. Are the Overhead Exterior Doors required to be equipped with an overhead security door contact?

A16. Yes.

Q17. Can we get a current list of the names of the companies that performed the mandatory site visits with Zachery Schaffner?

A17. No.

Q18. Are there any exterior cameras and if so, can you furnish a specification for those cameras?

A18. No exterior cameras are to be provided for this procurement.

Q19. Can the yearly required inspection be spread throughout the year, instead of performing all of them in January? We would like to perform the inspections one year after the installation?

A19. It is to the PLCB's benefit to have the inspections performed in January.

Q20. Are cameras to be dedicated to each cash register?

A20. Yes.

Q21. Page 6 of 22- "All equipment must be dismantled and removed by the contractor at no additional cost to PLCB within thirty calendar days after the contract expiration or termination date." It is common practice within the alarm industry to transfer ownership of alarm equipment to the customer at the end of the contract. Would this be acceptable, allowing the equipment to remain for future use?

A21. The IFB requires removal of the equipment by the Contractor.

Q22. At the end of contract can the equipment be abandoned in place?

A22. See Paragraph 12 of the Standard Terms & Conditions regarding the removal and disposition of abandoned property.

Q23. Payment terms-Please provide common payment terms and associated fees.

A23. Please refer to Pennsylvania Liquor Control Board Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders Form 54-FA-2.0 Section 18. Payment.

Q24. Can we use the existing data rack space where the existing camera equipment is located?

A24. Yes.

Q25. The existing systems have a dedicated monitor in the Office area with a KVM for the camera systems. Is this a requirement for this project?

A25. This is not a requirement of the project.

Q26. Contract Specifications, Equipment, Page 11: Please indicate if the Uninterrupted Power Supply (UPS) Battery Backups currently installed at locations with surveillance systems will remain and are able to be reused. If so, please provide model numbers.

A26. The Contractor is expected to provide new UPS Battery Backups. The existing backups will not be reused.

Q27. Will the existing equipment, cameras and cable be removed by PLCB prior to the Contractor's new install? If not, who will be responsible for removing the existing?

A27. The PLCB will ensure that all existing equipment is removed prior to the installation of new equipment. Such equipment will be disposed of in accordance with Commonwealth policies. The PLCB will also be responsible for repairing all damage caused by removal of the existing equipment.

Q28. At the end of contract who is responsible for patching, painting, and replacement of ceiling tiles caused by equipment removal?

A28. The PLCB is responsible for repairing damage created from the removal of any existing equipment.

Q29. Does the battery back-up power system provided by the contractor that covers all cameras, switches, NVR's and alarm systems in each store, that will provide at least 24 continuous hours of operation in the event of a main power failure, need to cover any other customer owned equipment?

A29. No.

Q30. Inspection/Function check - It is standard within in the alarm industry for automated battery tests, which provide notifications of low batteries. Will the daily automated test suffice for the battery testing requirements as opposed to a monthly onsite technician visit?

A30. Yes.

Q31. It is common in the alarm industry for a 4-hour battery backup upon power failure. The requirement of 24 hours seems excessive. The 24-hour spec will require additional cans/wall space and battery circuitry to accommodate this. Will PLCB consider a more common standard of 8 hours of battery back up?

A31. Yes.

Q32. Notification Requirements - It is our assumption the monitoring center shall be Underwriters Laboratory listed and follow Underwriters Laboratory best practices. Is this accurate?

A32. Yes.

Q33. Must equipment be provided made of recycled material?

A33. Please refer to Pennsylvania Liquor Control Board Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders Form 54-FA-2.0 Section 15. Post-Consumer Recycled Content.

Q34. Video Archive Specifications on page 17: Please confirm if current switches will be used or if contractor is to supply all switch gear.

A34. PLCB shall supply all switch gear

Q35. Overview on page 1: “an integrated security system;” Please indicate what the PLCB is desiring to integrate – i.e. what integrated functions are you looking for?

A35. The intent is that all security system components are to be integrated for the purpose of central reporting.

Q36. Under Scope of work beginning on page 11: Equipment on page 11: “All materials, equipment and devices installed by the Contractor must be new and shall be Underwriters Laboratory (UL) Approved.” Please confirm that you will accept the specified Axis M4206-LV Network Camera which is NOT UL approved or the Avigilon Network Cameras which is UL approved (spec sheets attached).

A36. All equipment equivalents will be considered. UL listing is not necessary for cameras.

Q37. VIDEO MANAGEMENT SYSTEM (VMS) SPECIFICATIONS on page 17 “o. The Contractor shall provide all necessary licensing and software maintenance agreements (SMA). Please confirm that the PLCB will accept the Avigilon VMS which meets and exceeds all of the VMS spec but whose software licensing structure does NOT charge software maintenance agreements (SMA). In the case of an upgrade from ACC7 to ACC8 during the 5 year time of this contract, the contractor will provide the licensing upgrade to ACC8. (spec sheet attached)

A37. All equipment equivalents will be considered. VMS does not require SMA structure.

Q38. Camera Specifications beginning on page 17: “Video Content Analytics (VCA) 1-6” Please indicate if the PLCB desires for these analytics to actually be native features of the camera as opposed to software overlays. Please confirm if the PLCB will accept the Avigilon H5A camera as a true analytic embedded camera as a functional equivalent of the combination of the camera and software overlay spec. (spec sheet attached)

A38. All equipment equivalents will be considered.

Q39. Video Archive Specifications on page 17: “The Network Video Recorder (NVR) used shall be Milestone Husky X2, or the functional equivalent.” Please confirm that the Avigilon VMA-AS3 will be accepted as a functional equivalent (spec sheet attached).

A39. All equipment equivalents will be considered.

Q40. Video Archive Specifications on page 17: Please confirm that the system will communicate to spot monitor at each location.

A40. Confirmed.

Q41. Please confirm HOW the system will communicate to spot monitor at each location? (i.e. web browser, direct connection via HDMI, third party device lien the IOGear device currently in use, etc.)

A41. Contractor to design.

Q42. Camera Specifications beginning on page 17: “AXIS IP Model #M4206-LV cameras, or cameras of the functional equivalent, which include the following capabilities: a. Video Content Analytics (VCA).” Please confirm that the PLCB is aware that none of the 6 analytics listed in this section are native to the specified camera (see attached spec sheet)

and require an subscription to the Axis Camera Application Portal (ACAP) and require individual purchase of app for each camera for each analytic.

A42. Confirmed.

- Q43. Camera Specifications beginning on page 17: “Video Content Analytics (VCA) 1-6”**
Please indicate which of these analytics are necessary on which cameras. The price model here from Axis is a per analytic/per camera price and it would seem as though it is not the desire of the PLCB to put all 6 analytics on every camera at each location as that would greatly elevate the cost.

A43. Analytic functions should be a feature available to PLCB at a later date and does not need to be purchased immediately.

- Q44. Camera Specifications beginning on page 17: “1. Objects left behind”**
Please clarify the “object left behind” analytic requirement. Is the goal of this analytic to actually be just keyframe search (or smart search), allowing a user to quickly search for when an object was left or removed?

A44. This should be a full functioning analytic.

- Q45. Camera Specifications beginning on page 17: “5. People counting”**
Please clarify the goal of this analytic – ie where does the PLCB want the data from the counting to be reported? What is to be done with the data, Etc. Would the PLCB accept a non-camera based people counter above the door?

A45. This should be an option available without changing equipment. A people counter above the door will not meet the requirement.

- Q46. PENNSYLVANIA PREVAILING WAGE ACT – Is there a job classification or specific wage rate determination for this IFB or are we to use the Prevailing wage rate on a County by county basis where a Store is located?**

A46. The Prevailing Wage Rate Determination for applicable job classifications shall be on a County by County basis per store location to be found at: <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/prevailing-wage/Pages/Prevailing-Wage-App.aspx>.

- Q47. Prevailing Wage Act, Page 7: Are we required to use Certified Payroll?**

A47. Yes, in accordance with the Pennsylvania Prevailing Wage Act.

- Q48. Page 15 further states expectation of guard response in the event of failure. Are these guards to be covered by prevailing wage?**

A48. No.

- Q49. EQUIPMENT INSTALLATION – How many Store do not currently have Security Cameras installed?**

A49. Currently, there are 282 stores without cameras.

Q50. Contract Specifications, Performance Objectives (Universal), Subsection A, Page 15: Equipment Installation Section on Page 14 states June 30, 2020 for all stores currently without cameras and December 31, 2020 for the remaining stores. Please identify how many stores with their “grade” currently utilize analogue cameras?

A50. Currently, 279 stores utilize analog cameras or a mix of IP and analog cameras. They are broken down by store class as follows:

*Class 1A through 1B – 67 stores
Class 2A through 2B – 90 stores
Class 3A through 4A – 122 stores*

Q51. Contract Specifications, Performance Objectives (Universal), Subsection A, Page 15: Equipment Installation Section on Page 14 states June 30, 2020 for all stores currently without cameras and December 31, 2020 for the remaining stores. Please identify how many stores with their “grade” currently utilize IP cameras?

A51. Currently, 23 stores utilize only IP cameras and are broken down by store class as follows:

*Class 1A through 1B – 3 stores
Class 2A through 2B – 4 stores
Class 3A through 4A – 16 stores*

Q52. MUNICIPAL PERMITS – Is it correct to assume that the selected Contractor is only obligated to pay the initial municipality registration fees (where required) for the first year and that subsequent ongoing alarm registration fees will be paid by PLCB?

A52. No. Per the Municipal Permits section on page 14 of the IFB, the selected Contractor shall be responsible for securing all necessary permits and paying the necessary registration fees associated with the permits, as required per each municipality. This includes initial registration upon installation and any ongoing renewals during the term of the Contract.

Q53. ALARM SYSTEM CONTROL SPECIFICATIONS – line c.7. Dual authentication. Does PLCB intend to deploy Dual Authentication and if so, please clarify operation desire?

A53. This feature needs to be present.

Q54. On page 14 – Equipment Installation – It mentions that the contractor has a full year to install the camera systems not already installed. In addition, on the Attachment #2 – Cost sheet there are 491 stores that need cameras. On page 11 – Equipment “PLCB will not take ownership of any equipment.”

If PLCB is not taking ownership of the equipment, should there be a one-time installation fee? If not, should that cost be a part of the monthly re-occurring fee like the monitoring and a lease would be?

A54. If a one-time installation charge will be imposed, then it should be entered in the column entitled “Year 1 One-Time Installation Charge” on Attachment #2 – Cost Sheet (revised per Addendum #2 dated 1/16/2020). If no Installation Charge exists, then enter \$0 into that portion of the Cost Sheet.

Q55. Do you require plenum rated cable in all of the stores?

A55. Yes.

Q56. Are we correct in our understanding that each store's monthly charge should include the central station supervised alarm monitoring with opening/closing reports monthly fee?

A56. Yes.

Q57. Does the PLCB have the staff at their monitoring location to review 3-4 system installations per day?

A57. The PLCB doesn't have a monitoring location.

Q58. Does the PLCB have the Information Technology Staff and field inspectors to accommodate 3-4 system installations per day?

A58. Yes.

Q59. Alarm System Control Specifications lists Communication format to include Modem 4, only Bosch products use Modem4 to communicate, is it the intent to limit this to only Bosch?

A59. No.

Q60. "All windows shall be covered by no less than volumetric sensors preventing intrusion" the system will be detecting not preventing correct?

A60. Correct, the system should detect intrusion.

Q61. Page 6 second item states the contractor is to remove all equipment from all 600 sites within 30 days and provide transition to new vendor. Since this represents an improbable timeline, how will the time from end of contract until new coverage is in place be invoiced?

A61. The expiring contract would be extended if needed.

Q62. Page 12 states Panic device to be worn by employee. Is expected coverage to be interior of store only?

A62. Yes.

Q63. Page 14 a deadline for installation is given but no store volume is listed for the expectation.

A63. Store volume can be found in the PLCB's Annual Report at <https://www.lcb.pa.gov/About-Us/News-and-Reports/Pages/Annual-Reports.aspx>

Q64. Page 17 states IP cameras must be used. Is the expectation to utilize PLCB LAN for video transport?

A64. Yes.

Q84. Response Data, Page 3: Please identify how many copies of the bid responses are required in addition to the ink signed original?

A84. One copy of all required documentation, including the ink signed original BOP-1206, must be submitted with your bid.

Q88. Background Checks, Page 8: Please specify what type of Criminal Record Check is required?

A88. Per Background Checks on page 8 of Invitation for Bid 260347 – Comprehensive Security Service Pennsylvania Fine Wine & Good Spirits Stores and Other PLCB Facilities, background checks are to be conducted via the Request for Criminal Record Check form and procedure found at: <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>

Q89. Background Checks, Page 8: Is there a notary requirement?

A89. No.

Q90. Contract Specifications, Equipment, Page 11: Please define if you have a written cabling standard?

A90. No cabling standard exists.

Q91. Contract Specifications, Training, Page 12: What are PLCB's training hour expectations for each on-site session?

A91. Training should be sufficient to meet the requirements of the IFB and should take place during normal store hours. Store hours can be found [HERE](#)

Q92. Contract Specifications, Equipment Installation, Page 14: Please identify the targeted PO issuance date?

A92. The PLCB anticipates the purchase order to be effective April 2020.

Q93. Please identify how many stores and their locations are open less than five days per week?

A93. Store hours can be found [HERE](#)

Q94. Contract Specifications, Performance Objectives (Universal), Subsection B, Page 15: Please identify if there are any security officer standards required (i.e. armed, unarmed)?

A94. Armed.

Q95. Contract Specifications, Performance Objectives (Universal). Subsection E, Page 16: Please provide requirements for the mandatory structures and secure storage cabinets?

A95. Contractor should use the mandatory structures and secure storage cabinets that meet the needs of their proposed equipment.

Q96. Contract Specifications, Video Archive Specifications, Page 17: Are there any cameras needed with special recording requirements (i.e. PTC Compliance)?

A96. No.

Q97. What is the scoring criteria for bid evaluation and % allocated toward each category?

A97. An Invitation for Bid is awarded on lowest cost, there is no scoring.

Q98. Are there any Government Purchasing Program registration requirements such as OMNIA or Sourcewell?

A98. Please see the Supplier Registration section on page 9 of the IFB.

Q99. Please define how PLCB will require invoices to be sent for payment, (i.e. one invoice to PLCB as work is completed on a monthly basis, individual invoices for each store etc.)

A99. Please refer to Invoicing on page 9 of Invitation for Bid 260347 – Comprehensive Security Service Pennsylvania Fine Wine & Good Spirits Stores and Other PLCB Facilities.

Q100. Is the PLCB willing to enter into a finance agreement for the lease/purchase of security systems? If so, what is your preferred method of payback, Monthly, quarterly or Annual Payments.

A100. No.

Q101. Are there any penalties for not meeting Key Performance Indicators “KPI’s” such as project deadlines?

A101. Please refer the following sections of Invitation for Bid 260347 – Comprehensive Security Service Pennsylvania Fine Wine & Good Spirits Stores and Other PLCB Facilities: Terms and Conditions on page 6; Contractor Liability on page 9; Offset Provision on page 9; Correction of Deficiencies on page 15.

Q102. Will a switch port and IP address be provided for network communications for the intrusion panel?

A102. Yes.

Q103. The completion and time frame provided is contradictory, the Equipment Installation Section on Page 14 states all stores currently without cameras must have them installed by June 30, 2020 and all remaining stores must have cameras installed by December 31, 2020. However, Page 15 states that the project must be completed within 12 months of contact award. Please identify the targeted completion date.

A103. Completion must occur not later than twelve months from the date a PO and Notice to Proceed is issued to the awarded Contractor.