RFP #722
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, June 14, 2017

Request for Proposal for:
Low Voltage and Fiber Optic Upgrade

PROPOSALS DUE:  *Friday, August 4, 2017 by 3:00 p.m.*

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

**Submit one (1) original and three (3) complete copies of the Proposal to:**

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington  98660
(360) 397-2323

Refer Questions to:

Project Manager:
Jim Cockerham
IT Project Manager Technology Services
Jim.Cockerham@clark.wa.gov
ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution, emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List https://clarknet.clark.wa.gov/purchasing/environmentally-responsible-purchasing

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of $500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025; TTY (360) 397-2445; ADA@Clark.wa.gov
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Section IA  General Information

1. Introduction
The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this ‘defined need’ at a given price.

This RFP will identify a service or need where no specific method has been chosen.

Clark County is currently conducting a telephone system replacement project. As part of that project, existing low voltage cabling and fiber optics need to be upgraded to enable the use of a VoIP telephone system. Clark County will be looking to award a contract to up to 2 (two) vendors to help complete the initial project effort, but the contract will include future cabling and fiber projects.

2. Background
The county has six separate locations that will require upgraded low voltage cabling and fiber optics. The county does not have the resources available internally to handle the amount of work that must be completed. The county is looking to find up to two outside organizations whom we will award a contract. The immediate scope of effort will be the six locations impacted by the telephone replacement project, but these contracts would also allow the county to use the awarded organizations on any other low voltage or fiber optic project that may be identified in the future.

All resources involved in the final project will be required to be fingerprinted and have a background check performed, and passed, prior to work starting. The only exception will be individuals who have already completed this process at Clark County. Each organization requesting Correction Center floor plans will also need to complete a Clark County Confidentiality Agreement.

3. Scope of Project
The contracts will be awarded based on the responses we receive for the Clark County Law Enforcement Center consisting of the Sheriff, Jail and Corrections Departments (one of the six locations). We are seeking vendors to submit proposals to install new CAT6 cabling (per Specifications and Guidelines in Attachment D) in the Clark County Sheriff’s Office building and County Jail facility. All old cabling will need to be removed, whenever possible, and some existing fiber optic connections will need to be upgraded from FJ to SC connections. In some areas of the complex the vendor will have access to install cabling above existing drop ceiling tiles. In other cases existing conduit may be re-useable, but in other cases new conduit will need to be installed to create a new cable run.

There are other locations that have already been identified by this project as needing upgrades to their cabling. Depending on resource availability and project schedule, the vendor working on the Sheriff’s Office and Jail may or may not be the same as the vendor involved in the other locations. Additionally, either awarded vendor may be used on any future cable or fiber work.

4. Project Funding
Funds for this project exist in the current Telecom Replacement Project budget. Allocation of funds for this RFP will be established based on the funds requested in the selected proposal. Any future cabling or fiber optic projects will be funded separately by the related project.
5. **Timeline for Selection**

The following dates are the intended timeline:

- RFP Availability to Vendors: 06/14/2017
- Jail Clearance Submitted: 06/23/2017
- Mandatory Correction Center Walk Through: 07/19/2017
- Proposers Question/Answer Meeting: 07/27/2017
- Proposals due: 08/04/2017
- Proposal review/evaluation period: 08/07 – 08/11
- Selection committee recommendation: 08/14/2017
- Contract negotiation/execution: 08/15/2017 – 09/08/2017
- Contract intended to begin: 09/09/2017

6. **Employment Verification**

“Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor ($25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee’s hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

How to submit the MOU in advance of the submittal date:
1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. E-mail: beth.balogh@clark.wa.gov or Priscilla.Ricci@clark.wa.gov

_Note: Sole Proprietors are exempt._
Section IB  Work Requirements

1. Required Services

This project will require the replacement of all existing Cat 3 and Cat 5 network cabling in the Clark County Law Enforcement Center consisting of the Sheriff's office, Jail and Corrections departments (Cat 5E is 1G capable and not in-scope). The awarded vendor(s) will remove all existing cabling (where ever possible) and replace with Cat 6 compliant cabling and hardware. In addition the scope of this project will also include the following,

- **Contractors Responsibilities:**
  - Providing all supervision, labor, tools, equipment, materials, transportation, erection, construction, unloading, inspection and inventory housing, as specified.
  - Furnishing and installing all materials and labor in this RFP.
  - Promptly repairing all damage to the building due to carelessness of contractor employees and exercising reasonable care to avoid any damage to the building. Reporting to Clark County IT personnel or Project Manager any damage to the building that may exist or may occur during the contractor's occupancy of the building.
  - Promptly correcting all defects for which contractor is responsible as determined by Clark County IT.
  - Coordinating all work with Clark County IT representative before commencement of the installation as well as daily work.
  - Removing all tools, equipment, rubbish and debris from premises and leaving premises clean and neat upon completion of work.
  - Vendors will follow Clark County documented Specifications and Guidelines for Clark County Voice and Data Communications Infrastructure (Attachment D).
  - Run new data cabling from existing IDF/MDF locations to termination points throughout the building using existing cable trays located above drop ceilings, through existing conduit or may require the installation of new cable trays or new conduit.
  - Bidder is responsible for inspecting all existing structures, cableways, IDF/MDFs, wiring closets and fiber infrastructure to determine if they are adequate for the purpose. Cableways must be utilized where available.
  - Termination of data cables at patch panels.
  - Upgrade existing fiber optic cables by re-terminating existing cables.
  - Installation of new patch panels and/or fiber panels.
  - Labeling of all patch panels and wall jacks.
  - Provide testing, with documentation that all cable runs meet standards from end to end.
  - The vendor must supply all supervision, tools, equipment, hardware, material, transportation and construction and all related services unless specific provisioning by the county has been denoted.
  - Responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits as needed.
  - Responsible for repair of all damage to the building due to the negligence of its workers.
  - During the contract period the vendor will abide by all fire and safety regulations.
  - County Security Policies must be observed at all times.
  - Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to county in the county specified format(s).
  - Responsible for the prompt correction of all defects in the system.
  - The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session.
  - All items quoted must be new. No refurbished or remanufactured will be accepted.
Supplier is expected to provide a Project Manager/Lead for Clark County installation who will interface and evolve as the main contact for the supplier for the duration of the project. Said Project Manager/Lead shall be assigned to Clark County throughout the life of the project and whose assignment shall not be changed without prior written consent from Clark County. Clark County expects that the Project Manager will attend all requested meetings for the duration of our project. Clark County also reserves the right to request a change in Project Management/Lead based on performance.

- The contractor shall not subcontract data cabling, termination or testing.

**Customer Responsibilities:**
- Clark County IT and/or Sherriff Department resource will escort contractors while on premises during the installation
- Clark County IT will be available for inspections when notified by contractor that equipment or any part thereof is ready for acceptance

County will provide building floor plans to all vendors to assist in the proposal. The floor plans will be distributed at the required facility walkthrough. Vendors will need to submit the (by FAX to numbers listed on each form) Jail Clearance Form (Attachment E) and Floorplan Release Form (Attachment F). The forms will need to be received by the County at least (2) two weeks prior to scheduled walkthrough to allow for County Processing Time. Awarded vendor will work closely with technical Information Technology resources, Facilities resources and assigned county Project Manager.

3. Deliverables & Schedule

Vendor will provide the following deliverables
- Complete design and an itemized list of all materials and services provided.
- Schedule will be determined once final contract is awarded and will be determined through a combined effort between vendor resources and county resources.

4. Place of Performance

Most contract performance will take place in the County’s facility, but some may be conducted at the Proposer’s facility, or a third party location.

5. Period of Performance

A contract awarded as a result of this RFP will be for two years and is intended to begin on the date the contract is signed and end 2 years from that date. Contract will include the right for the county to renew the term of the contract resulting from this RFP for a period of two (2) one (2) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

6. Prevailing Wage

Prevailing wage standards must be applied to labor done under this contract. All payment for salaries and wages shall conform to the Washington State Department of Labor and Industries (L&I) prevailing wage rates, pursuant to RCW 39.12. Before each payment is made by the County under this contract, the County must receive from the Contractor (and every sub-contractor performing work under a County contract) a copy of the “Statement of Intent to Pay Prevailing Wages” (L&I Form F700-029-000). Upon completion of each project, the County must then receive from the Contractor (and every sub-contractor performing work under a County contract) a copy of the “Affidavit of Wages Paid” (L&I Form Number F700-007-000). These documents and other relevant information are available at the L&I website: [www.lni.wa.gov/TradesLicensing/PrevWage](http://www.lni.wa.gov/TradesLicensing/PrevWage); telephone (360) 902-5335. The Contractor is advised to consult with L&I to determine the prevailing wages that must be paid. The Contractor is responsible for obtaining and filing these documents on its own behalf as well as any sub-contractors performing work ordered under County contract.

The County will pay the Contractor a flat fee of $110 for obtaining Affidavits and Intents.
7. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of $1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than $1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than $50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor’s liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Pollution and Asbestos Liability

If hazardous material is encountered during any construction, the Project Manager must be notified immediately, and if any work is done to remove it, any Proposer performing work shall obtain and keep in effect during the term of the contract, Pollution Liability Insurance, including Asbestos Liability covering bodily injury, property damage, environmental damage, including any related clean up costs. Combined single limit should be a minimum of $1,000,000.00.

C. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer’s responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best’s Rating of A-VII or better.

8. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site: https://www.clark.wa.gov/general-services/requests-proposals

If your organization is NOT listed, submit the ‘Letter of Interest” to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.
Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting – Mandatory Facility Walkthrough
   - Wednesday, July 19, 2017
   - Time: 8:30 – 11:00 AM
   - Location:
     - 1300 Franklin St.
     - 5th Floor Information Technologies (IT)
     - Vancouver, WA 98660
   - Security/Check In Requirement
     - All resources need to check in at IT before we head over for the walk through.
     - All resources attending the walk through must have an approved Clark County jail clearance form prior to this meeting.
     - **NOTE:** During the meeting, all questions and answers provided at the meeting shall be noted and forwarded to Purchasing in the Q&A for all plan holders to view, if not specified otherwise.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is five calendar days (7/28/2017) prior to the due date for proposals.

An addendum will be issued no later than 5 calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: [https://www.clark.wa.gov/general-services/requests-proposals](https://www.clark.wa.gov/general-services/requests-proposals)

Section IIB Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:
1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.
Proposer’s are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer’s providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

### Section IIC Proposal Content

<table>
<thead>
<tr>
<th></th>
<th>Proposal Content</th>
</tr>
</thead>
</table>
| 1. | Cover Sheet | This form is to be used as your proposal Cover Sheet  
See Cover Sheet - Attachment A |
| 2. | Project Team | Define the count of onsite resources your organization expects and what their role will be. Specific resource names are not needed. |
| 3. | Management Approach | Describe how your organization will manage the onsite team. Describe which role from the vendor project team will be responsible for communication with the County, how frequently will they communicate with us, what format(s) or tools will be used to communicate with us and will the vendor project team develop a project schedule. If for some reason the project becomes behind schedule what steps will you take as the vendor to get it back on schedule? |
| 4. | Respondent’s Capabilities | Please describe previous projects/work history that your organization has successfully completed and is similar to this project. Specifically, list work history that was with local government agencies and describe in detail if you have successfully won bids for projects that weren’t have a lot of definition completed ahead of the proposal. Describe the reasons you believe led to a winner bid on previous projects. |
| 5. | References | Clark County may contact any customer of the vendor, whether or not included in the vendor’s reference list, and use such information in the evaluation process. |
| 6. | Project Approach and Understanding | Demonstrate understanding of scope of work by including description of how work will be performed, hours of operation and specific services being offered in your proposal. |
| 7. | Proposed Cost | All cost estimates will be considered as “not to exceed” quotations.  
- The structure must be clear and accountable.  
- It must cover the full spectrum of services required.  
- Line item detail of Quantity, Description and Cost |
| 8. | Employment Verification | Please refer to section 1A.6. – e-Verify  
IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:  
https://www.clark.wa.gov/general-services/purchasing-overview |
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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.

2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Define how you will evaluate each proposal and the point allocation per section.

Consider:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>30</td>
</tr>
<tr>
<td>Experience and Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Business Plan/Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Past Performance/References</td>
<td>15</td>
</tr>
<tr>
<td>Criteria Specific to your project needs</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Section IIIB Contract Award

1. Orientation/Facility Walkthrough This walkthrough is required for vendors interested in bidding. As previously stated, the Jail Clearance Application and Agreement form (attachment E) and the Floorplan Release Form (attachment F) must be received at least (2) two weeks prior to scheduled walkthrough. The information obtained in the walkthrough will ensure vendors understand the scope and complexity of the project.

2. Proposer’s Selection The County will award a contract to the 2 highest scoring Proposers. Should the County not reach a favorable agreement with those highest scoring Proposers, the County shall suspend or terminate negotiations and commence negotiations with the third highest scoring Proposer and so on until a favorable agreement is reached. One and Possibly both proposers may be used for this initial Correctional Center cabling effort.

3. Contract Development The proposal and all responses provided by the successful Proposers may become a part of the final contract.

The form of contract shall be the County’s Contract for Profession Services.

4. Award Review The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a ‘trade secret’ will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
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Attachment A  COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency__________________________________________________________

Street Address____________________ City __________________ State __________ Zip ______

Contact Person________________________________________ Title _________________________________

Phone ___________________________ Fax __________________________

Program Location (if different than above) __________________________ Email address _______________________

Tax Identification Number ________________________________

→ Does the proposal comply with the requirements contained within the RFP?
   A "No" response may disqualify the proposal from further consideration.

   □ Yes  □ No

→ Did outside individuals or agencies assist with preparation of this proposal?

   □ Yes  □ No (if yes, describe.)**

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark “NONE”.

No. _____ Dated: __________ No. _____ Dated: __________ No. _____ Dated: __________.

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

Total Funds Requested Under this Proposal $ ________________

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

__________________________________________  __________________________
Signature, Officer of Company                  Date

Vendor/Contractor:

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

□ Yes  □ No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.
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Attachment B字母文件

LETTER OF INTEREST

Legal Name of Applicant Agency

Street Address

City State Zip

Contact Person Title

Phone Fax

Program Location (if different than above)

Email address

➢ All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest’ to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@clark.wa.gov

Clark County web link: https://www.clark.wa.gov/general-services/requests-proposals

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.
Standards and Specifications
For the Clark County
Voice and Data Communications
Infrastructure

Updated Apr. 18, 2017

Contained within:
Fiber and Copper Specifications and Installation Guidelines

This document will be included in any Scope of Work provided by the contractor.
The requirements and specifications included within this document will be considered primary to the Scope of Work presented by the contractor.
Primary Notes

The contractor shall contact the Clark County Information Technology Department prior to starting any work. The Network Administration Team members will serve as Network Project Managers over all voice and data premise wiring jobs unless specified otherwise. All questions and coordination pertaining to premise wiring jobs shall be directed to the Network Project Manager (NPM). All specifications and guidelines will be adhered to unless a change request in writing is submitted and approved, also in writing. The procurement of all supplies shall be the responsibility of the contractor unless specified differently in writing by the Project Manager. All work will be subject to inspection by the NPM for compliance to the specifications and guidelines listed herein. These inspections are not in place of any building or electrical inspections. These inspections do not free the contractor from the warranty as outlined elsewhere within this document. By submitting a quote and/or accepting the job as outlined within, the contractor accepts the terms as outlined within the full document.
**Standards and Specifications**

<table>
<thead>
<tr>
<th>General</th>
<th>The contractor shall provide all labor, materials, tools, and test equipment necessary for the installation of communication cabling, terminations, and testing, unless specified otherwise. Installers shall have a minimum of two years’ experience in low voltage cabling installations. Purchase and installation of active network equipment such as switches, routers, IP Phones, UPS units, servers, and wireless access points are the responsibility of the Clark County IT staff and shall not be considered part of this contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Area Materials</td>
<td>Clark County has standardized on the products listed below for premise wiring installations in order to maintain a uniform installation throughout the county facilities and to minimize the spare parts inventory. Any use of other manufacturer products, unless already listed, must be approved in writing by the Project Manager listed under the Primary Notes section of this document. Note: Use ivory color for couplers, faceplates and surface mount boxes for work areas, and black couplers for patch panels unless specified otherwise. Use Siemon CT Series components for existing Cat 5e installations. Use Siemon MAX Series components for new and existing Cat 6 installations. Check with the Project Manager for the correct Siemon Series to be used for the county facility to be wired.</td>
</tr>
</tbody>
</table>
| Data/Phone/CATV Modules | Data - 8 position, RJ45
Siemon CT series (Angled, Category 5e, double coupler), T568B standard.
Siemon MAX series (Angled, Category 6), universal T568A/B
Phone - 8 position, RJ45
Siemon CT series (Flat, Category 5e, double coupler), T568B standard.
Siemon MAX series (Flat, Category 6), universal T568A/B
Cable TV – F-Type Adapter
Siemon CT series (Flat, F-Type adapter, single coupler).
Siemon MAX series (Flat, F-Type adapter). |
| Face Plates | Single Gang Faceplates
Siemon CT series CT4 faceplates with two openings.
Siemon MAX series with openings for four modules.
Siemon CT Modular furniture faceplates - Herman Miller AO2 series.
Siemon MAX Modular furniture faceplates – Herman Miller AO2 series.
Double Gang Faceplates
Siemon CT series CT8 faceplates with four openings.
Siemon MAX series with openings for six modules. Note: Use Siemon CT or MAX blank covers on unused openings.
Siemon CT Series CT4 or CT8 Surface Mount Box. |
| Surface Mount Boxes | Note: Use Siemon CT series surface mount boxes for CT and MAX installations. AMP Access Floor Workstation -3 Gang Modules. Note: Use AMP Power Receptacle Faceplates with Siemon Duplex Mounting Frames. Note: Use Siemon Max Series Cat5e or Cat 6 modules with universal wiring (T568A/B) |
## Raceway Materials

- Wiremold 2900 Uniduct Latching Raceway for surface mount applications.

**Note:** Match raceway color to exposed ceiling or wall.

- Cablofil EZ Tray or Flex Tray wire tray assemblies for overhead or raised floor cabling runs.

## Wiring Closet Specifications (MDF/IDF)

All wiring closets should meet EIA/TIA 569 and TIA/EIA 607 Design Considerations. A ¾ inch plywood field should cover the termination wall(s) up to 8 ft. high. The plywood must have a smooth finish and be painted with fire retardant paint to meet the minimum burn rate requirements of the facility. All cabling must be in the appropriate size and type of sleeve(s) or conduit(s) when passing through walls, ceilings, or floors.

## MDF/IDF Materials

### Category 5e Installations

- **19” Relay Rack**
  - Chatsworth Part No. 66353-503

- **Rack Mount Patch Panels**
  - Siemon HD5e Category 5e 24 or 48 port patch panels

- **Wire Managers**
  - Siemon WM Series Rack Mount Cable Managers
    - Siemon Part No. WM-145-5
  - Siemon’s S110A1RMS or S110A2RMS for 110 Blocks (White)
  - Siemon’s WM Series 19” Cable Managers for cabinets and stand-off brackets (Black)

- **Wall Mount 110 Blocks**
  - Siemon’s S110AW2-100 for voice and data where applicable.
  - Siemon’s S110AW1-50 for tie cables (risers/horizontals)
  - Siemon Category 5 S110 Modular Jack Panels 12 port only

- **19’ Wall Mount Cabinets**
  - Great Lakes Wall Mount Swing Out Cabinets, Black, with tinted plexiglass door and vented sides Must be 24” deep. Minimum 12U. Add vent fans, casters, and rack mount power strips where applicable.

### Category 6 Installations

- **19” Relay Rack**
  - Ortronics Mighty Mo 6 Steel Relay Rack, Black, 96"H x 19” Double Sided, Universal 5/8" - 5/8"- 1/2" alternating hole pattern using 12-24 mounting screws.

- **Rack Mount Patch Panels**
  - Siemon MAX Patch Panel
    - Siemon Part No. MX-PNL-XX (XX=24,48)
    - Note: Use Siemon MAX series modules (Flat, Category 6), universal T568A/B, Black

- **Wire Managers**
  - Panduit 2RU Double Sided w/ Pass thru
  - Panduit Part No. NCMH2
## Request for Proposal # 722
### Low Voltage and Fiber Optic Upgrade

<table>
<thead>
<tr>
<th>UTP Copper Cable Specifications</th>
<th><strong>Category 5e Installations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Cable</strong></td>
<td>All Category 5e premise wiring will be UTP, 24 AWG solid wire. Use plenum, non plenum, or riser rated cabling to meet building code requirements.</td>
</tr>
<tr>
<td><strong>Phone Cable</strong></td>
<td>CommScope “Ultra II™” or Belden “Datatwist 350™” or Berk-Tek “LANMark 350™”. 4 pair, Yellow Sheath.</td>
</tr>
<tr>
<td><strong>Horizontal or Vertical Tie Cables - Data</strong></td>
<td>CommScope “Ultra II™” or Belden “Datatwist 350™” or Berk-Tek “LANMark 350™”. 4 pair, Blue Sheath.</td>
</tr>
<tr>
<td><strong>Horizontal or Vertical Tie Cables - Phone</strong></td>
<td>Data will be 24 pair UTP Enhanced Category 5, 24 AWG solid, terminated on Category 5e, 110 blocks or patch panels at each end, unless specified otherwise under Notes. Use CommScope 5N24 (Non-Plenum) or 5524 (Plenum) as required by building code.</td>
</tr>
<tr>
<td><strong>Phone will be 25 pair UTP Enhanced Category 5, 24 AWG solid, terminated on Category 5, 110 blocks (as specified above) at each end, unless specified otherwise under Notes. Use CommScope 5N25 (Non-Plenum) or 5525 (Plenum) as required by building code</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Category 6 Installations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Cable</strong></td>
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<tr>
<td><strong>Phone Cable</strong></td>
</tr>
<tr>
<td><strong>Coaxial Copper Cable Specifications</strong></td>
</tr>
<tr>
<td><strong>CATV Cable</strong></td>
</tr>
<tr>
<td><strong>Fiber Optic Cable Specifications</strong></td>
</tr>
<tr>
<td><strong>Indoor / Outdoor Outside Plant</strong></td>
</tr>
<tr>
<td><strong>Multi-Mode Fiber</strong></td>
</tr>
<tr>
<td>50 Micron, OM3, OM4 / OFNR or OFNP rated. To be used only for Data Center or campus applications. 62.5 micron, OM1, OM2 fiber is no longer to be used unless otherwise specified by the NPM.</td>
</tr>
<tr>
<td>Corning “FREEDM” or “ALTOS”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Single Mode Fiber</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All single mode fiber, OS2, must meet the Telecommunications Standard ITU – G.652D Series Specifications. Indoor/Outdoor rated cable is preferred to avoid transitioning at the building entrance facility.</td>
</tr>
<tr>
<td>Corning “ALTOS” or Berk-Tek “Adventum”</td>
</tr>
<tr>
<td>Corning “SMF-28” or Berk-Tek “Adventum”</td>
</tr>
<tr>
<td>Panduit “OPTICOM” wall mount and rack mount FDU’s</td>
</tr>
<tr>
<td>Panduit FAP’s with (6) duplex LC connectors preferred. Other connector types must be approved for use in advance of installation by the NPM.</td>
</tr>
<tr>
<td>Specifications and Guidelines (Continued)</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td><strong>Copper Wire Pathways</strong></td>
</tr>
<tr>
<td><strong>Fiber Optic Pathways</strong></td>
</tr>
<tr>
<td><strong>Testing Copper Cabling</strong></td>
</tr>
</tbody>
</table>
### Testing (continued)

<table>
<thead>
<tr>
<th>Fiber</th>
<th>All applicable testing will conform to EIA 568B Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fiber optic cable test results must fall within the acceptable guidelines for the cable type being used. All fiber strands are to be tested at 850nm and 1300nm wavelengths for multi-mode fiber. All fiber strands are to be tested at 1310nm and 1550nm wavelengths for single mode fiber.</td>
<td>The contractor shall provide an electronic copy of all power meter tests performed on multimode fiber cabling in PDF format within three days after testing. The contractor shall provide an electronic copy of all OTDR traces and power meter tests performed on single mode fiber with viewer software for the test unit used within three days after testing.</td>
</tr>
</tbody>
</table>

### Surge Protection

Building entrance protectors shall accommodate the required pairs and be complete with gas tube suppression modules. A 188 – Type Multipair Protector Panel with a swivel splice chamber and a 110 wiring block. Use 3B1EW plug in protector modules unless specified otherwise. Recommended Manufacturer: Lucent Technologies or Reliance Comm/Tec.

### Installation comments

In new construction, or in an area where it has not already been provided, provide a #6 AWG copper ground wire from main building ground bus to the Computer Room/Communication Closet/Distribution area, and provide a ground bus at this/these location(s).

All cables in the ceiling space shall be supported independently from ceiling supports. Cables must be a minimum of 18 inches from lighting fixtures.

### Communication Cabinets

Cabinet requirements, if applicable, will be addressed in Communication Cabinet Requirements.

<table>
<thead>
<tr>
<th>Power Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6 meter cabinet: 208 VAC, 20 Amp - outlet type L6-20R, isolated ground</td>
</tr>
<tr>
<td>1.3 meter cabinet: 120 VAC, 15 Amp - outlet type 5-15R, isolated ground, dual duplex</td>
</tr>
<tr>
<td>All other cabinets or areas with Communication Equipment, but without a cabinet: 120 VAC, 15 Amp - outlet type 5-15R, isolated ground, dual duplex</td>
</tr>
</tbody>
</table>

All power requirements listed above will apply unless specified differently in Notes.

### Warranty

The contractor shall be experienced in the installation of the communication systems described, including all power requirements, unless the power requirements are specified under notes to be handled differently.

Provide full one-year (1) warranty from date of acceptance on all material and equipment provided under this specification. Warranty shall cover all parts and labor to remedy defects in materials or workmanship.
### Wiring Closet Specifications (MDF)

All wiring closets should meet EIA/TIA 569 Design Considerations. A ¾ inch plywood field should cover the termination wall(s) up to 8 ft. high. The plywood must have a smooth finish and be painted with fire retardant paint to meet the minimum burn rate requirements of the facility.

All cabling must be in the appropriate size and type of sleeve(s) or conduit(s) when passing through walls, ceilings, or floors.

### Communication Cabinet Requirements

Locking communication cabinets are required in areas accessible to people other than the technical support staff. The cabinet dimensions must be sized for communication equipment and patch panels with a 50% growth factor. If the patch panels reside outside of the cabinet or 110 punch down blocks are used, the growth factor is 30%. Phone equipment and termination panels/blocks are not located in a cabinet unless specifically requested.

Wall mount cabinets must be a standard 19 inch with 2 sections and a hinged smoked glass door. The center section must be hinged to the back section and should be able to swing open to the right or left direction. The glass door and center section should both lock. The rear section should have access from the top and bottom for power and cabling access. The minimum cabinet depth is 25 inches for the center and back sections combined. The cabinet rails must be adjustable. Recommended Manufacturer: Great Lakes Cabinets.

Free standing cabinets must be a standard 19 inch with a smoked glass door in front and a louvered metal door in the rear. Side panels and a top panel with an exhaust fan are required. A power strip, leveling legs, and adjustable rails are also required. The minimum cabinet depth is 30 inches.

### Data Punch down blocks (Cat 5 installations only)

100 pair, Category 5 rated 110 blocks

**Destination blocks** are those 110 blocks on which the **Office Data Circuits** have been terminated. Four pair clips will be used.

**Source blocks** are those 110 blocks on which the **Communication Equipment cables** have been terminated. Four pair clips will be used.

### Phone Punch down blocks

100 pair, Category 5 rated 110 blocks, unless specified differently under **Notes**.

**Destination blocks** are those 110 blocks on which the **Office Phone Circuits** have been terminated. Four pair clips will be used.

**Source blocks** are those 110 blocks on which the **Phone Source Equipment cables** have been terminated. Five pair clips will be used.

### If required: Outside vendor Phone Punch down blocks

If this is new construction:

The CLEC (Century Link, Verizon, Integra, Comcast, etc…) will have a wall space designated for their use.

If this is an existing site:

The current phone blocks will be used for outside circuits.

All **Destination blocks** will follow the standard listed under **Phone Punch down blocks**.

### Office Data Circuit Termination

Data circuits will be terminated in the office area on Category 5 - RJ45 outlets (See **Requirements** - Data/Phone outlets). These will be flush mounted whenever possible. Outlets under raised floors will be affixed to the floor as marked on the plans.
### Labels

<table>
<thead>
<tr>
<th>All Office Data and Phone Circuit Termination outlet faceplates will be labeled with a typed or printed label, reflecting the circuit identification as listed on the attached plans for each location. The font used for the label will be Times New Roman (Bold 18 point).</th>
</tr>
</thead>
<tbody>
<tr>
<td>All <strong>Source</strong> punch down blocks will be labeled, reflecting the node or port and pairs in groups of two pairs for all DTC, Ethernet or miscellaneous communication equipment.</td>
</tr>
<tr>
<td>All <strong>Destination</strong> punch down blocks will be labeled, reflecting the circuit identification and pairs in groups of four pairs.</td>
</tr>
<tr>
<td>All FAPs must be labeled with far end descriptions.</td>
</tr>
</tbody>
</table>

### Comments

| All required permitting and inspections will be handled by the contractor. A copy of the permit is to be posted at the job site and a copy given to the Network Project Manager. |

### Job and site specifics

| Any site specific or job specific items will be addressed in the **Notes** section and the attachments that follow. |
### Notes

| Note 1 | Circuits ID’s are labeled on the workstation faceplate by the Patch Panel number and position number it is terminated on.  
Example: P5-01 is terminated on patch panel # 5, position 1.  
All Siemon CT or Max modules will have the red icon for data circuits.  
All Siemon CT or Max modules will have the blue icon for phone circuits.  
All Siemon CT or Max modules will have the yellow icon for CATV circuits  
For county facilities with VOIP phones, install data cabling only (two Cat 6 4 pair, UTP cables per outlet) unless specified otherwise. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Note 2</td>
<td>Cable termination practices must adhere to the RJ-45 module manufacturer’s installation instructions for Category 5e and Category 6 circuits.</td>
</tr>
<tr>
<td>Note 3</td>
<td>Sub-Contractors will not be allowed to work on projects without prior approval from the Network Project Manager.</td>
</tr>
<tr>
<td>Note 4</td>
<td>All contractors will be required to wear identification badges depicting their name and company they represent while working in Clark County facilities.</td>
</tr>
</tbody>
</table>
Clark County Sheriff’s Office
Jail Clearance Application & Agreement

Page 1 of 2
PLEASE PRINT CLEARLY.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>List any other names you have ever been known by</th>
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<tr>
<th>Date of Birth (MM/DD/YY)</th>
<th>State of Birth</th>
<th>Social Security Number</th>
<th>Sex</th>
<th>Race</th>
<th>Height</th>
<th>Eyes</th>
<th>Are you a U.S. Citizen?</th>
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<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Professional Visiting Hours</th>
<th>Specify purpose for clearance request, including the inmate name(s):</th>
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</thead>
<tbody>
<tr>
<td>8:00 A.M. - 11:30 A.M.</td>
<td></td>
</tr>
<tr>
<td>11:30 A.M. - 1:00 P.M.</td>
<td></td>
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<tr>
<td>1:00 P.M. - 4:30 P.M.</td>
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<tr>
<td>4:30 P.M. - 6:00 P.M.</td>
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<tr>
<td>6:00 P.M. - 10:00 P.M.</td>
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<thead>
<tr>
<th>Driver License Number and State</th>
<th>Contact Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<tr>
<th>Employer or Program Representing</th>
<th>Position or Role</th>
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</tbody>
</table>

FAX or SCAN and EMAIL the COMPLETED and SIGNED Application/Agreement along with any supplemental to Jail Administration at:
FAX: (360) 397-6010 OR (360) 750-6942
OR EMAIL: CNTYSHERIFF.JAILADMINISTRATION@CLARK.WA.GOV

PLEASE READ AND SIGN BELOW

*I acknowledge and fully understand Professional Jail Clearance is granted to conduct professional business related matters only. I recognize I am not allowed to have contact with incarcerated friends or family members using a clearance granted for professional business or program participation purposes. Any contact I have with a friend or family member who may be incarcerated will be accomplished in accordance with standard inmate visiting rules and protocols, separate from this agreement. I understand the jail is open for professional visits during specific hours, and that access is granted on a first come first served basis according to purpose. I expect reasonable delays and will conduct myself in a professional and courteous manner at all times.

*I am aware that incomplete applications, and those lacking necessary supplemental materials (listed above) WILL NOT be processed. I agree to update the Jail Clearance Manager with my contact information at least annually, and failure to report changes may be grounds to deny access. I also understand clearance files are inactivated after one year of non-use, and destroyed after two. I have had my questions and concerns addressed by a staff member prior to submitting this application and understand it may take approximately 10 days to process.

*I authorize the Clark County Sheriff’s Office to complete a full criminal history check and any applicable background investigation in order to obtain authorization to access the secured portion of the facility. I certify I am of lawful age and legally competent to sign this application. I have read and agree to adhere to the terms of jail clearance as outlined in the accompanying Jail Clearance Agreement (page 2), and understand the terms are binding. If I violate any part of this agreement, I understand any authorization for access privileges will be suspended or permanently revoked, and that all decisions are at the sole discretion of the Sheriff. I understand that this agreement does not cease at such time as I am no longer involved with the Clark County Sheriff’s Office. I am permanently bound by this agreement and the regulations governing it.

X

SIGNATURE ___________________________ DATE 1 of 2

Authorized for: CONTACT:
<table>
<thead>
<tr>
<th>MEDICAL AREA</th>
<th>NON-CONTACT</th>
<th>SERVICE AREA</th>
<th>ACCOMPANIED</th>
<th>PROGRAM ONLY</th>
<th>ESCORTED</th>
<th>LIFE-LINE HOT L</th>
<th>LAW LIBRARY</th>
<th>H POD IWC ONLY</th>
</tr>
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<tr>
<td></td>
<td>DENIED</td>
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<td>APPROVED</td>
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</table>

Authorized By: COMMENTS: DATE

Approved by: INITIALS & PSN: DATE

PSN: APPLICANT COORDINATOR:

Notification: EMAIL PHONE DATE

In Person: NON-REC

Printed: PRINTED DATE

Printed Status: ACCEPTED

Printed Status: REJECTED

Printed Status: NOTIFIED

Class Completed: DATE

Completed applications may be returned by fax to (360)397-6010 or email to cntysheriff.jailadministration@clark.wa.gov
Please execute the “Confidentiality Agreement.” Upon receipt of the executed document, Clark County will also execute, and return a fully executed copy to your firm along with a copy of the Clark County Jail Floor Plans.

I____________________, understand that the Clark County Jail Floor Plans (hereinafter “Plans”), which are to be shared with me pursuant to my execution of this document and in furtherance of my ____________ (herein after “Project”), are sensitive security documents that may show relative strengths and weaknesses of the Clark County Jail. Should these plans be released to the public, it may lead to an attempted or completed escape, which could endanger lives, health and safety of inmates, corrections officials, or the general public in either the escape activity itself, or in the form of a dangerous inmate being loosed upon the community.

I also understand that the Clark County Jail Floor Plans are exempt from disclosure under the Public Disclosure Act, RCW 42.56. I will not make copies of the Plans except as necessary for the development of the proposal. I will keep a log of the location of each set of plans; this log will be kept in a secure location. Upon submission of the Proposal pursuant to the Project, I will return all copies of the Plans along with the log used to track the location and those individuals who have viewed them.

Should the Plans be re-disclosed either intentionally or accidentally, in contravention of this agreement, I agree to indemnify Clark County and its agents for all damage or injury related either directly or indirectly, to release of the Plans.

Acknowledged and agreed this ____ day of __________________, 2017

___________________________                ____________________________
Ric Bishop          (Name signature)
Chief Corrections Deputy

___________________________
(Print Name)

___________________________
(Title)

clark.wa.gov/sheriff