

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. N/A

Contract   
 Re-Bid   
 Other   
 LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: FB-00979   
 TERM OF CONTRACT: 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Key Management System

Description: The contract provides key management system cabinets, hardware, software, to be confied to hold the requested number of sets of keys at each designated location, utilize RFID technology, and be networked with other locations.

Issuing Department: ITD   
 Contact Person: N. VASILYEVA   
 Phone: 305-375-4725

Estimate Cost: \$268,590

Funding Source:   
GENERAL   
FEDERAL   
OTHER

X

### ANALYSIS

**Commodity Codes:**   
425-50   
680-02   
   
   

Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$

Comments:

Continued on another page (s):   
 YES   
 NO

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

Basis of recommendation:

Signed: Natalya Vasilyeva   
 Date sent to SBD: 07/10/2018

*Natalya Vasilyeva*   
 Date returned to DPM:

**SECTION 2 – SPECIAL TERMS AND CONDITIONS****2.1. PURPOSE**

The purpose of this solicitation is to establish a contract for an Intelligent Key Management Solution for the Detention facilities of the Miami-Dade Corrections and Rehabilitation Department (MDCR). The awarded vendor shall furnish all labor (personnel), supplies, travel, equipment (materials), general service tools, supervision and training necessary for the Key Management Solution implementation in accordance with the solicitation requirements.

**2.2. TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The contract shall expire on the last day of the sixty (60) month.

**2.3. METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items listed in the solicitation are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected.

**2.4. PRICES**

Prices shall remain firm and fixed for the term of the Contract, including any option or extension periods; however, the vendor may offer incentive discounts to the County at any time during the Contract term, including any renewal or extension thereof.

**2.5. BID SUBMITTALS**

Offers shall be considered from vendors which are regularly engaged in providing key management solutions, including hardware and software, installation, preventive maintenance, repairs at various army, military operations, national security controlled/restricted access areas and other restricted facilities.

At the time of the bid submittal vendor shall provide at least two (2) references which can verify that the vendor is currently providing or has provided key management solutions for the controlled/restricted access facilities.

**2.6. PRE-BID CONFERENCE**

The pre-bid meeting will take place as follows:

JULY 25, 2018 at 09:30 AM (Local Time)

Stephen P. Clark Center: 111 NW 1 Street, 18 Floor, Conference Room 18-3, Miami, FL, 33128

**2.7. INSURANCE REQUIREMENTS (pending Risk Confirmation)**

In addition to the Insurance Requirements outlined in paragraph 1.22, General Terms and Conditions, vendor shall be required to provide proof of insurance coverage that meets following requirements:

- Professional Liability Insurance in an amount not less than \$1,000,000 per claim.
- Cyber Liability Insurance to include privacy, media Liability and coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expense in an amount not less than \$1,000,000 per occurrence.

**2.8. WARRANTY**

In addition to the Warranty Requirements outlined in paragraph 1.7, General Terms and Conditions, awarded vendor shall provide at minimum of one (1) year warranty on software and hardware components of the Key Management system.

**2.9. SECURITY PROCEDURES**

Awarded vendor shall comply with the all of the security requirements while working at any of the MDCR Detention facilities. Vendor's staff that will be performing work inside of any of the MDCR Detention facility must pass a rigorous security clearance at least 4 weeks prior commencing any work. During shift changes the facilities will be on a Lockdown (nobody can leave or enter the facility). It shall be the sole responsibility of the vendor to ensure vendor's staff awareness and compliance with MDCR restrictions in movement during a lockdown.

All work schedules at the MDCR Detention facilities shall be coordinated with the County's Project Manager to ensure availability of a Correctional Officer needed to escort vendor's staff which will be working inside the facility. Any changes to the established/confirmed work schedules shall be communicated to the County in writing at least 48 hours in advance. Vendor's failure to adhere to the confirmed work schedule may result in additional administrative costs associated with unanticipated staffing. These additional costs shall be borne by the awarded vendor.

All vendor's equipment and tools will be inventoried each time staff enters and exits the building. Equipment and tools shall not be left unattended while vendor's staff performing their duties. No equipment/tools or other implements will be allowed to be left overnight at the facility unless otherwise authorized in writing by the MDCR Corrections Officer.

Any task that is intrusive to the Detention Facilities Operations or infrastructure (examples of intrusive tasks include but are not limited to installation and configuration of the cabinets, implementation of software, system testing & etc.) shall only be performed with written authorization issued by the County's Project Manager or designee and shall be coordinated with the MDCR.

**2.10. ADDITIONAL ITEMS/SERVICES MAY BE ADDED OR DELETED**

The County will have the option of adding and removing services/items/sites from the scope of work on as needed and when needed basis. Although this solicitation and resultant contract identifies specific facilities to be services, it is hereby agreed and understood that any County department or agency facility may be added to this contract the option of the County.

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

Miami-Dade County Corrections and Rehabilitation Department (MDCR) is responsible for the intake, classification, housing and release of approximately 80,000 persons annually. MDCR requires an intelligent key management system for all 6 correctional facilities that will provide accountability and security to their operations.

The key management system shall consist at minimum of tamper proof lockable steel cabinets able to store keys of different sizes typical for Detention facilities operation, with dual access authentication that includes a combination of a biometric readers and system specifications per requirements of this solicitation, including battery backup, audible alarm, software to grant access to cabinets based on staff schedule, security level or rank, and capability of registering assets and user activity by date, time and facility.

### **3.2 SYSTEM REQUIREMENTS**

The system shall also have enough redundancy to function on each location as stand-alone if disconnected from the main device. Detailed Hardware and Software requirements are outlined as follows:

#### **3.2.1. System Hardware Requirements:**

- Lockable Cabinets built as at minimum out of 16 gauge steel with 12 gauge steel doors.
- Cabinets shall be able to accommodate **standard and large size Folger Adam keys** typical for Detention Facilities system operations.
- Cabinets shall be built in with battery backup and able to stand alone with basic functionalities in case of network failure.
- Cabinet system must be a modular design to allow for easy configuration and expansion for additional key and/or asset storage in the future.
- Cabinet shall have Video recording capability of individuals removing keys with a minimum of 30 frames per second.
- Cabinets shall be wall mounted and able to accommodate for the number of keys on each location as specified on section 3.3.
- Cabinets shall have automatic locking of access door.
- Cabinets shall have tamper proof, audible alarm of unauthorized user.
- Cabinets shall include an emergency key that allow the administrator to release keys in case of power failure or emergency.
- Key panels shall be all locking, modular and maintenance free.
- Cabinets shall contain as a minimum two layers of access authentication that includes a combination of a biometric reader (Fingerprint, Iris Scan, or Facial Recognition) and any of the following: Pin Pad, Touchscreen or Card Reader.
- The system shall be networkable at enterprise level in a manner that MDCR Administrator can see the entire system but one facility would not be interacting with any of the other in the system (delegated and segregated administration by facility within a single database).
- The system shall provide maintenance free RFID Keyfobs and not metal to metal contact for each set of keys requested per cabinet and specified in sec. 3.3.1
- The Key Fobs shall insert on illuminated locking on the cabinets

- Keyfobs shall be able to tolerate dirt, water, temperature fluctuations without affecting system performance and must also be reusable.
- Keyfobs shall have lifetime warranty.
- The system shall provide stainless steel key rings with a seal that allow the user to remove the seal and reuse them without the need of cutting the ring.
- The system shall have all the miscellaneous connectors, power supply, etc that makes it a turn-key solution for the MDCR

### 3.2.2. System Software Requirements:

- The system shall have a graphic user interface that allow the end user for easy access to any of the software features.
- The system shall have Real-Time notification of events as they occur.
- Administrator shall be able to manage user accounts and audit them in real-time on the main server and or any independent facility
- The system shall be capable of generating automatic scheduled and or manually request reports with the ability to export them on different formats as well as to distribute them to individuals and/or groups including and not limited to: User Summary Report, Key Tag Fob Summary Report, Key Tag Fob Group Summary Report, User Assignments Report, Log file Reports.
- The system shall be able to produce ad-hoc reports in accordance with the customer operational needs based on single or group of users, single or group of keys, configurable time frame or facility. The system shall be able to schedule those reports to be produced by the system automatically on as needed basis.
- The system shall support flexible and configurable email notification for events & alarms.
- The system shall be web-based have open protocol communication that allow encryption and easy integration.
- The system shall have the ability to send alarm notifications in the format of emails or text to a designated PC or smartphone for overdue keys.
- The system shall be able to support Concurrent Administrative Level Users.
- The system software shall allow for group setting and release
- The system shall have the Customer Support Portal that allow the end user to open tickets or have online chat with manufacturer for any malfunction of the system.
- (Optional) The system software will be able to accommodate a key tacking management software module that can be adapted for Fleet at the Woman Detection Center (WDC) and will allows among others :
  - a. Vehicle Key location.
  - b. Identity of the staff on possession of the Key.
  - c. Key Reservation.
  - d. Networked with the rest of the systems.

### 3.3. INSTALLATION REQUIREMENTS AND LOCATIONS

#### *County's responsibilities:*

- To provide power and 2 network communication cables to each of the locations outlined in the sec. 3.3.1
- To mount the support system for the cabinets at each of the locations outlined in sec. 3.3.1.

#### *Awarded Vendor's responsibilities:*

- To install the cabinets, configure the panels and all required wiring between the cabinets and power & network terminals provided by the County.
- To upload the software and configure the entire system.
- To install and configure the biometric readers along with the second level of security chosen by the County.
- To configure the reports for MDCR facilities according to each location.
- To have all cabinets delivered to the location listed in sec. 3.3.1. Cabinets shall come marked by facility and exact location as outlined in this solicitation.
- To coordinate system deliveries with MDCR contact [Ana.Hassun@miamidade.gov](mailto:Ana.Hassun@miamidade.gov) , tel. 786-263-6418

#### 3.3.1. **Locations:**

Key Management Solutions shall be installed at the following MDCR facilities:

- A. **Metro West Detention Center (MWDC)**, 13850 NW 41st Street, Miami, FL 33178.  
(Project Milestone 1)
  - Cabinet Box1 - Shift Commander.  
Cabinet or combination of cabinets shall be able to store a minimum of 128 Set of Keys.
  - Cabinet Box 2 - Shift Commander.  
Cabinet or combination of cabinets shall be able to store a minimum of 80 Set of Keys.
  - Cabinet Box 3 - North Control.  
Cabinet or combination of cabinets shall be to store a minimum of 80 sets of Keys.
- B. **Turner, Guilford Knight Correctional Center (TGC)**, 7000 NW 41st Street, Miami, FL 33166  
(Project Milestone 2)
  - Cabinet Box 1 - Shift Commander  
Cabinet or combination of cabinets shall be to store a minimum of 320 sets of Keys.
  - IRB Cabinet Box 2 - Shift Commander.  
Cabinet or combination of cabinets shall be to store a minimum of 80 sets of Keys.
  - Cabinet Box 3 – Kitchen  
Cabinet or combination of cabinets shall be to store a minimum of 48 sets of Keys.
- C. **Training and Treatment Center (TTC)**, 6950 NW 41<sup>st</sup> Street, Miami, FL 33166.  
(Project Milestone 3)
  - Cabinet Box 1 -East Gate  
Cabinet or combination of cabinets shall be to store a minimum of 48 sets of Keys.
  - Cabinet Box 2 - BCP Shift Commander.  
Cabinet or combination of cabinets shall be to store a minimum of 96 sets of Keys.
- D. **Pretrial Detention Center (PTDC)**, 1321 NW 13th Street, Miami, FL 33125  
(Project Milestone 4)
  - Cabinet Box1 - Shift Commander's Office.  
Cabinet or combination of cabinets shall be to store a minimum of 128 sets of Keys.

- Cabinet Box 2 – Kitchen.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 3 - 2<sup>nd</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 4 – 3<sup>rd</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 5 – 4<sup>th</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 6 – 5<sup>TH</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 7 – 6<sup>TH</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 8 – 8<sup>TH</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 9 – 9<sup>TH</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
  - Cabinet Box 10 – 10<sup>TH</sup> Floor.  
Cabinet or combination of cabinets shall be to store a minimum of 16 sets of Keys.
- E. **Court Services**, 1351 NW 12<sup>th</sup> Street, 4<sup>th</sup> Floor (Room 419), Miami, FL 33125  
(Project Milestone 5)
- Cabinet Box 1 – Court House.  
Cabinet or combination of cabinets shall be to store a minimum of 64 sets of Keys.
- F. **Women Detention Center**, 1401 NW 7<sup>TH</sup> Ave, Miami, FL 33136  
(Project Milestone 6)
- Cabinet Box 1 – Vehicle Transportation Keys.  
Cabinet or combination of cabinets shall be to store a minimum of 160 sets of Keys.

### 3.4. POST INSTALLATION TRAINING AND SUPPORT

The awarded vendor shall provide MDCR employees with at least 2 training sessions, 8 hour each to accommodate MDCR staff schedule. Provided post installation training shall be based on the level of system access and responsibilities. The awarded vendor shall provide remote 24/7/365 (software) technical support

If the system or a system component fails to the extent that it cannot be fixed remotely the awarded vendor shall be able to diagnose the failing module and send a replacement “plug and play module” for installation via overnight delivery service. The vendor must have personnel with expertise and clearance available at all times to correct any system malfunction that may require staff physical presence.

Awarded vendor shall provide a 4-year support on all equipment components and software (upgrades as needed basis), that will commence immediately after the warranty period expires.

### 3.5. SYSTEM TESTING AND ACCEPTANCE

The awarded vendor shall provide a fully functional and free from any defects Key Management solution. The vendor will develop a testing plan for the County Project Manager’s (PM) review and approval. The County PM and designated staff along with the vendor will evaluate and test each facility independently and in conjunction according to the testing plan. Any defects

or malfunction detected shall be documented by the County Project Manager and corrected by the vendor in accordance with the timeframe specified by PM. That portion of the project shall be tested again until approval from the County is received.

The Key Management solution to be provided by the awarded vendor shall be delivered to the County free from any defect or malfunction, and maintained in full compliance with the specifications and requirements of the solicitation.

Once the entire system has been tested and approved, the vendor shall submit Deliverables Acceptance Form (see sec. 4) for review and approval by the County. The vendor shall be paid by the County upon completion of all project milestones:

- Project Milestone 1. Metro West Detention Center (ref. sec. 3.3.1.A)
- Project Milestone 2. Turner, Guilford Knight Correction Center (ref. sec. 3.3.1.B)
- Project Milestone 3. Training and Treatment Center (ref. sec. 3.3.1.C)
- Project Milestone 4. Pretrial Detention Center (ref. sec. 3.3.1. D)
- Project Milestone 5. Court Services (ref. sec. 3.3.1.E)
- Project Milestone 6. Women Detention Center (ref. sec. 3.3.1.F)
- Project Milestone 7. Post Installation and Support (ref. sec. 3.4)



**SECTION 4 – SOLICITATION FORMS**

**References**

Vendor shall provide at least two (2) references to demonstrate it is regularly engaged in providing Key Management solutions:

Entity/Firm Name	
Address	
Contract Name	
Contract Title	
Phone	
Email	
Duration of Engagement(start/end dates)	
Nature of the Services provided (types of services provided, products, etc.)	

Entity/Firm Name	
Address	
Contract Name	
Contract Title	
Phone	
Email	
Duration of Engagement(start/end dates)	
Nature of the Services provided (types of services provided, product, etc.)	

**Deliverable Acceptance Forms**

In compliance with the requirements detailed in the solicitation, the following project deliverables has been delivered, reviewed and formally accepted by Miami-Dade County. This form constitutes full acknowledgement by the County acceptance and delivery of the deliverables detailed in the table below.

**Metro West Detention Center (MWDC), 13850 NW 41st Street, Miami, FL 33178. (ref. sec.3.3.1.A)**  
 (Project Milestone 1)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box1 - Shift Commander.	128	1			
Cabinet Box 2 - Shift Commander	80	1			
Cabinet Box 3 - North Control	80	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Turner, Guilford Knight Correctional Center (TGK), 7000 NW 41st Street, Miami, FL 33166 (ref. sec.3.3.1.B)**  
 (Project Milestone 2)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box 1 - Shift Commander	320	1			
IRB Cabinet Box 2 - Shift Commander.	80	1			
Cabinet Box 3 – Kitchen	48	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Training and Treatment Center (TTC), 6950 NW 41<sup>st</sup> Street, Miami, FL 33166. (ref. sec.3.3.1.C)**  
 (Project Milestone 3)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box -East Gate	48	1			
Cabinet Box -BCP Shift Commander	96	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Pretrial Detention Center (PTDC), 1321 NW 13th Street, Miami, FL 33125 (ref. sec.3.3.1.D)**  
 (Project Milestone 4)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box1 - Shift Commander's Office	128	1			
Cabinet Box 2 – Kitchen.	16	1			
Cabinet Box 3 - 2 <sup>nd</sup> Floor	16	1			
Cabinet Box 4 – 3 <sup>rd</sup> Floor.	16	1			
Cabinet Box 5 – 4 <sup>th</sup> Floor.	16	1			
Cabinet Box 6 – 5 <sup>TH</sup> Floor.	16	1			
Cabinet Box 7 – 6 <sup>TH</sup> Floor.	16	1			
Cabinet Box 8 – 8 <sup>TH</sup> Floor.	16	1			
Cabinet Box 9 – 9 <sup>TH</sup> Floor.	16	1			
Cabinet Box 10 – 10 <sup>TH</sup> Floor.	16	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Court Services, 1351 NW 12<sup>th</sup> Street, 4<sup>th</sup> Floor (Room 419), Miami, FL 33125 (ref. sec.3.3.1.E)**  
(Project Milestone 5)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box 1 – Court House.	64	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Women Detention Center, 1401 NW 7<sup>th</sup> Ave, Miami, FL 33136 (ref. sec.3.3.1.F)**  
(Project Milestone 6)

Deliverable	# of keys	Qty (each)	Accepted	No Accepted	Reason/General Comments
Cabinet Box 1 – Vehicle Transportation Keys.	160	1			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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**Post Installation Training and Support (ref. sec. 3.4)**

Deliverable	Qty	Accepted	No Accepted	Reason/General Comments
Completed post installation training (8 hour each)	2 sessions			

<b>Delivered By:</b> Signature: _____  Name: _____  Date: _____	<b>Accepted By:</b> Signature: _____  Name: _____  Date: _____
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