



Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p>Approve/Deny Motion</p> <p>Adopt Resolution (attach draft)</p> <p style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue:		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		



Aitkin County Government Center

Additional Cameras

CCTV System
6-16-2022



ArchKEY

TECHNOLOGIES

Scope of Work

The following describes the services to be performed by ArchKey Technologies for Aitkin County Government Center located at 307 2nd Street NW.

The **Network Infrastructure Cabling** will be constructed as follows:

Camera locations per the site walk-thru:

Camera 1 – Move from the right side of the Aitkin Judicial Entrance vestibule to the left side.

Camera 2 – Add (1) Outdoor PTZ camera on the Maine Exterior Saw fit. (XNP-6120H)

Camera 3 – Add (1) 360-degree exterior camera on the corner of the 2nd floor exterior wall. (PNM-9085RQZ)

Re-cable the east side exterior camera EXT 03.

Add following mounting hardware and surge suppression”

corner mount SBP-300KM1

wall mount base SBP-300BW

wall mount SBP-300WMW1

Ditek DTK-MRJPOES

Camera 4 – Add on the 2nd floor a fixed camera in the Hallway. (XND-6080RV)

OR

~~Camera 5 – Add on the 2nd floor a fixed camera in the Election Storage Room.~~

Camera 6 - 3rd FLR across the lobby. (XND-6080RV)

Camera 7 - 3rd FLR Corridor (1) Dual Head Camera PNM-7002VD.

~~Camera 8 – Camera on goose neck at exterior Drop box (XNV-6081R).~~

~~Camera 9 – Pole camera in parking lot overlooking exterior Drop Box and outer lot. (PNM-9085RQZ)~~

~~— Pole mount SBP-300PMW1~~

~~— Wall mount SBP-300WMW2~~

Camera 10 & 11 - Sheriffs Lobby. (2) - XND-6080RV)

Camera 12 Auditors first floor Government Center back hallway. (XND-6080RV)

- ArchKey will provide and install 9 single outlets.
- These outlets represent 9 new Category 6 Network Infrastructure (NI) cables.
- The cables will be installed from outlet jack, through client provided stub out, through plenum ceiling area using client installed conduit sleeves to either the Main Equipment Room (MER) or the Telecommunications Room (TR).
- ArchKey will support the cable with hangers, structural support, and Velcro.
- ArchKey will terminate the NI cables on Leviton Category 6 jacks at the outlets.
- Patch cords for the workstations are not included in this proposal.

The **MER and/or the TR** will be constructed as follows:

- The NI cables will terminate on Leviton existing patch panel hardware at the MER and/or the TR.

ArchKey will provide the following **Documentation**:

- Category 6 test results, which includes testing for NEXT, Attenuation, Continuity, Polarity, Reversals, Shorts and Grounds
- As-Built drawings

Investment Summary

ArchKey Technologies will provide all labor and materials required to complete the project as described in this Scope of Work.

Total	\$28,769.00
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Schedule

- ArchKey will determine daily labor requirements to complete the Scope of Work.
- Unless noted otherwise, pricing is based upon a standard work week of Monday through Friday, 7:00 AM to 3:30 PM, excluding any ArchKey' recognized holidays.
- Unless expressly waived by ArchKey, any changes to the project schedule require advanced written notice.
- ArchKey is not responsible for schedule revisions that are due to reasons beyond its control, including, but not limited to, the performance of other trades or the inability to obtain access to work areas. Should such revisions result in delay claims or damages, or any other claimed losses, ArchKey expressly disclaims all liability associated with such claims. Such revisions may also result in changes to the Pricing offered in this Scope of Work and include all charges related to such change, including, but not limited to, expedited delivery expenses, differential, and overtime expenses.
- All schedule changes are subject to available personnel.

Warranty*

- ArchKey shall provide a 90-day warranty from the date of substantial completion against defects in workmanship for the work performed under this Scope of Work.
- The repair or replacement of a defective component under the terms and conditions of the manufacturers' warranty would not include the cost of labor required to repair or replace the defective component. Warranty work will be scheduled during standard work week hours.
- In addition to any other limitations or disclaimers herein, the warranties provided in this Agreement do not cover damage, defects, malfunctions or failure caused by Aitkin County Gov't Center or by third parties, or by other events outside ArchKey' reasonable control such as power failure or surges, lightning, fire, flood, and accident.

**Additional warranty services and post-warranty repair and preventative maintenance agreements are available through ArchKey Systems Support team.*

Systems Support Services

For repairs related to the ArchKey installed systems at Aitkin County Gov't Center, contact the Systems Support Team at 763-528-2888 or support@archkey.com. Be prepared to describe the issue, the location of the issue, the contact information of the requestor, and any other relevant information needed to assess and make appropriate plans for resolution. Standard hourly rates apply.

- **Phone and Email Coverage** is available:
 - During standard business hours
 - During standard business days, Monday through Friday (excluding national holidays)
 - Between 7:30 AM and 4:00 PM CST
- **Technician on-site support** is available:
 - Monday through Friday 7:00 AM to 5:00 PM CST, unless otherwise arranged.
- **After hours, weekend, and holiday service** is available:
 - For planned and emergency requests

Terms & Conditions

- Information contained herein, whether in part or in whole, is the property of ArchKey and shall remain confidential until such time that a contract between ArchKey and Aitkin County Gov't Center, is fully executed.
- Should Aitkin County Gov't Center, request ArchKey perform any work outside this Scope of Work, the change request shall be made in the form of a written change order from designated client contact. ArchKey shall not be obligated to perform any such additional work until such change order is timely reviewed and approved by ArchKey.
- ArchKey shall not be responsible for system failures or data loss due to lack of maintenance, neglect, network failures, or user inflicted malfunctions.
- Payment will be due no later than thirty (30) days of receipt of ArchKey's invoice.
- All pricing under this Scope of Work remains valid for thirty (30) days.
- Our price includes all known tax, including sales or "other" taxes imposed on the sale of goods or services. Additional "other" taxes, including tariffs in effect, will be added to the price at the time the goods or services are performed. Buyer agrees to reimburse ArchKey for any such tax or provide an acceptable purchasing agent agreement allowing for tax exemption.
- ArchKey Technologies may utilize a third-party vendor ("Vendor") to store and/or send its customer data, including passwords. Acceptance of this Proposal or by ArchKey commencing its work is acceptance to the use of such Vendor and operates to satisfy any notice requirement for the use of such Vendors and waives any agreement between it and its customer, written or oral, that exists now or that may exist in the future that prohibits use of these Vendors. ArchKey disclaims liability for any loss or damage incurred by any entity, individual, or third party as a result of its use of these Vendors.
- Unless acknowledged above, please be advised that this proposal does not include any cost associated with impacts and/or inefficiencies directly or indirectly resulting from the Coronavirus (COVID-19). Impacts and inefficiencies include, but are not limited to, disruption of material supply, shipping/logistics, labor, vaccination and/or testing requirements, and owner or government mandates. The impacts to our price and/or schedule are unknown and outside our control, thus may not be quantifiable. Should these potential impacts result in additional cost or delay, we will revise our proposal to include any price and/or schedule adjustments that may be necessary. We apologize for any inconvenience this may cause.
- Please be advised that this proposal is based on current commodity pricing and market conditions. Volatility of the commodity markets could significantly impact our project costs, as they relate but not limited to, steel, copper, PVC,

and fuel. Disruptions of material supply, shipping/logistics, and labor availability can result in unknown and unquantifiable schedule impacts and associated costs. We reserve the right to adjust our pricing and delivery commitments in this proposal if schedule impacts and cost increases cannot be avoided through proactive procurement planning. We apologize for any inconvenience this may cause.

Exclusions

Unless specifically identified in the scope of work, pricing does not include the following:

- Electrical service to all equipment
- Conduit and pathway
- Millwork
- Network equipment, Power over Ethernet devices, and administration
- Lift/Boom Truck Rental, Scaffolding, etc.
- Permits
- Premium time
- Expedited freight

*Electrical equipment and services are available through Parsons Electric. Please contact estimating@pecsolutions.com.

Scope of Work Acceptance

The signature below, by an authorized representative of Aitkin County Gov't Center, signifies acceptance of the Scope of Work and authorizes ArchKey to provide the outlined equipment, resources, and services.

ARCHKEY TECHNOLOGIES

Bernie Serre
Senior Project Manager
218-725-3406
Bernie.serre@archkey.com

Chris Sutch
Aitkin County Government Center

Addendum

Infectious Disease Safe Work Practices

ArchKey Technologies will take the below precautions for infectious disease safe work practices in customer facilities.

1. Minimize Personnel Exposure

- ArchKey Technologies will leverage technology (video, calls, custom software) to manage projects remotely, when possible, to reduce the number of people on-site while providing technical support and ensuring process quality control.

2. Health & Hygiene

- ArchKey Technologies will conduct a daily health screening for all staff entering client facilities.
- Anyone displaying flu-like or Covid-19 symptoms, per the screening, will not report to the site and be encouraged to consult with a healthcare professional. These individuals will not be allowed to return to work until they experience 72 hours free of fever.
- ArchKey Technologies will comply with all customers directed health and hygiene protocols.
- ArchKey Technologies staff will wash hands frequently and maintain good personal hygiene based on CDC guidelines.

3. Personnel Protective Equipment (PPE) and Sanitizing Requirements

In addition to our standard PPE and clothing requirements, ArchKey Technologies requires:

- Gloves and Face Covering/Mask to cover nose, mouth, and hands.
- All PPE will either be disposable or safely stored and sanitized after use.
- Tools and Owner equipment to be sanitized before and after use/contact per shift.
- ArchKey Technologies employees will not share tools, PPE, or other items.

4. Social Distancing

ArchKey Technologies will follow CDC guidelines for social distancing and require staff to:

- Keep a social distance of **at least 6 feet** from others.
- Limit working in congested areas.
- Eliminate the need for signatures.
- Avoid handshakes and other physical contacts.

5. Covid-19 Case Reporting and Return to Work

ArchKey Technologies will notify clients of potential COVID-19 cases and give status updates as information is available. The following ArchKey Technologies COVID-19 safety guidelines are available upon request:

- Health Screening Questionnaire
- Pandemic Control Agreement
- Return to Work Process

For questions or additional information on ArchKey Technologies safety protocols, please contact your Account Representative or ArchKey Systems Support at support@archkey.com or 763-528-2888.

Aitkin County Fiscal Recovery Funds

Strategic Investment Project

Project Identification: Government Center campus Security Cameras

Funding amount: \$5,028

Project Expenditure Category: 6.1 Provision of Government Services

Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

We are looking to augment the security camera presence at the Aitkin County Government/Judicial center in preparation for the 2022 Midterm elections. This will include both internal and external cameras and infrastructure as required.

The Bid is from Archkey – Aitkin County’s security camera installer and maintainer.

Our timeline is Summer 2022, to be completed before the Election.

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc.*

We are requesting \$5,028 in category EC6

Table of Expenses by Expenditure Category

	Category	Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		

Category		Funding Requested for Project	Funding Approved for Project
2.13	Other Economic Support		
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services	\$5,028	
7	Administrative and Other		
7.1	Administrative Expenses		
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; Ch O Sosa

Date; 21 June 2022

Reviewed by Economic Development Coordinator;

Signature; _____

Date; _____

Approval by County Administrator;

Signature; Jessie Salas

Date; 6-21-22

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)