

Security Surveillance Request for Proposal

Town of Somers
600 Main Street
Somers, CT 06071



Contact: Todd Rolland
Director of Public Works
(860)763-8238
trolland@somersct.gov

**PROPOSALS DUE JULY 18, 2018
NO LATER THAN 12:00 P.M.**

Executive Summary

The Town of Somers invites prospective respondents to submit proposals for the installation of a surveillance system at the Town of Somers Fire Station. The respondents will provide a turnkey solution that includes all labor, mechanical, electrical work, software setup and ongoing maintenance associated with the installation of this system.

This initial phase will include installing digital security cameras and recording equipment to monitor and record the interior and exterior of the Fire Station.

Respondents who meet the criteria set forth herein shall submit a proposal that meets all of the requirements set forth in this RFP.

Pre-bid Walkthrough A pre-bid walkthrough will be held at the Somers Fire Department, 400 Main Street, at **10:00 AM EST, Wednesday, June 13, 2018**. The scope of the project will be covered and will include a walkthrough of the location. All prospective bidders must attend.

I. SECURITY CAMERAS, NVR AND SOFTWARE (see attached map)

- 1) Provide and install digital security cameras at the Fire Station.
 - a) Install 11 exterior digital cameras and cabling,
 - b) Install 8 interior digital cameras and cabling,
 - c) All cameras will be able to record clear and reliable footage,
 - d) All cameras will be weather resistant.

- 2) Install, configure and provide on-going support/maintenance for cameras, NVR equipment (rack mountable), cabling and associated software.
 - a) NVR software to hold at least 30 days of footage,
 - b) Surveillance footage will be available (viewing and download segments) via secure web-based interface,
 - c) NVR software to include an option to copy footage to portable, digital format (i.e. mpg, mp4, wmv).

II. SERVICE, SERVICE AND ANNUAL MAINTENANCE

- a) Bidders will include warranty information on all equipment and services including length of warranty and available extensions (include annual costs).
- b) Listing of the bidders Service Rates
 - Standard Rates
 - Emergency/After Hours Rates

III. REQUIRED CONTENT OF PROPOSAL

a. General Requirements

- i. Bidders are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP.
- ii. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the bidder.

b. Proposals shall contain the following

i. Cover Sheet

1. List the official name, address, phone number, email address of the vendor, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

ii. Vendor's Qualifications

1. A description of the experience and qualifications of the proposed staff member(s) who will be performing the services,
2. Total number of Employees,
3. A list of three (3) recent public sector client references, including contact person and contact information.

IV. PROPOSED METHODOLOGY AND RELATED INFORMATION

1. Provide a detailed description of the services and methods by which the work will be performed. This description shall include the following:
 - a. Description of how the vendor proposes to implement the application;
 - b. Estimated time the project will take from beginning to completion, including a proposed timeline, dates, and milestones;
 - c. Explanation of what work, if any, Town staff will be required to perform.

V. PROPOSED COST OF THE PROJECT

- a. Provide a detailed project budget. The associated costs must be identified for each phase,
- b. Any incidental expenses, such as copying, mailing, travel type charges must be clearly stated in the proposal,

- c. Prices quoted shall be firm and not subject to increases during the term of any contract that the vendor and Town may enter into as a result of the proposal. The proposal must clearly specify the expiration date of the quoted price.

VI. EVALUATION CRITERIA

- a. The following will be considered in the selection of a vendor. The relative importance of each factor is a management judgment and will include both objective and subjective factors.
 - i. Relevant qualifications/experience for similar-sized municipalities/clients and qualifications/experience of assigned staff,
 - ii. Feedback from references,
 - iii. Proposed plan for the project,
 - iv. Vendor's ability to complete the project in a timely manner,
 - v. Vendor's ability to complete the project within budget,
 - vi. Accessibility of the assigned staff.

VII. GENERAL CONDITIONS

- a. All proposals must conform to the requirements of this RFP and must be submitted according to the outline set forth in Section II.
- b. The Town of Somers reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the bidder considered the most advantageous to the Town.
- c. Proposals received after the deadline and/or received unsigned shall be considered void and will NOT be considered.
- d. All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the Town when received. The Town reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.

VIII. TERMS AND CONDITIONS

- a. The selected vendor will be required to sign a contract with the Town, the form and substance of which must be acceptable to the Town. The Town most likely will not agree to execute the vendor's standard contract.
- b. The contract to be signed between the Town and the vendor may include the following terms and conditions –
 - i. The vendor selected must be an independent vendor,
 - ii. All work products shall become the Town's property,
 - iii. A timeline for performance objectives,

- iv. Provisions for termination in the event of non-performance, *force majeure*, or by either party upon ten (10) days written notice prior to cancellation,
- v. Prohibition against assigning or transferring the awarded contract without prior written consent of the Town,
- vi. Vendor will be required to carry, maintain and furnish proof of insurance coverage, including worker's compensation coverage,
- vii. Contract shall include an indemnity provision by vendor to the Town covering damages, losses, expenses, attorney's fees, etc. against the Town for claims involving patent, copyright infringement or related claims, negligent performance, or any tortious conduct by vendor, its employees, agents, representatives, or anyone else associated with vendor,
- viii. Town of Somers is exempt from payment of Sales Tax,
- ix. Final work product will be due from vendor one hundred and twenty (120) days following execution of a contract between the Town and the vendor,
- x. Any and all other provisions deemed necessary by the Town.

IX. REQUESTED RESPONSES

Proposal Due Date: Wednesday, July 18, 2018 no later than 12:00 PM

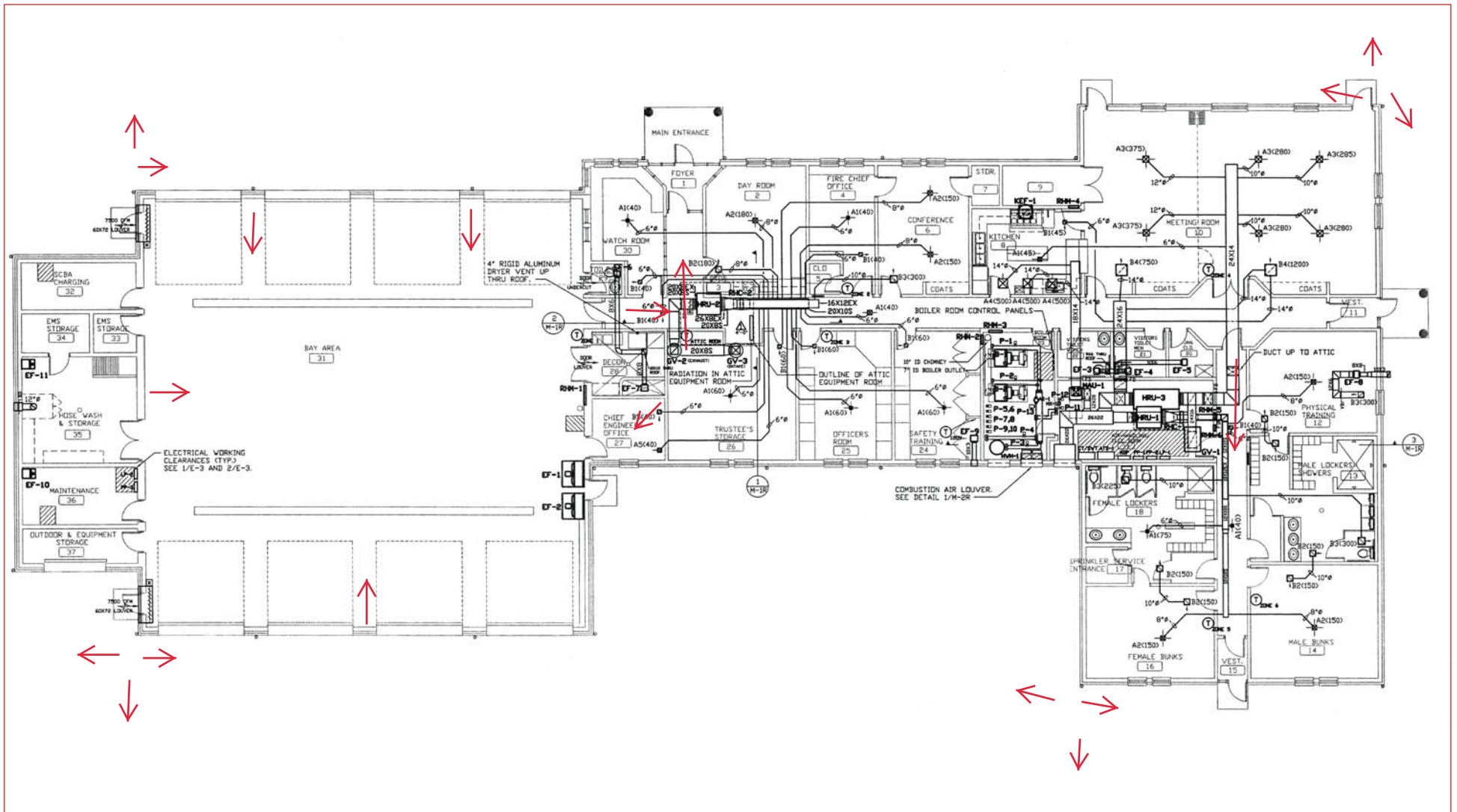
Place: Town of Somers
600 Main Street
Somers, CT 06071

Accepted Forms: Hard Copy delivered via mail or in person. Proposals shall be typed. Proposals must be submitted in a sealed envelope addressed to the Town of Somers, 600 Main Street, Somers, CT 06071, with "Fire Station Camera Bid" and the name and address of the vendor on the outside of the envelope.

X. PRE-PROPOSAL ASSISTANCE

Questions regarding this RFP or a proposal should be directed to Director of Public Works, Todd Rolland via email; trolland@somersct.gov the questions and answers will be shared with all bidders. It is an explicit provision of this RFP that any oral communication is not binding on the Town.

Somer Fire Department, 400 Main Street, Somers, CT 06071



Security Camera Locations

- 8 - Interior
- 11 Exterior