

City of Sedalia
Police Department
Surveillance Request for Proposal

Important Dates:

- RFP Opens December 14, 2015
- Bids due no later than January 5, 2016 at 2pm at the City of Sedalia City Clerk's Office. Bids must be submitted in a sealed envelope.

The City of Sedalia Police Department is soliciting proposals from qualified firms to provide and install an IP based surveillance system. This system is intended to be scalable to allow future growth and additions as needed.

The City of Sedalia Police Department is requesting one proposal with some camera locations presented as options.

This document is a Request for Proposal (RFP) for the services described below and does not obligate the City of Sedalia Police Department to accept responses from eligible contractors. The RFP establishes the minimum requirements that a bidder must meet in order to be eligible for the consideration, as well as, information to be included in the contractors bid.

The selection of the successful vendor will be made based on The City of Sedalia Police Department's evaluation and determination of the relative ability of each vendor/bidder to deliver a quality service in a cost-effective manner. Although cost will be a major factor in the final selection, it will not be the only determining factor.

The purpose of this RFP is to secure a firm to provide, install, and maintain an IP surveillance system at both the police department and city hall. The video system will be used to monitor and record areas of concern through portions of the interior and exterior of the facilities. The City of Sedalia Police Department has selected a manufacture partner for both the cameras and the network video recorder. All proposals should use the below equipment specifications, both manufacture and part number, in any response. No alternate equipment will be considered. This will aid The City of Sedalia Police Department in selecting a firm based upon price, quality of workmanship, and ongoing service options.

Scope of Work

The contractor will supply all camera and VMS hardware, and connectivity (up to the switch port), to create a complete video surveillance system. Three rooms, noted below, are required to have an external mic and external switch to activate or deactivate the camera and mic. The contractor will consult with the city's representative for exact camera placement and angles prior to installation. The contractor will also configure the NVR, mics, and cameras to create a completely functional system. The contractor will also provide training to the police department and IT staff once the installation is complete.

Internal Cameras

- Interview room 1x VIVOTEK FD8167T, external mic, install switch to turn video and audio on/off outside of room
- Computer room 1x VIVOTEK FD8167T, external mic, install switch to turn video and audio on/off outside of room
- Roll Call Room 1x VIVOTEK FD8167T, external mic, install switch to turn video and audio on/off outside of room
- Police Lobby 1x VIVOTEK FD8167T
- Elevator/IT Hallway 1x VIVOTEK FD8167T
- Downstairs Police Hallway 2x VIVOTEK FD8167T

Quote as optional (break down price in proposal, include price of licensing and installation in option)

- Inside Police Office, top of stairs, 1x VIVOTEK CC8370HV
- Main Lobby 2x VIVOTEK FD8167T
- Council Chambers 1x VIVOTEK CC8370HV

External Cameras

- North Exterior 1x VIVOTEK FD8365HV
- West Exterior 1x VIVOTEK FD8365HV
- South Exterior 1x VIVOTEK FD8365HV
- East Entrance 1x VIVOTEK FD8365HV

Quote as optional (break down price in proposal, include price of licensing and installation in option)

- Exterior of Police Lobby Entrance 1x VIVOTEK FD8365HV

VMS Hardware and Licensing

1x EXACQ IP04-08T-R2A Server
1x EXACQ 5000-20050 Rack Rails
1x EXACQ 5000-40374 CPU Upgrade

1x EXACQ 5000-50200 I/O Module
7x EXACQ EVIP01 (included licensing for optional cameras separately)

Include cut sheets for external mic and camera/mic switch hardware in your proposal
Contractor is responsible for providing all cabling and connectivity, CAT 6.
The city will be providing a POE port for each camera requested in this proposal. The city's IT department will be creating necessary VLANS. The contractor will be given a range of IP addresses for the cameras and VMS hardware. The contractor will responsible to configure the cameras and NVR.

PART 1 -GENERAL

- A. Furnish and install complete with all accessories an IP Video Surveillance system
- B. The system shall utilize a network of CAT6 cabling. Where required, plenum rated cable must be used. Pathways may need to be approved by IT department.
- C. All cables and terminations shall be identified at all locations. All Patch Panels and Faceplates shall be labeled with an owner approved labeling scheme. All cables shall also be labeled behind the faceplate and patch panel with wrap around labels. All labels shall be machine printed. No hand written labels will be allowed.
- D. All cables shall terminate in an alphanumeric sequence at all termination locations. Random termination is not acceptable.
- E. Owner shall provide. None
- F. Material Provided
 - 1. The successful vendor (installer/contractor) shall be certain that all correct parts are ordered per need of this project and installed in accordance with manufacturers design and installation guidelines. Vendor shall submit complete parts and part numbers to The City of Sedalia Police Department prior to installation of equipment.
- G. Warranty Documentation
 - 1. Vendor must provide warranty information as part of this project.
 - 2. Complete documentation regarding the manufacturer's warranty shall be submitted as part of the proposal. This shall include, but is not limited to: a sample of the warranty that would be provided to the customer when the installation is complete.
- H. The City of Sedalia Police Department reserves right to reject any or all bids per department policy.
- I. Qualifications:
 - 1. Contractor
 - a. The contractor selected shall provide a copy of current Insurance and Business License.
 - b. The contractor shall utilize the authorized manufacturer components and distribution channels in provisioning this project
 - c. Contractor shall have a minimum of three (3) years of recent experience on IP Surveillance systems of similar type and size.

- d. The contractor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size.
- e. These requirements are provided as a minimum level of qualification. Any additional or more stringent requirements by the specified manufacturer chosen must be met.
- f. All work on this project must be done by the awarded contractor. No subs are allowed under the awarded contractor.
- g. Contractor shall utilize qualified personnel for all shop drawings, testing verifications, and quality control.

PART 2 -PRODUCTS

- A. IP Surveillance Products. Exact placement of camera and other hardware must be approved before installation by The City of Sedalia Police Department
- B. Unspecified equipment and material
 - 1. Any item of equipment or material not specifically addressed on the drawings or in this document and required to provide a complete and functional IP Surveillance installation shall be provided in a level of quality consistent with other specified items.

PART 3 -EXECUTION

PART 3.1 WORKMANSHIP

- A. Components of the IP Surveillance and Access Control system shall be installed in a neat, workmanlike manner. The discretion of what is considered neat belongs solely to The City of Sedalia Police Department
- B. Wiring color codes shall be strictly observed and terminations shall be uniform throughout.
- C. Identification markings and systems shall be uniform.
- D. The contractor shall be responsible for damage to any surfaces or work disrupted as a result of his work. Repair of surfaces, including painting, shall be included as necessary.

PART 3.2 INSTALLATION

- A. All installation shall be done in conformance with federal and local standards and cable manufacturer's design and installation guidelines.
 - 1. The Contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities. Failure to follow the appropriate guidelines will require the Contractor to provide, in a timely fashion, the additional material and labor necessary to properly rectify the situation. This shall also apply to any and all damages sustained to the cables by the contractor during the implementation
- B. Miscellaneous Equipment

1. The Contractor shall provide any necessary screws, anchors, clamps, tie wraps, distribution rings, wire molding, miscellaneous grounding and support hardware, etc., necessary to facilitate the installation of the System.

C. Labeling

1. The Contractor shall be responsible for printed labels for all cables and cords, distribution frames, and outlet locations at the time of delivery.
2. Labels shall not be written by hand.

D. Drawings and diagrams

1. Upon completion of installation, Contractor shall provide to The City of Sedalia Police Department for its records the following:
 - a. cable routing
 - b. position of all components
 - c. detailed layout of the IP Cameras
2. Work Area Floor Plans which shall include:
 - a. detailed cable routes
 - b. approved labeling plan for all work areas

E. Other requirements

1. Insurance: Before commencing work, the successful bidder shall be required, at their own expense, to furnish The City of Sedalia Police Department within ten (10) days of notification of award with certificates of insurance policies of commercial general liability or comprehensive and personal liability insurance with a \$1,000,000.00 per-occurrence limit. Employee workers compensation insurance with the statutory limits and employers' liability insurance with a \$500,000.00 per-occurrence limit. The general liability and workers compensation companies must agree to waive all rights of subrogation against The City of Sedalia Police Department and its officials and employees. The general liability insurance company must extend coverage to The City of Sedalia Police Department as additional insured. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent. All required insurance shall be in force throughout the term of this contract. Failure to provide or any lapse in required insurance may be cause for immediate cancellation of award of this contract.

Minimum Qualifications:

To be eligible to respond to the RFP, the Proposer must demonstrate sufficient capacity, resources and experience to install, maintain and service the IP video systems. Firms must be licensed, bonded and insured as required by the State of Missouri. The Proposer must demonstrate a history of three (3) years of experience as a video surveillance firm. The firm must employ staff that has been factory trained by the camera and network video recorder manufactures.