



HINESVILLE

GEORGIA

City of Hinesville
115 East ML King Jr Drive
Hinesville, GA 31313

Request for Proposal for an IP Security Camera Solution RFP-IP SECURITY CAMERA2

Closing Date: August 21, 2017
Closing Time: 11:30 a.m. EST

Table of Contents

1	STATEMENT OF WORK.....	3
1.1	PURPOSE.....	3
1.2	COVERAGE & PARTICIPATION	3
2	GENERAL INFORMATION	3
2.1	ORIGINAL RFP DOCUMENT	3
2.2	THE ORGANIZATION	3
2.3	EXISTING TECHNOLOGY ENVIRONMENT	3
2.4	SCHEDULE OF EVENTS	3
3	PROPOSAL PREPARATION INSTRUCTIONS	4
3.1	VENDOR’S UNDERSTANDING OF THE RFP	4
3.2	GOOD FAITH STATEMENT.....	4
3.3	COMMUNICATION	4
3.4	PROPOSAL PREPARATION AND SUBMISSION	5
3.5	CRITERIA FOR SELECTION	6
4	SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS.....	6
4.1	TECHNICAL SPECIFICATIONS.....	6
4.1.1	CAPACITY AND SCALABILITY	6
4.1.2	INDOOR AND OUTDOOR CAMERA	7
4.2	VIDEO MANAGEMENT SYSTEM.....	7
4.3	SUPPORT AND MAINTENANCE.....	7
4.3.1	SERVICE PROVIDER.....	7
4.3.2	PRODUCT HISTORY	8
4.4	ENGAGEMENT METHODOLOGY	8
5	VENDOR QUALIFICATIONS & REFERENCES	8
6	BUDGET & ESTIMATED PRICING	9
6.1	TOTAL COST SUMMARY.....	9
7	ADDITIONAL TERMS & CONDITIONS	9
7.1	PERSONAL INFORMATION	9
7.2	COSTS	10
7.3	INTELLECTUAL PROPERTY	10
7.4	RESPONDENT’S RESPONSES	10
7.5	GOVERNING LAW.....	10
7.6	NO LIABILITY	10
7.7	NONDISCRIMINATION OF CONTRACTORS	10
7.8	TAX EXEMPT STATUS	10
7.9	ENTIRE RFP	10
8	VENDOR CERTIFICATION.....	11
	SCHEDULE “A” NOTICE OF INTENTION	12
	SCHEDULE “B” CONTRACTOR AFFIDAVIT	13
	SCHEDULE “C” LAWFUL PRESENCE AFFIDAVIT	14

1 **Statement of Work**

1.1 **Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply an IP Security Camera Solution upgrade to the City of Hinesville's Police Department (HPD) Building.

1.2 **Coverage & Participation**

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the HPD building at City of Hinesville. City of Hinesville reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 **General Information**

2.1 **Original RFP Document**

City of Hinesville shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 **The Organization**

The City of Hinesville is a local municipality that provides water/utilities, business licenses, community development programs, police services, fire services, and building inspection services. We have nine (9) physical locations with approximately 285 staff members across all locations.

2.3 **Existing Technology Environment**

The current CCTV system operates on our current network infrastructure. Currently, we use a CCTV system which is administered in the HPD building. The system can be viewed from a computer via a web browser, has the ability to show historical video while recording, has several search-by features, can record on motion, can adjust to daylight and night time vision, has the ability to download video, and has video monitoring station. The current system is limited to 12 cameras. We are looking to:

- Replace our current CCTV system.
- Have a scalable system for future growth.
- Have the capability of retaining video for longer periods of time.

2.4 **Schedule of Events**

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

RFP Released	August 1, 2017 at 9:00 a.m. EST
Notice of Intention (Schedule A) Due	August 7, 2017 at 5:00 p.m. EST
Technical Questions/Inquiries Due	August 11, 2017 at 9:30 a.m. EST
Mandatory Pre-Proposal Meeting	August 14, 2017 at 10:00 a.m. EST
Proposal Due and Opened	August 21, 2017 at 11:30 a.m. EST
Complete Initial Evaluation	August 24, 2017 at 2:00 p.m. EST
Final Award Notification	September 7, 2017

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to City of Hinesville as necessary to gain such understanding. City of Hinesville reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, City of Hinesville reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to City of Hinesville.

3.2 Good Faith Statement

All information provided by City of Hinesville in this RFP is offered in good faith. Individual items are subject to change at any time. City of Hinesville makes no certification that any item is without error. City of Hinesville is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between City of Hinesville and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

City of Hinesville
Police Department
123 East ML King Jr Drive
Hinesville, GA 31313

Attention: Bill Kirkendall
Telephone: (912) 368-8211
Fax: (912) 368-3398
E-mail: bkirkendall@cityofhinesville.org

- 3.3.2 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any City of Hinesville employee or representative of any kind or capacity with the exception of Police Administration staff for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

- 3.3.3 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to August 11, 2017 at 9:30 a.m. EST.
- Mandatory Pre-proposal Meeting at City Hall on August 14, 2017 at 10:00 a.m. EST
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to City of Hinesville any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to City of Hinesville any enhancements, which might be

in City of Hinesville best interests. These must be submitted in writing and be received prior to August 21, 2017 at 11:30 a.m. EST

- Inquiries about technical interpretations must be submitted in writing and be received prior to August 11, 2017 at 9:30 a.m. EST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.4 **Addenda:** City of Hinesville will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients.

City of Hinesville will not respond to any questions or requests for clarification that require addenda, if received by City of Hinesville after August 11, 2017 at 9:30 a.m. EST

All addenda will be posted to our Web site only:

<http://www.cityofhinesville.org/bids>

3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must submit the Notice of Intention (*Schedule A*) by August 7, 2017, 5:00 p.m. EST and a complete response to this RFP by August 21, 2017, 11:30 a.m. EST. Proposals must be signed by an authorized representative of the proposal and be delivered sealed to:

Major Bill Kirkendall
Hinesville Police Department
123 East ML King Jr Drive
Hinesville, GA 31313

on or prior to August 21, 2017 at 11:30 a.m. EST. Vendors are to submit six (6) copies that must be individually bound. Please provide one electronic copy on a CD or DVD media. City of Hinesville shall not accept proposals received by fax or e-mail.

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed NVR system.
5. Vendor Certification – Completed and signed Vendor Certification (*Section 8*).

All information requested in the Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may

result in a low evaluation of the proposal. City of Hinesville may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to City of Hinesville. City of Hinesville will schedule a time and date of these presentations. Oral presentations are an option of City of Hinesville and may or may not be conducted.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply City of Hinesville with a network camera solution identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide IP Security Camera Solution
2. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's depiction average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management and support of the IP Security Camera solution
7. Capability of vendor to provide administrator and/or end user training
8. Cost effectiveness of the IP Camera Security Solution

4 Scope of Work, Specifications & Requirements

City of Hinesville is requesting proposals from qualified firms interested in providing Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware, a Network Voice Recording (NVR) System, NVR Software, a Video Management System, Support, Maintenance, Warranty, Cabling and Training. This system will replace our current CCTV system at the HPD. The HPD building has 2 floors and several outdoor areas that require camera presence.

HPD houses our police officers, court division, detectives division, narcotics division, and IT Department. The main objectives of these departments are to provide policing, provide information on law enforcement ticketing, and provide public safety awareness to our citizens.

4.1 Technical Specifications

4.1.1 Capacity and Scalability

The IP Security Camera solution should be capable of handling 20 or more cameras in the Police Department. The solution should have the capability of adding cameras as deemed necessary by the HPD.

4.1.2 Indoor and Outdoor Camera

All outdoor cameras should be vandal proof and anti-vibration compliant. All indoor and outdoor cameras should have the following specifications at a minimum:

- A. Full High Definition (FHD)
- B. IP66 Rating to protect against dust and environmental elements
- C. IK10 rating for vandal resistant housing
- D. Infrared Illumination for night visibility
- E. Defocus Detection
- F. View DR (120dB) for areas that have lighting differences
- G. Capability to produce 30 FPS or more
- H. Image stabilizing to reduce blurring
- I. Day/Night capability
- J. Pan, Tilt, Zoon (PTZ) capability
- K. RJ45 Connectivity
- L. Power Over Ethernet (PoE)
- M. 4-megapixel resolution
- N. Must have tamper detection
- O. Must have motion detection
- P. Capability to record audio
- Q. SD Card Slot

4.2 Video Management System

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have an HTML client, have the ability to record on alarm, supports video aging, and have the option to search by thumbnails. Additionally the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification of critical system events.
3. Has the capability to store 36TB or more.
4. Has the capability to provide video monitors.
5. Has the capability to view live video and review historical video up to 1 month.

4.3 Support and Maintenance

The City of Hinesville requires 3-years support and onsite support with the option to continue annual support after the 3-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

4.3.1 Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

4.3.2 Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

4.4 Engagement Methodology

City of Hinesville is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at HPD building. The vendor will be responsible for coordinating with the City's Network Administrator in configuring the networking equipment to work with the City's existing LAN.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
 - Completed SAVE Contractor and City of Hinesville – Lawful Presence Affidavits to demonstrate compliance in accordance with OCGA 13-10-91 and OCGA 50-36-1 (**Schedules B & C**)
 - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.
4. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

6 Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for HPD's IP Camera Security solution project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 30 days as of September 7, 2017.

6.1 Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

Three Year Total Cost Summary						
Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation & Training						
Project Management						
Miscellaneous						
Other (specify)						
Total:						

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7 Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, City of Hinesville may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by City of Hinesville shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to City of Hinesville. City of Hinesville will consider that the appropriate consents have been obtained for the disclosure to and use by City of Hinesville of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate City of Hinesville to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of City of Hinesville, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of City of Hinesville including, but not limited to, all logos, registered trademarks, or trade names of City of Hinesville, at any time without the prior written approval of City of Hinesville, as appropriate.

7.4 Respondent's Responses

All accepted Responses shall become the property of City of Hinesville and will not be returned.

7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Georgia.

7.6 No Liability

City of Hinesville shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to City of Hinesville are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-5, will be issued upon request.

7.9 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP-IP SECURITY CAMERA2 issued by City of Hinesville. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of November 3, 2014.

The undersigned further certify that their firm (check one):

- ☐ IS
☐ IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify City of Hinesville of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

Signature of Authorized Officer:

Name: _____	Title: _____
Signature: _____	Date: _____

Schedule "A" Notice of Intention

RFP-IP SECURITY CAMERA2

NOTICE OF INTENTION REQUEST FOR PROPOSAL

From:

VENDOR'S NAME
AUTHORIZED REPRESENTATIVE
TELEPHONE NUMBER
FAX NUMBER
E-MAIL

Please state your intention with regard to the Request for Proposal RFP-IP SECURITY CAMERA2 by selecting one of the following:

☐ Intends to respond to City of Hinesville Request for Proposal

☐ Does not intend to respond to City of Hinesville Request for Proposal

TO: Hinesville Police Department
Major Bill Kirkendall
123 East MLK Jr Dr.
Hinesville, GA 31313
912-368-8211
912-368-3398 (fax)

Schedule "B" Contractor Affidavit

RFP-IP SECURITY CAMERA2

Contractor Affidavit under O.C.G.A § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number/E-verify User Number

Date of Authorization

Date of contract between Contractor & Public Employer

Legal Name of Contractor (please print)

Legal Address of Contractor City, State, & Zip Code

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ____ of _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS ____ DAY OF _____, 20__.

Notary Public

Commission Expires

Schedule "C" Lawful Presence Affidavit

RFP-IP SECURITY CAMERA2

CITY OF HINESVILLE-LAWFUL PRESENCE AFFIDAVIT

Pursuant to O.C.G.A. § 50-36-1, all persons who - either on behalf of themselves or on behalf of an individual, business, corporation, partnership, or other private entity - apply for certain public benefits must (1) be eighteen years of age or older and (2) submit an affidavit that they are lawfully present in the United States. Public benefits, as defined by O.C.G.A. § 50-36-1(a)(3)(A), include any grant, contract, loan, professional license, or commercial license provided by an agency of State or local government or by appropriated funds of a State or local government.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Georgia that I am 18 years of age or older and (check one):

____ I am a United States citizen, or

____ I am a legal Permanent Resident of the United States, or

____ I am a qualified alien (other than as a permanent resident) or nonimmigrant in the United States pursuant to Federal law.

The secure and verifiable document provided with this affidavit can best be classified as:

I understand that this sworn statement is required by law because I have applied for a public benefit and/or a business license on my behalf as an individual or on behalf of a business, corporation, partnership, or other private entity. I understand that state law required me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit as listed above. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Georgia under O.C.G.A. § 16-10-20 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Title

*Alien Registration # for Non-citizens

Business Name

TIN or SSN

If this affidavit is not presented in person, applicant must submit a notarized copy of this affidavit.

Notarized this ____ Day of _____, in the State of _____,

County of _____

Notary

Commission Expires

*Note: O.C.G.A § 50-36-1(e) (2) requires that aliens under the Federal Immigration and Nationality Act., Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Another Identifying Number