

City of Auburn Hills, Michigan

REQUEST FOR BIDS

VIDEO SURVEILLANCE UPGRADE PROJECT

Date issued: March 9, 2010

Bids Due: April 15, 2010 – 3:00 p.m. (local time)

At the office of the City Clerk
1827 North Squirrel Road
Auburn Hills, Mi 48326

For more information regarding this RFB, please contact...

Lieutenant Casimir Miarka, Technical Services Commander
248.364.6884

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INVITATION TO BID

COMPANY NAME: _____

ITEM: Video Surveillance Upgrade Project

DEADLINE: April 15, 2010 at 3:00 P.M.

The City of Auburn Hills is seeking to upgrade an existing video recording/monitoring system at the Auburn Hills Police Department. The City will add three new cameras within the Police garage. The City of Auburn Hills wishes to maintain all other existing cameras and cables that are determined to be suitable with the proposed system. Any cameras and cables that require replacement shall be listed in detail on the price sheet and the reason for replacement. Bids will be accepted until Thursday April 15, 2010, 3:00 PM. Thereafter, bids will be publicly opened in the Office of the City Clerk.

PREPARATION OF BID

- A. Bidders are expected to examine specifications and instructions. Failure to do so will be at the bidder's risk.
- B. Each bidder must furnish all the information required by City specifications. Failure to do so will be at the bidder's risk.
 - 1. Bidder must meet attached insurance requirements
- C. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specification, they may contact Lieutenant Casimir Miarka at (248)364-6884 or by e-mail at cmiarka@auburnhills.org

SUBMISSION OF BID

- A. All bids shall be submitted in a sealed envelope and shall include the following information on the face of the envelope: bidder's name, address, and bid item. Failure to do so may result in premature opening of or failure to open such proposal. All bids must be hand delivered or mailed to Linda F. Shannon, Clerk, City of Auburn Hills, 1827 North Squirrel Road, Auburn Hills, Michigan 48326.
- B. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected. Facsimile bids will not be accepted.
- C. Bids must be submitted on separate forms and all pages of this bid must be returned with your bid response. Additional information can be added as an addendum.
- D. Bids must be submitted with the firm's name and signed by a responsible officer or employee. Bids must be typed or submitted in ink. Erasures or other changes must be initialed by the person signing the bid. Obligations assumed by such signatures are binding on the firm.

- E. Any bid may be withdrawn by giving written notice to the Clerk before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of sixty (60) days after said closing time, except for the successful bidder whose prices shall remain for the entire contract period.

PRICE/DELIVERY/PAYMENTS

- A. The City of Auburn Hills is exempt from federal excise taxes and state sales taxes and such taxes will not be included in the bid prices.
- B. All bid prices shall be on an F.O.B. Destination, with all transportation charges of any nature to be paid by the bidder. F.O.B. delivered means delivered to the receiving point:

City of Auburn Hills Police Department
1899 North Squirrel Road
Auburn Hills, Michigan 48326

- C. Full payment will be made after each order is received, inspected, and found to comply with procurement specifications, free of damage, properly invoiced, and including all installation, training, and evaluation of proper functioning. All invoices must bear the Blanket Purchase Order Number and be sent to the attention Lieutenant Casimir Miarka at the above address.

AWARD

The evaluation and award of this bid shall be based on a combination of factors including but not limited to the following: price, completeness of proposal, i.e., the degree to which it responds to all requirements and request for information contained herein, vendor's demonstrated capabilities and qualifications, compliance with the City's specification and any other factors considered to be in the City's best interest.

GENERAL CONDITIONS

- A. All bids must be on items and accessories which equal or exceed city specifications. Bids incomplete or not meeting the City's specifications may be rejected.
- C. Any errors, omissions or discrepancies in specifications discovered by a prospective vendor and/or service provider shall be brought to the attention of Lieutenant Casimir Miarka. Further, the vendor and/or service provider shall not take advantage of errors, omissions, or discrepancies in the specifications.
- D. No agreement/contract with the City of Auburn Hills may be assigned by a vendor without prior written consent of the City.
- E. The City of Auburn Hills reserves the right to accept or reject any or all bids, to let bids again, and to waive any irregularities or informalities in the best interest of the City.
- F. The City will reserve the right to approve as "equivalent" or reject as not being "equivalent", any article proposed which contains major or minor variations from specifications requirement, but which comply substantially therewith.

BID REQUIREMENTS

1) **Insurance Requirements:** Enclosed are the insurance requirements as set forth by the City of Auburn Hills. The successful bidder shall name the City of Auburn Hills as additional insured prior to the starting date of the contract and said insurance must be kept in full force and effect during the entire contract period. Failure to comply with these provisions will cause termination of the contract.

The vendor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agree to protect and defend the City of Auburn Hills against any and all claims or demands whatsoever, and to hold the City of Auburn Hills harmless from any loss or damage resulting therefrom.

2) **Responsible Bidder:** The contract will be awarded to the responsible bidder whose proposal is determined to be most advantageous to the City, based on the evaluation criteria set forth in the RFP.

3) **Cancellation:** The RFP may be cancelled by the City of Auburn Hills at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interest of the City of Auburn Hills.

4) **Receipt of Proposals:** It is solely the responsibility of the bidder to assure the timely receipt of its proposal at the location indicated in the bid announcement. *Late proposals will not be accepted.*

5) **Tax Exemption:** The City of Auburn Hills is a Michigan Municipal Corporation and as such it is exempt from Federal Excise Tax and Michigan Sales Tax, except for those services delivered to individual employees as described herein.

6) **Costs Incurred:** The Vendor is responsible for the costs of handling, packing, and transporting goods.

7) **Vendor's Representations:** Each vendor, by submitting a proposal, represents that they have read and understood the RFP documents and has submitted their proposal in accordance therewith; that the proposal has been submitted by a duly authorized owner, partner, or corporate officer; and that the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the RFP, designed to limit independent offers or competition.

8) **Sub-contracting:** No sub-contracting of any part of the goods and/or services proposed in this RFP will be permitted unless authorized by the City of Auburn Hills. In no case shall any part of the contract include staff that is employed by the City of Auburn Hills.

9) **Indemnification:** The successful contractor shall indemnify and hold harmless the City of Auburn Hills and its officers and employees from and against all claims, losses, damages, and expenses including but not limited to, attorney's fees arising out of or resulting from the performance of the contract.

10) **Warranty/Guarantee:** The vendor shall provide any and all warranty and/or guarantee information as it applies to the services provided herein. Such warranties/guarantees shall be included by the vendor as part of the bid submittal.

11) **Applicable Law:** Any contract resulting from the RFP shall be governed by the State of Michigan. The vendor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.

SPECIFICATIONS FOR VIDEO SURVEILLANCE UPGRADE

GENERAL

The City of Auburn Hills is seeking to upgrade an existing video recording/monitoring system at the Auburn Hills Police Department. The City will add three new cameras within the Police garage. The City of Auburn Hills wishes to maintain all other existing cameras and cables that are determined to be suitable with the proposed system. Any cameras and cables that require replacement shall be listed in detail on the price sheet and the reason for replacement.

To ensure that each contractor has a complete understanding of the scope of this project, the City of Auburn Hills has scheduled a pre-bid meeting with a walk through of the facilities at 10:00 a.m., Wednesday March 24, 2010, in the community room of the Public Safety Building. At this meeting Lieutenant Miarka and a representative from the City of Auburn Hills IT department will discuss the bid and answer any questions. No additional viewing appointments will be scheduled.

CURRENT CONFIGURATION

The current configuration of the video recording /monitoring system is

- A. Two Vicon Kollector Pro Model KPR60-16
- B. Total of 24 fixed coax fed cameras
 - a. 3 outdoor mounted cameras
 - b. 21 Indoor Mounted cameras
- C. Video Monitoring is done within the dispatch center. The camera view is controlled by 2 Phillips LTC 2600 Series Multiplexers
 - a. Two (2) 37in LCD monitors
 - b. One (1) 26 inch monitor

SYSTEM SPECIFICATIONS REQUIREMENTS

- A. Network Accessibility – The Police Department needs the ability to access stored video from the current network in place.
- B. The recording system software must provide safeguards so that a designated local administrator can limit the ability of users to access the system to alter and/or delete files.
- C. The recording system must have the ability to burn copies of recordings to DVD.
- D. The system must have the ability to convert files to Windows Media format or play recordings on various computers without special software or the need to download proprietary software. The preferable file format is MPEG 4.
- E. The system must have the ability to archive video for 45 days.

- F. The system must be compatible with Windows 7.
- G. The system must have TCPIP connectivity.
- H. The system must have the ability to adjust camera sensitivity
- I. Replace current multiplexers (2)
- J. All new equipment must have a 3 year onsite warranty for parts and labor, or a price breakdown of maintenance pricing with 1 through 3 years broken out in detail, indicating what is and is not covered by manufactures warranty for parts and or labor; and provide pricing for out of warranty time and materials labor.
- K. Initial product training to be included with the purchase of the system.

NEW CAMERA INSTALLATION

- A. The City wishes to purchase 3 new cameras to be mounted in the climate controlled police garage. One of the cameras will be installed and mounted within the equipment room of the garage.
- B. The costs of the cameras and installation will be listed separately on the Proposal form

OPTIONS

The City of Auburn Hills is interested in the following alternatives to the base bid:

- A. Trade in value for the 2 current Vicon Kollektor Pro
- B. Replacement of two 37 inch monitors mounted and installed
- C. Purchase of a third 37 inch monitor mounted and installed on rear wall of the dispatch center.

The City of Auburn Hills reserves the right to accept the bid of the contractor but reject any of the alternate bid prices.

CITY OF AUBURN HILLS PROPOSAL FORM

We the undersigned as bidder propose to furnish to the City of Auburn Hills, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

BASE BID LUMP SUM \$ _____

ALTERNATE BID #1 DEDUCT \$ _____
Trade in of two VICON Kollector PRO
Model KPR60-16

ALTERNATE BID #2 ADD \$ _____
Replace two (2) 37 Inch LCD Monitors

ALTERNATE BID #3 ADD \$ _____
Purchase 37 inch LCD Monitor (mounted and installed)

1 year warranty included? Yes No

Full Coverage Service Contract
Year 2 _____ annually

Year 3 _____ annually

Are the quoted items according to specifications? Yes No
If not, please state the exceptions:

Local office address: _____

Additional Comments:

All prices quoted will be for the duration of the contract and no other changes will be paid by the City except those stipulated in this quotation. The duration of the contract will be until successful installation and training on the equipment is completed.

In submitting this bid, it is understood by the undersigned that the City of Auburn Hills reserves the right to accept or reject any and all bids, to let bids again, and to waive any irregularities or informalities in the best interest of the City.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners) corporation, foreign or domestic (naming principal officers), and indicated official capacity of person executing proposal and bid.

Date: _____ Firm name: _____

Address: _____

Signature: _____ Title: _____

Phone: _____ Fax: _____

(Names of principal officers and designate official capacity)

(If partnership or assumed name, indicate names of owners)

Any questions you may have can be answered by calling Lieutenant Casimir Miarka at (248)364-6884 or by e-mail at cmiarka@auburnhills.org

SIGNATURE PAGE

The undersigned represents that he or she:

1. Is duly authorized to make binding offers on behalf of the company.
2. Has read and understands all information, terms, and conditions in the RFB.
3. Has not engaged in any collusive actions with any other potential bidders for this RFB.
4. Hereby offers to enter into a binding contract with the City of Auburn Hills for the services herein offered, if selected by Auburn Hills within 60 days from bid due date.
5. Represents that the services he or she is proposing are equal or greater in all respects to the services specified in the RFB.

Name (printed or typed): _____

Signature: _____

Title: _____

Company: _____

Date: _____

Please indicate name, telephone number, fax number, mailing address, and e-mail address of company representative for matters regarding this RFB.

Name (printed or typed): _____

Telephone Number: _____

Fax Number: _____

Street Address: _____

City/State/Zip: _____

E-Mail Address: _____

NOTICE TO BIDDERS

Notice is hereby given that the City of Auburn Hills will receive sealed bids up to Thursday, April 15, 2010 at 3:00 PM for the following:

Video Surveillance Upgrade

Bid packages can be obtained at the office of the City Clerk between the hours of 8:00 AM and 5:00 PM Monday through Friday.

The City reserves the right to accept and/or reject any or all bids and to waive any irregularities. Sealed bids must be submitted according to City specifications and returned to:

Clerk Linda F. Shannon
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, Michigan 48326

City of Auburn Hills
Oakland County, Michigan

VALUE ADDED OPTIONS

The *City of Auburn Hills* seeks to derive the greatest benefit from the purchases that it makes in order to deliver the highest level of services in a most cost effective method to its residential and corporate citizens. In determining the lowest qualified bidder, the City will evaluate any additional value added items that a vendor may offer, either at low or no additional cost to the City. Examples of these items include but are not limited to:

- training
- extended warranty
- early payment discounts
- quantity discounts
- holding the bid price for an extended period of time

Please be certain to clearly identify these items when submitting your quotes and/or bids to the City. Value added items will not be accepted after the final date and time for the opening of quotes and/or bids has occurred.

Thank you.

CITY OF AUBURN HILLS
HOLD HARMLESS AGREEMENT

As required for approval of the _____,
(Activity)

_____ herein after referred to as _____,
(Name of Company) (Abbreviated Name Form)

agrees to indemnify, defend, and hold harmless the City of Auburn Hills, its officers, agents and employees from any liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments arising from injury to persons, including death or injury to property which arises out of the act, omission and/or negligence of _____ its agents, or employees in connection
(Abbreviated Name Form)

with or arising out of the _____ provided that nothing herein shall require
(Activity)

_____ to indemnify the City against and/or hold the City harmless
(Abbreviated Name Form)

from claims, demands, or suits based solely upon the negligent conduct of the City, its agents, officers, and employees.

In the case of the aforementioned actions, omissions, and/or negligence by _____,
(Abbreviated Name Form)

_____ shall appear and defend, and (retain attorneys) pay all charges of
(Abbreviated Name Form)

attorneys and shall be responsible for all expenses arising from or incurred in connection therewith, and if any judgment shall be rendered against the City, its officers, agents or employees, or against

_____, the _____ shall at its own expense satisfy
(Abbreviated Name Form) (Abbreviated Name Form)
and discharge same.

In addition, _____ agrees to furnish a certificate of insurance showing
(Abbreviated Name Form)
proof of insurance as required by the City of Auburn Hills.

Name of Organization

Witnesses

By _____

Dated _____

INSURANCE REQUIREMENTS FOR LIMITED EXPOSURE EVENTS/PROJECTS
CITY OF AUBURN HILLS, MICHIGAN
and/or
CITY OF AUBURN HILLS T.I.F.A., B.R.A., BUILDING AUTHORITY

1. Liability Insurance

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A-", and the following minimum requirements:

- a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):
 - I. Check mark indicating occurrence as opposed to claims made form
 - II. Limits of Liability:
 - \$1,000,000 each occurrence
 - \$2,000,000 general and products-completed operations aggregates
 - III. Personal Injury
 - \$1,000,000 aggregate
- b. Automobile Liability:
 - I. Check mark indicating coverage as to any automobile
 - II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverage are also afforded
 - III. Limits of Liability: \$1,000,000 combined single limit
- c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.
- d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*
- e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

2. Workers Compensation

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in

connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan, and shall be in an insurance company acceptable to the City of Auburn Hills.

3. Certificate of Insurance

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326

4. Sub-Contractors Insurance Requirements

If approval is granted by the City of Auburn Hills for Contractor to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Contractor shall furnish certificates evidencing the same insurance for the City of Auburn Hills as required in Sections 1 through 4 of the requirements.

5. Requirement as Part of Contract

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

6. Hold Harmless Agreement

It is further required that all contractors providing services or performing duties for the City of Auburn Hills shall enter into a Hold Harmless Agreement with the City and all other entities as set forth in Section 1 (d), which agreement shall hold the City harmless from any and all claims incurred while the contractor is performing work, jobs, duties, etc. on the City's behalf.

H:\WORKFILE\Insurance Requirements Limited Exposure 10-9-03.DOC