



City of Newnan

FIRE DEPARTMENT

Request for Proposal (RFP) for Security System for Fire Station



Issue Date: February 5, 2009

Issued By: City of Newnan
Finance Department
25 LaGrange Street
Newnan, GA 30263

Inquiries: Lt. Richard Ayers
Fire Marshall
770-253-6730
rayers@cityofnewnan.org

Proposals Due: Tuesday, March 3, 2009 by 10:00 am, EST

Bid Opening: Tuesday, March 3, 2009 at 10:00 am, EST

CITY OF NEWNAN, GA
Security System for Fire Station

INTRODUCTION

The City of Newnan, Georgia is seeking proposals for a Security System for Fire Station # 3 Westside Precinct, to include door entry, paging and surveillance equipment per specifications attached. The system has to be compatible with the existing phone system. **The Bid Response Sheet is attached and must be completed and returned to the City of Newnan as part of the bid package.** Newnan is located approximately 30 miles southwest of Atlanta and shipping/or delivery charges (if extra) must be included as a separate item in the bid.

INVITATION TO SUBMIT BIDS

1. INVITATION FOR BIDS

A. Qualified vendors are invited to submit a bid for a security system based on the minimum specifications provided below. Any bid not meeting minimum specifications will be disqualified.

B. Sealed bids will be received by the City of Newnan, by hand delivery and/or certified mail, no later than: **Tuesday, March 3, 2009 at 10:00 a.m.** **Any bid submitted after this date and time will be rejected by the City of Newnan, no exceptions.** Proposals should be submitted in two (2) original copies in a sealed envelope marked **“Security System for Fire Station # 3, Westside Precinct, March 3, 2009.”**

C. Mail proposals to:

City of Newnan
Richard Bolin, City Manager
25 LaGrange Street
Newnan, GA 30263
Telephone: 770-253-2682

D. Technical questions should be submitted via phone or e-mail to LT. Richard Ayers at 770-253-6730 or rayers@cityofnewnan.org. All other questions should be submitted to Chief David Whitley at 770-253-1851 or e-mail dwhitley@cityofnewnan.org.

2. EQUAL OPPORTUNITY

The City of Newnan prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation. The City of Newnan will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any bank doing business with the corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

3. ACCESS TO PUBLIC RECORDS ACT NOTICE

Each vendor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification as to why such materials, upon request, should not be disclosed.

4. COSTS OF PROPOSAL

The City of Newnan is not responsible or liable for any of the costs incurred by any vendor in preparing and/or submitting a proposal pursuant to this RFP.

5. ORAL PRESENTATIONS AND QUESTIONS

Any vendor that submits a proposal may be requested to provide additional information to the City of Newnan. Such information is only for the purpose of clarification and in no way changes the vendor's proposal as originally submitted. The City of Newnan reserves the right to ask any or all vendors to clarify any portion of their proposals after submission. The City of Newnan will not be responsible for any costs or expenses incurred by a bank in its response to such inquiries.

6. PROPOSAL FORMAT

Proposals must be submitted on the Bid Sheet attached. Bidders must include detailed specifications and/or appropriate literature. **No exception to these requirements will be tolerated.**

If there is a need for additional information or clarification for an item or items, please list on a separate sheet.

7. RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the City, depending on available competition and timely needs of the City. The City reserves the right to award the order to the most responsible vendor submitting a proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the City. The City shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Additionally, the City reserves the right to make such investigation or to request clarifications, as it deems necessary, to determine the ability of any vendor to complete the delivery of the order.

8. EVALUATION OF BIDS

Awarding of the bid shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

1. Price;
2. Quality of the bid and proposal;
3. Prior business experience with the bidder;
4. Ability of the bidder to fulfill contract and specifications;
5. Reputation of bidder and service to other local municipalities/clients;
6. Responsiveness to specifications and special terms and conditions set forth in

- this Invitation to Bid and attachments;
- 7. Estimated delivery date;
- 8. Warranty.

The bid will be awarded by the City as soon as possible to the best qualified vendor. The City of Newnan reserves the right to waive informalities in any bid, make the award in whole or in part, re-advertise or reject any or all bids when such action is in the best interest of the City. In addition, the City reserves the right to negotiate with the selected Vendor once the award is approved by Council.



Lt. Richard Ayers
Fire Marshall

FIRE DEPARTMENT
CITY OF NEWNAN

23 Jefferson Street
P.O. Box 1193
Newnan, GA 30264
770-253-1851
Fax: 770-254-2340

Specifications for a Security System for Fire Station

The Newnan Fire Department is seeking sealed bids on a Security System for its Station # 3, Westside Precinct.

The point of contact for this bid will be Lt. Richard Ayers, via email rayers@cityofnewnan.org or by phone, 770-253-6730.

The due date for bid opening will be **Tuesday, March 3, 2009** at 10:00 A.M. All proposals must be in before bid opening date and time. Any proposals received after 10:00 A.M. on **March 3, 2009** will not be accepted nor considered.

City of Newnan
Toshiba Surveillex DVR Security System or Equivalent

Required Minimum Standards

Specifications	Included	Remarks
One (1) 8 Channel/60 PPS/250 GB Storage Unit		
Three (3) Day/Night CCTV Cameras		
Three (3) (2.8mm) Camera Lens		
One (1) 8 Unit Power Supply Interface		
Three (3) Wall Mount Camera Brackets.		
One (1) CCTV Cabling.		
One (1) Dome Camera ¼ in, 520 lines, Avot iris mini dome.		
One (1) Shelf 19 mount. 18 deep (wall mount)		
Three (3) Outdoor camera housings.		
One (1) 17" Color LCD monitor (1280x1024) resolution		
One (1) 8" Wall mount for LCD monitor w/cantilever		
Complete system installation, programming, and training to be included.		
Parts and service manual to be included		
One year parts and labor warranty to be included.		

City of Newnan
Bid Sheet
Security System for Fire Station # 3.

VENDOR INFORMATION

Vendor Name: _____

Address: _____

Email: _____ **Web Site:** _____

Phone: _____ **Fax:** _____

Contact Name: _____

System being quoted _____

(Please attach all relevant literature/documentation)

Estimated Delivery and Installation/Completion Date _____

Exceptions to Specifications: _____

(Use separate sheet if necessary)

Bid Price: _____

Shipping: _____

Total Bid: _____

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____