



Request for Proposal

City-Wide Camera Solution

ISSUED DATE: **March 9th, 2020**

SUBMISSION DATE: **April 24th, 2020 BY 2:00 PM EST**

RFP COORDINATOR:

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I. Request for Proposal

The City of Hardeeville invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a City-Wide Camera System solution that integrates with the current hosted on-premise solution.

II. About the City of Hardeeville

The City of Hardeeville is located in Jasper County, South Carolina, with an approximate population of 7000 residents. The City of Hardeeville encompasses approximately 56 square miles. The City of Hardeeville is proud to be the gateway of the Low Country, a connection to the islands, and the place across the Savannah River where Carolina awaits. The City of Hardeeville has rapidly grown in the past years, due in part to major new developments and investments within the community.

The City of Hardeeville provides a range of services to the public including General Administration, Public Works, Community Development, Parks and Recreation, Fire, Police, and Media. City Hall is located at 205 East Main Street, Hardeeville, South Carolina 29927. The City of Hardeeville's website address is www.hardeevillesc.gov.

III. Closing Time and Date

Proposals must be received **no later than 2:00 p.m. – Friday, April 24th, 2020.**

Any proposal received after the specified closing time will be returned unopened.

IV. Overview of Current Camera Infrastructure

The City of Hardeeville's current Camera infrastructure is comprised of 6 IP-based cameras and 1 On-Premise server. The breakdown is as follows:

- 6 – Axis Network Cameras
- 1 – Seneca Server

The current Camera Infrastructure is operating on Milestone XProtect software. The City of Hardeeville plans for rapid growth and, in turn, the current Camera infrastructure to expand. The City of Hardeeville would prefer for prospective organizations to be able to integrate with the existing infrastructure in order to keep everything within one centralized system; However, this is not a mandated requirement.

V. Scope

The City of Hardeeville is requesting proposals from qualified organizations interested in providing indoor and outdoor IP-based cameras, camera mounting hardware, a Network Video Recording (NVR) System (If not integrating with current infrastructure), NVR Software (If not integrating with current infrastructure), a Video Management System (If not integrating with current infrastructure), Support, Maintenance, Warranty, Implementation, and Training. The proposed solution is expected to cover numerous areas within the corporate limits of the City of Hardeeville which includes some remote locations.

As part of this RFP, the Camera System should provide a uniform system with the capabilities of being expanded at the convenience of the City of Hardeeville. Equipment must be new and current production models; Reconditioned, Remanufactured, or demo equipment will not be acceptable.

It shall be the responsibility of the vendor to assess the desired locations specified under the Camera Locations section listed below for power, data, and installation equipment required and to include those costs within the proposal. It shall be the responsibility of the vendor to acquire any permits or permissions on behalf of the City of Hardeeville for installation of any and all hardware.

All video shall be fed to a centralized location and stored at the Fire Admin Building outlined within the Camera Locations map. Live video feed shall be fed to the Police Department TV for 24/7 live view monitoring.

The City of Hardeeville requires the following items to be included within the scope of services and work:

A. Indoor and Outdoor Cameras

- Full High Definition
- IP66 Rating for environmental elements
- IK10 Rating for vandal resistance
- Defocus / Autofocus detection
- Wide Dynamic Range (minimum 70 dB)
- 30 FPS or more
- Image stabilization
- Day / Night capable
- Pan, Tilt, Zoom capable
- Power over Ethernet (POE) capable
- 4-megapixel resolution or better
- Motion and Tamper detection
- Audio record capable

- Internal SD backup
- Automated License Plate Reader (ALPR)

B. Video Management System

The proposed solution should describe the administration / management interface that will be used. Preferences will be given to the RFP's that demonstrate systems that user friendly, have the option to integrate with Active Directory, have a Web Portal, have the ability to record on alarm, supports video aging, and have an option to search by thumbnails. Additionally, the system must be able to do the following:

- Provide multiple levels of administration with varying roles
- Provide email notifications of critical system events
- Has the capability to store 36 TB of data or more
- Has the capability to provide video monitors
- Has the capability to view live video and review historical video up to 1 month

C. Support and Maintenance

The City of Hardeeville requires 3-years of remote and on-site support with the option to continue annual support after the 3-year period. The Vendor shall provide a detailed description of standard and extended support, maintenance, and the average response time for support requests.

State the name of the company which will be delivering service and on-site support for this solution. If service is subbed out, provide the name of the sub-vendor and working relation to said sub-vendor.

Provide a technical roadmap for the proposed solution. How does the proposed solution fit into the vendor's current product lifecycle? Provide a list of policies on firmware updates for the proposed solution, how often updates are released, how the City of Hardeeville will be notified of updates, and how updates will be applied.

D. Engagement Methodology

The City of Hardeeville is seeking a turn-key solution. The vendor will be responsible for all camera hardware, cable runs (data / power), as well as

installation of networking equipment at the Fire Administration building. The vendor will be responsible for coordinating with the City's Information Technology Department in configuring networking equipment.

VI. Camera Locations

The below hyperlink will direct prospective vendors to a share folder where a Google Earth Pro .KMZ file titled "City-Wide Cameras Project.kmz" can be obtained for this project. Map Pins within the file will outline the City's desired locations for cameras as well as locations to which the City has Fiber connection.

[Hardeeville City-Wide Cameras.kmz](#)

VII. Proposal Coordinator Information

For questions regarding this RFP please contact in writing via email:

Thomas Hubbard
Asst. IT Director
THubbard@HardeevilleSC.gov

VIII. Proposal Submission Information:

All proposals must be in conformance with the submittal instructions provided in the Proposal Format and Evaluation Process section of this RFP and received no later than **2:00 pm EST on April 24th, 2020.**

Mark the parcel with the following "**CITY-WIDE CAMERA RFP RESPONSE**" to ensure proper receipt.

Please submit one (1) original response, four (4) copies, and one (1) electronic copy (CD/DVD or USB drive). The electronic copy shall be submitted in PDF format. The proposal containing the original signatures should be clearly marked "Original." All responses must be submitted in the form set forth in this RFP, sealed, and delivered to:

Lori Pomarico
Hardeeville City Clerk
205 East Main Street
Hardeeville, South Carolina 29927

All proposals received after the deadline will be considered non-responsive and shall be returned to the Vendor unopened. No faxed or emailed proposals will be accepted.

IX. Proposal Format and Evaluation Process

A. Proposal Format

To simplify the evaluation process, the proposals shall be submitted in the format outlined below:

i. **Letter of Transmittal:**

- The proposal letter shall be formed on the organizations letter head, addressed to the coordinator listed, and shall include the name, title, telephone, email, and signature of the primary contact legally authorized to bind the proposal.

ii. **Table of Contents:**

- Clearly defined sections and pages numbered. Include a clear identification of the material by section and by page number.

iii. **Organization Overview and Resume:**

- Provide organization overview, including management team, resumes and qualifications of key staff that would be assigned to the implementation of the City-Wide Camera system. Provide resumes including the name, title, experience and qualifications of all personnel who will be assigned to the project. Also provide an Organizational Chart of key representatives.
- Also, state the Management Contact (representative authorized to sign an agreement for your organization) and Project Manager (person responsible for day-to-day management of the project), as well as the representative who will be in charge in the absence of the Management Contact and Project Manager.

iv. **References:**

- Provide at least five (5) references of current clients of similar scope (municipal government entities) with the proposal. Include name, title, jurisdiction, address, phone number and email of contact person.
- List all similar public agencies for which contracts were terminated in the last three years. Provide names, organization, and telephone number of point of contacts. Organization may provide a brief explanation of the reason(s) for termination.

v. Allocation and Resources:

- Provide a conceptual plan for services to the City of Hardeeville that you believe are appropriate for the City of Hardeeville. Indicate features, skills and/or services which distinguish your organization and make it the best choice for the City of Hardeeville. Indicate how the resources of your organization (e.g., number and type of personnel allocated by hours) will be allocated for this project.
- Also, provide the staff positions that would be expected to serve the City of Hardeeville to include executive, project, and accounting.

vi. Technical Requirements:

- All hardware, software, services, and application requirements must be provided and itemized.

vii. Implementation Services/Scope of Work

- Submittal of a project schedule is required as part of the Implementation Services. Provide a project management plan including reasonable target dates assuming the implementation of the project starts July 1st of 2020. This section must also outline key activities, work products, and assumptions.

viii. Training:

- Provide an overview of proposed training, including options for on-site or training center services, end users, and system administrators. This section should also include an implementation and training plan including an estimated timeframe and deliverables for each stage of the project and training documentation provided.

ix. Services and Support:

- Provide a description of support services including provisions of regular updates and new releases, as well as technical consultation and support.
- Provide how your organization will report to the City of Hardeeville contacts and users regarding the status of systems, elicit needs of users, necessary changes, etc.
- Provide how your organization will communicate system conditions and changes to the City of Hardeeville contacts.

- Provide a guaranteed response time frame for issues dependent on severity and time of day. Also, provide average response time for afterhours issues.
- Describe how scheduled down times (if any) are determined and how it is to be communicated to the City of Hardeeville contacts and users.
- Describe how your organization would ensure the City of Hardeeville's City-Wide Camera infrastructure maintains its usefulness, viability, compatibility, and dependability.
- Describe your approach to planning for disaster recovery that will meet the City of Hardeeville's needs.
- Describe how major system implementations and upgrades would be applied and what upgrades would require additional fees.

x. Documentation and Records:

- Describe how your organization would provide written reports to the City of Hardeeville on IT planning recommendations.
- Describe how your organization would document and record maintenance, installation, performance, and changes to the system.
- Describe what documentation that your organization would make available to the City of Hardeeville at the end of the contact period.

xi. Cost Proposal:

- Please provide costs for licensing, implementation, training, maintenance, and any additional services that are typically required.
- Provide costs for Service Initiation.
- Provide costs for reoccurring fees and describe what is included / excluded.
- Provide costs for organization representatives to be on-site.
- Provide costs for additional services (ie., new system implementations, power or data connections, etc.) and emergency responses (ie, disaster recovery).

xii. Additional Information – Please provide any other information you feel is important for consideration in our evaluation of proposals.

B. Correspondence

Direct all correspondence to the RFP Coordinator listed in the Proposal Coordinator Information section. All responses and amendments will be posted by March 27th of 2020 on the City of Hardeeville's Bids and RFPs page webpage located at the following link: <http://www.hardeevillesc.gov/2237/Bid-Opportunities> for all RFP vendors to view. It shall be the responsibility of the individual vendors to check for any responses and amendments published by the City of Hardeeville at the listed webpage. Any requests / inquiries received after March 20th, of 2020 will not be accepted and shall receive no response.

- **Confidential Material** – Any information contained in the proposal that is proprietary must be clearly marked as such and will be treated as confidential to the extent allowable in the Public Records Act.

C. Selection and Award

Upon the completion of evaluations, the RFP Coordinator will submit a summary of all evaluated proposals to the City Manager for approval which shall be submitted to the Mayor and City Council along with the recommended proposal. The Mayor and City Council will review the summary and recommendation. The City Council will determine which, if any, proposal to award the contract, or the City Council can determine that additional information is required from any or all Contractors. The decision to award the contract will be made by a majority vote of the City Council.

D. Public Award Announcement

The award of a contract by the City Council will be communicated by a Notice of Award being published by the follow method:

City of Hardeeville Website: <http://www.hardeevillesc.gov>

E. Timetable for Selection and Review

The City has established a preliminary timetable for reviewing the responses. The schedule is subject to change.

Date	Event
March 9 th , 2020	City-Wide Camera system RFP Issued
March 20 th , 2020	Deadline for requests for clarifications/exceptions
March 27 th , 2020	Responses to requests Due
April 24 th , 2020 BY 2:00 PM EST TIME	Proposals Due
May 1 st , 2020	Evaluation of Responses Due
May 7 th , 2020	Council Presentation

F. Terms and Conditions

- i. The City of Hardeeville reserves the right to reject all proposals, any proposal not conforming to this Request for Proposal, and to waive any irregularity or informality with reject to any proposal. The City of Hardeeville further reserves the right to request clarification of information submitted and to request additional information from one or more proposers.
- ii. The City of Hardeeville requires that the City-Wide Camera System vendor selected will not discriminate under the contract against any person, in accordance with federal, state and local governments' regulations.
- iii. The City of Hardeeville requires the City-Wide Camera System vendor selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with any party which may be affected under this program
- iv. The City of Hardeeville assumes no responsibility for proposals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistakes, strikes, mishandling or any other reason.
- v. All proposals become the property of the City of Hardeeville.
- vi. The City of Hardeeville will not reimburse proposers for any costs associated with the preparation and submittal of any proposal.
- vii. Proposer acknowledges all information contained within its proposal is part of the public domain as defined by the State of South Carolina Freedom of Information Laws.
- viii. The organization must possess demonstrated ability, knowledge, and expertise to be awarded the City-Wide Camera System vendor to the City of Hardeeville. It is important that the organization have sufficient depth of talent and able to allow a sufficient amount of time to meet the demands the City of Hardeeville may place upon its City-Wide Camera System vendor. The organization must be available to meet with the City of Hardeeville Staff, retained consultants, and members of the City of Hardeeville on a continuous basis as requested. The organization must also be available to appear at meetings of the City of Hardeeville on a continuous basis as requested.
- ix. The City of Hardeeville reserves the right to enter into contract negotiations with qualified responsive and responsible proposers. If the City of Hardeeville and a proposer cannot negotiate a successful contract, the City of Hardeeville may terminate such negotiations and begin negotiations with another qualified,

responsive, and responsible proposer. As a result, the proposer shall indemnify and hold the City of Hardeeville harmless from any and all claims, demands, damages, and expenses of whatever nature (including without limitation, attorney's fees).