



**COUNTY OF COLE  
JEFFERSON CITY, MISSOURI**

REQUEST FOR PROPOSAL

**2020-21: VIDEO SURVEILLANCE SYSTEM  
ENHANCEMENT & EXPANSION**

SUBMISSIONS SHALL BE ACCEPTED THROUGH

**THURSDAY, JULY 2, 2020 AT 3:00 p.m. CENTRAL**

AND RECEIVED AT:

**COLE COUNTY COMMISSION  
311 EAST HIGH STREET, ROOM 200  
JEFFERSON CITY, MO 65101**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Direct Contact Name (Typed/Printed)**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City/State/Zip**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Office Telephone Number**

\_\_\_\_\_  
**Direct Line or Extension**

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions set forth herein, all attachments and the contents of any addendum or amendment released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Name (Typed/Printed)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# REQUEST FOR BID

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Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

## **2020-21 VIDEO SURVEILLANCE SYSTEM ENHANCEMENT & EXPANSON**

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:00 p.m. on Thursday, July 2, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at [www.colecounty.org](http://www.colecounty.org) or by contacting Jessica Bryant at (573) 634-9168 or [jbryant@colecounty.org](mailto:jbryant@colecounty.org).

NEWS TRIBUNE: June 7, 14, 21  
Legal Notices  
Cole County Commission  
311 East High Street  
Jefferson City MO 65101

# COLE COUNTY COMMISSION

COMMISSION  
(573) 634-9110

*PURCHASING*  
1736 SOUTHRIDGE DRIVE  
JEFFERSON CITY, MISSOURI 65109

PURCHASING  
(573) 634-9168

## REQUEST FOR PROPOSAL

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### 1.0 OVERVIEW

1.1 **NOTIFICATION.** The County is requesting proposals for a comprehensive camera surveillance system designed to provide coverage of the following Jefferson City, Missouri locations:

Cole County Courthouse	301 East High Street
Courthouse Annex	311 East High Street
Carnegie Building	210 Adams Street, Jefferson City, Missouri

1.2 **SCHEDULE OF EVENTS (TENTATIVE).** The County will attempt to follow this timetable; however, these dates are estimates and are subject to change.

Issuance of RFP	June 7, 2020
Mandatory Pre-Proposal Conference- 1:00 p.m. CST	June 17, 2020
Deadline for Questions	June 25, 2020
Deadline for Proposal Submissions- 3:00 p.m. CST	July 2, 2020
Review of Proposals/Interviews & Presentations	July 6-10
Recommendation to/Award by Cole County Commission	July 14, 2020 – approximate date

1.3 **MANDATORY PRE-BID MEETING.** A mandatory pre-proposal meeting will be held at 1:00 p.m. CST on Wednesday, June 17th. Participants shall meet in the County Commission Chambers, 311 East High Street, Room 200, Jefferson City, Missouri. A mask will be required in order to enter the Cole County Courthouse for the pre-bid meeting, please provide your own. Attendance is a prerequisite for submitting a response to this solicitation and will be evidenced by the representative's signature on the attendance roster. This meeting will provide an opportunity for potential respondents to view the site of work, existing equipment and seek clarification on the requirements of Cole County prior to submitting a response.

1.4 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

**Jessica Bryant, Purchasing Agent**  
**[jbryant@colecourt.org](mailto:jbryant@colecourt.org)**

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written

communication. Respondents directly contacting other County employees risk elimination from further consideration.

**1.5 ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at [www.colecountypurchasing.org](http://www.colecountypurchasing.org). All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. The County assumes no liability if a contractor fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

**1.6 SUBMISSION REQUIREMENTS.** A fully executed response, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall:

- Be submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- Be complete and signed by an official authorized to obligate company submitting the bid;
- Include one (1) complete original and three (3) exact duplicates.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be accepted. Responses will be time and date stamped; those received late will be determined non-responsive without exception. Late bids may be returned unopened to the respondent upon request within ten (10) business days after the bid opening. All returns will be made at the respondent's expense.

**1.7 BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Thursday, July 2 at 3:00 p.m. CST. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

**1.8 ADVICE OF AWARD.** Upon bid award by the Cole County Commission, award notification letters, including a bid tabulation summarizing responses received, will be sent via email to all parties submitting a response.

## 2.0 INSTRUCTIONS TO RESPONDENTS

- 2.1 **INSPECTION OF PLANS, SPECIFICATIONS, AND SITE OF WORK.** All respondents are required to examine carefully the site of the proposed work, the plans, specifications, supplemental specifications, special provisions, contract forms and any other documents provided by the County before submitting a proposal.
- 2.2 **BID SECURITY.** Each response shall be accompanied by a Bid Bond, Certified Check, Cashier's Check or Bank Money Order payable to the County of Cole for an amount equal to Five Percent (5%) of the amount of the bid submitted. Bid securities will be returned after award of the contract except to the successful bidder. The security of the successful respondent will be retained until the contract is executed and a satisfactory Performance Bond in the amount equal to One Hundred Percent (100%) of the bid amount is furnished. Should the respondent or respondents fail or refuse to execute the bond and the contract required within ten (10) days after he has received Notice of Acceptance of his bid, he shall forfeit to the County of Cole as liquidated damages for such failure or refusal, the security deposited with his bid.
- 2.3 **PERFORMANCE BOND.** A Performance Bond in an amount equivalent to one hundred percent (100%) of the contract price for the awarded portion of work must be furnished and executed by the successful respondent or respondents before the commencement of work guaranteeing the Contractor's performance of the work as specified and awarded. The Surety shall be a corporate Surety Company or companies of recognized standing licensed to do business in the State of Missouri and acceptable to the County of Cole.
- 2.4 **GUARANTEE.** The Contractor guarantees that the equipment, materials, and workmanship furnished under this contract will be as specified and will be free from defects for a period of one (1) year from the date of final acceptance. In addition, the equipment furnished by the Contractor shall be guaranteed to be free from defects in design.

Within the guarantee period and upon notification of the Contractor by the County, the Contractor shall promptly make all needed adjustments, repairs, or replacements arising out of defects which, in the judgment of the County, become necessary during such period.

The cost of all materials, parts, labor, transportation, supervision, special tools, and supplies required for replacement of parts, repair of parts, or correction of abnormalities shall be paid by the Contractor or by his surety under the terms of the Bond.

The Contractor shall also extend the terms of this guarantee to cover repaired parts and all replacement parts furnished under the guarantee provisions for a period of one (1) year from the date of installation thereof.

If within ten (10) days after the County gives the Contractor notice of a defect, failure, or abnormality of the work, the Contractor neglects to make, or undertake with due diligence to make, the necessary repairs or adjustments themselves or order the work to be done by a third party, the County may employ labor to remedy said defect, failure or abnormality and the Contractor shall be responsible for the costs occasioned thereby.

In the event of an emergency where, in the judgment of the County, delays would cause serious loss or damage, repairs or adjustments may be made by the County or a third party chosen by the County, without giving notice to the Contractor, and the cost of the work shall be paid by the Contractor, or by his surety under the terms of the Bond.

## 2.5 **PREVAILING WAGE AND LABOR STANDARDS.**

- 2.5.1 **PREVAILING HOURLY RATE OF WAGES.** The principal contractor and all subcontractors shall pay not less than prevailing hourly rate of wages for each craft or type of workman required to execute this contract as determined by the Department of Labor and Industrial Relations of Missouri as set out in Wage Order 26, attached to and made part of these specifications. (Section 290.250 RSMo) The Contractor will forfeit a penalty to the County of \$100 per day (or portion of the day) for each worker that is paid less than prevailing rate for any work done under the contract by the Contractor or by any subcontractor. (Section 290.250 RSMo)
- 2.5.2 **SAFETY TRAINING.** The Contractor and all subcontractors must require all on-site employees to complete the ten hour OSHA safety training program required under Section 292.675, RSMo, if they have not previously completed the program and have documentation of having done so. The Contractor will forfeit a penalty to the County of \$2500 plus an additional \$100 for each employee employed by the Contractor or subcontractor, for each calendar day or portion thereof, such employee is employed without the required training (Section 292.675 RSMo)
- 2.5.3 **EXCESSIVE UNEMPLOYMENT.** During periods of excessive unemployment (any month immediately following two consecutive calendar months during which the level of unemployment in the State has exceeded five percent as measured by the United States Bureau of Labor Statistics) only Missouri laborers (persons who have resided in Missouri for at least thirty days and intend to become or remain Missouri residents) and laborers from nonrestrictive states (persons who are residents of a state which has not enacted state laws restricting Missouri laborers from working on public projects in that state, as determined by the Labor and Industrial Relations Commission), may be employed under the contract, except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the contracting officer.

Every transient employer, as defined in section 285.230, RSMo, enclosed in the laws section, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) The notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of the workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under section 285.234 RSMo, be liable for a penalty of \$500 per day until the notices required by this section are posted as required by that statute.

### 3.0 TERMS AND CONDITIONS

- 3.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 3.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 3.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 3.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 3.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 3.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 3.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 3.8 **INTERPRETATION OF CONTRACT DOCUMENTS.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications, or any part thereof, which affect the cost, quality, quantity, or character of the project, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at [www.colecountypurchasing.org](http://www.colecountypurchasing.org). Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the completed project in accordance with the intent of the Plans and Specifications to provide a workable project.
- 3.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish

equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.

- 3.10 **CONFLICT OF INTEREST.** In submitting a response, the respondent hereby covenants that at the time of submission, the respondent has no other contractual relationships which would create any actual or perceived conflict of interest. The respondent further agrees that during the term of the contract, neither the respondent nor any of its employees shall acquire any other contractual relationship which creates such conflict.
- 3.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 3.12 **EVALUATION & BASIS OF AWARD.** Award shall be made to the lowest responsible bidder whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by Cole County. This RFP does not require Cole County to make an award to the company submitting the lowest priced proposal. It is the intent of Cole County to obtain data as complete as possible from each respondent as will enable the County to identify the proposal that best meets the needs of the County while remaining within available resources.
- 3.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Price submitted for each item of the work shall include all cost of whatever nature involved in its construction, complete in place, as described in the Specifications. Bids qualified by escalator clauses may not be considered.
- 3.14 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 3.15 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 3.16 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 3.17 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.



- 3.18 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.
- 3.19 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 3.20 **CHANGE ORDERS.** The final contract between Cole County and the awarded party(s) will include, by reference, the awarded party's response and the specifications contained in this solicitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Cole County Commission, authorizing and directing such changes or departures. All unauthorized work and the correction of such work shall be at the awarded party's expense. No other individual is authorized to modify the contract in any manner.
- 3.21 **PERMITS.** All tasks must be carried out in accordance with all applicable laws and regulations. The awarded party shall bear the responsibility to apply for, pay for, and obtain any required permit, license, and/or inspection required by any governmental agency for the provision of the services described herein.
- 3.22 **SHIPMENTS.** All shipments and deliveries shall be F.O.B. destination, freight prepaid to Jefferson City, Missouri

## 1.1 **CONTRACT TERMINATION.**

1.1.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

**1.1.2 TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

**3.23 INSURANCE REQUIREMENTS.** The Contractor shall carry Worker’s Compensation and Employer’s Liability Insurance Coverage, as required by law. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor’s operations under the contract, whether such operations are performed by the Contractor or by any sub-contractor or by anyone directly employed by them, or by anyone whose acts may render them liable. Cole County shall be named as an additional insured party and a copy of such insurance must be provided prior to beginning any work. Cole County reserves the right to require higher or lower limits where warranted.

All certificates of insurance provided for this project shall be issued directly from the company affording coverage. Certification from a local agent is not acceptable without the necessary paperwork empowering and authorizing the agent to sign the surety’s name. In addition, when an aggregate amount is included, a statement of the amount of that aggregate available to date shall also be attached.

**3.24 INDEMNIFICATION.** The Contractor agrees to indemnify and hold harmless the County from all claims and suits for loss of or damage to property, including loss of all judgments recovered therefore, and from all expense in defending said claims, or suits, including court costs, attorney fees, and other expense caused by any act or omission of the Contractor and/or his subcontractors, their respective agents, servants, or employees.

**3.25 ASSIGNMENT.** The awarded party shall not assign the contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.

**3.26 COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each

successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

#### **4.0 SCOPE OF WORK**

4.1 **GENERAL.** Cole County seeks proposals for the enhancement and expansion of the current interior/exterior video surveillance system in place at the Cole County Courthouse, Courthouse Annex, and Carnegie Building. Included in the scope of this RFP are the procurement, installation and integration of the central management software, recorders and cameras; performance testing; training; and technical support. The final product of this RFP shall be a properly installed, turnkey solution for which the awarded party has provided training of sufficient scope and depth to ensure successful system operation by the County.

4.2 **CURRENT ENVIRONMENT.** The County's current installation supports three buildings and a variety of cameras (approximately 76) which are coaxially attached to seven (7) DVRs. The age and condition of the current equipment contribute to an overall system that no longer meets the needs of Cole County.

#### 4.3 **EQUIPMENT TO BE INSTALLED.**

##### 4.3.1 Equipment to be installed in the Courthouse

- a. 4 HIK Vision 16 channel Tribrid DVR-5-megapixel system
  - 8 terabyte hard-drive in each unit
- b. 44 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- c. 5 Exterior 5mp IR Bullet cameras with 2.7-13mm vari focal lens
- d. 1 12-volt DC 10-amp power supply

##### 4.3.2 Equipment to be installed in the Annex Building

- a. 2 HIK Vision 16 channel Tribrid DVR-5-megapixel system
  - 8 terabyte hard-drive in each unit
- b. 17 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- c. 3 Exterior 5mp IR Bullet cameras with 2.7-13mm vari focal lens
- d. 1 12-volt DC 10-amp power supply

##### 4.3.3 Equipment to be installed in the Carnegie Building

- a. 1 HIK Vision 16 channel Tribrid DVR-5-megapixel system
  - 8 terabyte hard-drive
- b. 5 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- c. 2 Exterior 5mp IR Bullet cameras with 2.7-13mmvari focal lens

4.4 **SYSTEM REQUIREMENTS.**

- 4.4.1 The system shall consist of a set of integrated components, new and/or existing as determined appropriate by the respondent, which will allow Cole County to monitor any camera or group of cameras within the three specified buildings and record video at designated locations across a single networked system.
- 4.4.2 The proposed system must be scalable with the capacity for additional cameras in the future.
- 4.4.3 To the extent possible, the proposed software and hardware components shall be industry standard “off the shelf” products. Proposals shall be itemized at the component level to facilitate best-source pricing from existing contract sources and to provide costs for potential system expansion and/or cooperative purchasing.
- 4.4.4 The proposed software shall meet the requirements of the industry standard business and government video surveillance applications and have been thoroughly tested and proven in existing installations.

4.5 **CENTRAL MANAGEMENT SOFTWARE.** The proposed software shall provide ONE complete and comprehensive solution for the operation and maintenance of the system. The software, without any degradation to video quality, shall simultaneously offer:

- 4.5.1 Continuous video playback
- 4.5.2 Video playback transmission to the network
- 4.5.3 Continuous video receiving from the network
- 4.5.4 Video archiving in a verified, secure CD or DVD format

4.6 **VIDEO RECORDERS.** The video recorders shall simultaneously offer:

- 4.6.1 Continuous video recording of all connected cameras
- 4.6.2 Continuous video playback
- 4.6.3 Continuous video transmission to the network of any connected camera or group of cameras
- 4.6.4 Continuous video viewing from the network of any connected camera or group of cameras
- 4.6.5 Remote Access
- 4.6.6 All recorders must have adequate hard drive space to allow for a minimum of 60 days of storage.

4.7 **SURVEILLANCE CAMERAS.** The successful respondent will be responsible for the following activities related to video surveillance cameras:

- 4.7.1 Recommend cameras and optimal camera locations taking into consideration view, focusing, vandalism and functionality.

The minimum requirements of the proposed cameras are as follows:

- Exterior cameras must have infrared capability for nighttime viewing and must be in weatherproof housings.
- Camera housings shall incorporate vandal resistant features.
- Cameras shall have the ability to capture and store images from cameras to video recorders.

It is desirable for the proposed cameras to have a minimum resolution of 1080p.

4.7.2 Procure, configure and install cameras, mounting arms, brackets and essential miscellaneous materials.

4.7.3 Procure, install and terminate cabling (as needed) for the cameras and the head end equipment. Cabling must comply with all required regulations and standards for application, location and manner in which the cable is used and installed. All wire and cabling shall be located within walls and above ceilings whenever possible. In the event cable or wire cannot be concealed in existing structural areas, wire and cable shall be routed in conduit. Conduit or similar protected chases will be utilized on all vertical runs to surface-mounted devices. All wire and cable shall be appropriately labeled and marked at termination points, clearly identifying the line and its intended use.

4.7.4 Ensure that all penetrations resulting from installation are sealed and weatherproof/fire-stopped.

4.8 **CAMERA PLACEMENT.** Building layouts indicating potential camera placement will be distributed and discussed at the mandatory pre-bid meeting on June 17th. Final determination of both the number and placement of the cameras will be based on the accepted recommendation of the successful respondent and available funding.

4.9 **SUPPORT SERVICES AND WARRANTY.** Respondents shall detail in their submission the proposed warranty and support services. Cole County requires that, as a minimum, the following warranty support is provided for one (1) year:

4.9.1 Direct telephone technical assistance

4.9.2 Maximum response time for telephone assistance: 1 Hour

4.9.3 Maximum response time for on-site assistance: 4 Hours from start of telephone assistance during normal business hours

Cole County requires that, as a minimum, the following warranty support is provided for three (3) years:

4.9.4 Explicit and complete manufacturer warranty on system and components

4.9.5 Software and licensing maintenance agreements

*\* Shall include all software updates, both major and minor, released by the manufacturer including the labor to install, configure and test the updates*

## 5.0 PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

5.0 **GENERAL REQUIREMENTS.** In order to be considered for selection, respondents must submit a complete response to this RFP and include **one (1) original and three (3) exact duplicates.**

5.1 **PROPOSAL PREPARATION.** Proposals shall be prepared simply and economically, providing a straightforward, concise and thorough description of the respondent's capabilities to satisfy the requirements of this RFP and the needs of Cole County. Emphasis should be on brevity, completeness and clarity of content.

5.2 **TECHNICAL PROPOSAL REQUIREMENTS.** Each respondent's proposal shall be organized in the sequence indicated below:

5.3.1 **COVER PAGE.** Page 1 of this document, fully executed.

5.3.2 **QUALIFICATIONS AND REFERENCES.** Respondents must have experience designing and installing video surveillance systems, preferably in municipal environments, and shall provide a written narrative describing the firm's expertise and experience relative to this project.

Additionally, a list of at least three (3) projects of similar size and scope for which the respondent has provided comparable products/services in the past five (5) years shall be provided. Names, addresses and phone numbers of the contact person(s), a project summary, and the period of performance shall be included.

5.3.3 **PROPOSED APPROACH.** Respondents shall provide sufficient detail to demonstrate an understanding of the needs of Cole County and the ability to satisfy all requirements. At the minimum, the respondent shall address the following:

- Overview of proposed system capabilities and advantages
- Hardware requirements for the proposed system
- Brief project implementation plan with estimated time for each step or phase
- Training plan
- Support of the system following implementation
- Service and maintenance factors
- Complete design document identifying camera locations, camera types, installation methods, site survey findings (if significant), and connection to the Cole County network and power requirements
- Identification of any specific items that need to be addressed by Cole County for the successful implementation of the system

Respondents are encouraged to utilize existing hardware when feasible to offset expense in offering the most cost-effective solution. Any proposed hardware and software must be accompanied by specification sheets which include manufacturer make and model, technical specifications, annual support/maintenance costs and whether Cole County will be required to purchase such service, estimated useful life of the hardware, and any other pertinent information as part of the proposal packet.

5.3.4 **PROPOSAL COSTS.** Respondents shall submit a good faith, binding estimate for a turn-key video surveillance solution for Cole County based on the information obtained during the mandatory pre-bid meeting and this RFP. The cost proposal shall include all costs required for the successful implementation of this project and ongoing support/maintenance and

should clearly identify any items beyond the scope of the proposed solution. Respondents must complete the Bidder Response Form along with their proposal.

Cole County also requests an optional bid price for the respondent to pull the existing cabling if not used in the proposed system.

## ANTI-COLLUSION STATEMENT

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_ being first

duly sworn, deposes and says that he is \_\_\_\_\_  
(title of person signing)

of \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

(BY) \_\_\_\_\_

(BY) \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

\_\_\_\_\_



**BID NUMBER 2020-21**  
**VIDEO SURVEILLANCE SYSTEM ENHANCEMENT & EXPANSION**

**REFERENCES**

To be considered qualified by the County for the work contemplated herein, the respondent must have had completed a minimum of five (5) projects of similar size and scope over the past two (2) years. For the purpose of verifying quality of service, please list customer references that the County may contact.

**REFERENCE ONE**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE TWO**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE THREE**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE FOUR**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE FIVE**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**BIDDER RESPONSE FORM 2020-21**  
**2020-21 VIDEO SURVEILLANCE SYSTEM ENHANCEMENT & EXPANSION**

**Equipment to be installed in Courthouse:**

- 4 HIK Vision 16 channel Tribrid DVR-5 Megapixel system (8 terabyte hard drive in each unit)
- 44 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- 5 Exterior 5mp IR Bullet cameras with 2.7-13mm vari focal lens
- 1 12-volt DC 10-amp power supply

Include labor, shipping, and any lift rentals for exterior camera in the total below:

Total: \$ \_\_\_\_\_

**Equipment to be installed in Annex:**

- 2 HIK Vision 16 channel Tribrid DVR-5 megapixel system (8 terabyte hard drive in each unit)
- 17 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- 3 Exterior 5mp IR Bullet cameras with 2.7-13mm vari focal lens
- 1 12-volt DC 10-amp power supply

Include labor, shipping, and any lift rentals for exterior camera in the total below:

Total: \$ \_\_\_\_\_

**Equipment to be installed in Carnegie:**

- 1 HIK Vision 16 channel Tribrid DVR-5 megapixel system (8 terabyte hard drive in each unit)
- 5 Interior 5mp turret cameras with 2.7-13mm vari focal lens
- 2 Exterior 5mp IR Bullet cameras with 2.7-13mm vari focal lens

Include labor, shipping, and any lift rentals for exterior camera in the total below:

Total: \$ \_\_\_\_\_

Training Cost for all three (3) buildings: \$ \_\_\_\_\_

Service Support Cost for one (1) year: \$ \_\_\_\_\_

Warranty Breakdown:

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