

REQUEST FOR PROPOSAL
Door Access Control and Camera Install

TECHNICAL PROPOSAL



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Ogden City Corporation

IT Division

Request for Proposal

Ogden City Corporation

Door Access Control and Camera Install

Ogden City Corporation is requesting proposals from qualified firms to provide hardware and installation of City cameras and card access for 6 city owned buildings and 21 parks across the city. This RFP seeks the provision of an exclusive Avigilon Door Access Control System as well as the Avigilon licenses and servers/appliances for the Axis cameras. It is anticipated that the RFP will result in a contract award to a single vendor.

Requirements:

- Ability to meet the required installation of camera and door access control system by December 11th, 2020.
- Ability to provide the equipment and necessary personnel for installing Axis brand security camera utilizing Avigilon servers and Avigilon door access control system (no substitutions will be allowed).
- Ability to provide equipment service levels, including preventative service plan points and service call hours and frequency limitations.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Offeror must be able to provide evidence of staff experience with sales, customer service, delivery processes, product variety and marketing assistance for all locations outlined in scope of work.

- Offeror must have been in business for at least five (5) years
- Provide information on three (3) projects of similar size and scope that have been completed in the last five (5) years
- Provide three (3) references for projects of similar size and scope
- Provide warranty information such as the length and coverage available
- Provide tiered level technician rates for installations
- Be within the state of Utah preferably operates within Ogden City
- Certified Avigilon and Axis Integrators and installers
- Displayed ability to meet service and equipment requirements (BICSI, OSHA 10, 5 years of experience working with municipalities)

*For list of required **hardware and locations** please see Attachment A.*

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

A mandatory pre-proposal meeting will be held on September 16, 2020 at 11 AM MDT via an online format in lieu of an in-person meeting. Details will be provided.

Proposers are responsible for securing any and all addenda issued. Responses to this Request for Proposal shall be submitted to the office of the City Purchasing Agent, c/o 1st Floor Information Desk located at 2549 Washington Boulevard, Ogden, Utah, **no later than 2 PM on September 24, 2020. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors. Ogden City encourages and welcomes bids from women and minority owned businesses.

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I. INTRODUCTION

Ogden City is proud of our extensive network of Parks and Buildings across the city, of which our goal is to further improve the safety of our residents, visitors, and property by installing door access control and cameras at 6 city owned buildings and 21 parks throughout the City. Ogden City has become well known for our extensive trail network as well as over 40 public parks that offer a variety of beauty and recreation opportunities. Our goal is to now enhance the safety of our staff, residents, and visitors to the Ogden City parks network.

II. OVERVIEW

Ogden City requires the following criteria:

1. Axis Brand Cameras
2. Avigilon Licensing and VMS systems
3. Avigilon Card Access (ACM)
4. Device management

III. CONTRACT PERIOD

The contract period shall apply to this specific project only by mutual consent of both parties.

IV. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

The City will accept proposals from firms that are capable of providing all of the work described in the above Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

Each Proposal must include, as a minimum, the following information:

1. Name, address, email, and telephone number of companies submitting the proposal.
 - a. Company should be within the state of Utah preferably operates within Ogden City
 - b. Include the name and contact information of the person designated as the firm's representative. Proposal must be signed by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Evidence of Insurability.
3. A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Provide information on three (3) projects of similar size and scope that have been completed in the last five (5) years
 - b. Displayed ability to meet service and equipment requirements (BICSI, OSHA 10, 5 years of experience working with municipalities
4. A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
 - a. Provide tiered level technician rates for installations
 - b. Provide warranty information such as the length and coverage available
 - c. Ability to meet the required installation of camera and door access control system by December 11th, 2020.
5. Company history with biographies and/or resumes for principal contacts.
 - a. Offeror must have been in business for at least five (5) years
 - b. Certified Avigilon and Axis Integrators and installers
6. The names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
7. A list of three (3) references for projects of similar size and scope. Include project dates, scope, summary of work performed, and contact information.

Proposals are to be no longer than 20 pages. Double-sided pages count as two pages. The cover page and certificate of insurance will not count toward the limit.

For City record keeping purposes, please do not use spiral or wire binding methods.

**Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

V. EVALUATION OF PROPOSALS

A Selection Committee will evaluate all proposals received. Proposals will be evaluated, based on the criteria below. Proposals will be screened, and a group of finalists selected for a panel interview and/or site visit. The most qualified individual or firm will be recommended to the IT Steering Committee for approval.

To be evaluated, a proposal should adhere to the format for proposals detailed above. The criteria used as a guideline in the evaluation shall include, but not be limited to, the following:

1. Proposed work plan, and approach/methodology to implementing the hardware and completing the contract.
2. Cost effectiveness and ability to complete the work within acceptable time periods.
3. References from current or former clients.
4. Company history with biographies and/or resumes for principal contacts.
5. Evidence of company certifications for both AXIS and Avigilon licensing.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

To see Evaluation Score Sheet please see Attachment B

VI. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

VII. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals – All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.

Award of Contract – The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:

<https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VIII. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

IX. CONTACT PERSON

This RFP constitutes part of each proposal and includes the explanation of the Department's need, which must be met. If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, s/he shall immediately notify Ogden City's Purchasing Office of such error in writing and request modification or clarification of the document.

Please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742 for any questions or concerns. Any clarifications and/or modifications to the RFP will be posted in the Ogden City website. Proposers are responsible for securing any and all addenda issued.

The question and answer period ends at 3PM on September 21, 2020.

X. PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on September 16, 2020 at 11 AM MDT via an online format in lieu of an in-person meeting. Details will be provided.

XI. SUBMISSION OF PROPOSALS

Firms shall submit seven (7) copies of the proposal/required documentation in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 2 PM on September 24, 2020.** On the envelope, indicate:
Door Access Control and Camera Install

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk at the same address. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

XII. KEY ACTION EVENTS AND DATES

Listed below are the target dates for the events to occur. The Police Department reserves the right to change these dates.

EVENT	TARGET DATE
RFP available	September 4, 2020
Mandatory Pre-Proposal Online Meeting	September 16, 2020 @ 11:00 AM
Question and Answer – Last Day to send questions	September 21, 2020 @ 3:00 PM
RFP Response Deadline	September 24, 2020; No Later than 2:00 PM
Review and selection process	October 1, 2020 (Tentative)
Contract Begins	TBD