



Invitation to Bid

POLICE DEPARTMENT FACILITY CCTV SECURITY CAMERA SYSTEM UPGRADE

The City of Pelham is seeking sealed bids for a **CCTV SECURITY SYSTEM UPGRADE for the Pelham Police Department Facility** as specified in this bid invitation or equivalent. Bids will be received by the City Clerk/Treasurer at Pelham City Hall, 401 Southgate Dr. Pelham, AL 35124 prior to Wednesday, December 11, 2019 at 11:00 a.m., at which time they will be publicly opened and read in the Council Conference Room of Pelham City Hall.

Bids must be submitted in a sealed envelope marked - **Sealed Bid for the Police Department CCTV SECURITY CAMERA SYSTEM UPGRADE on or before: Wednesday, December 11, 2019 at 11:00 a.m.**, and should be addressed to **City of Pelham, Attention: Tom Seale, City Clerk/Treasurer, P.O. Box 1419, Pelham, Alabama 35124**. Bids may be hand delivered to Pelham City Hall, 401 Southgate Dr., Pelham, Alabama 35124.

Prices quoted shall include both delivered and installed prices and also should have a specified performance guarantee. The City of Pelham is exempt from State and Federal taxes. The City will assume no transportation, handling, shipping or installation charges unless the charges are included in the submitted bid.

To be considered by the City of Pelham, the successful bidder must comply with Alabama Law, including but not limited to Ala. Code (1975) Section 41-16-50 et seq. and Section 31-13-1 et seq., and provide documentation of enrollment in the E-Verify program pursuant to Ala. Code Section 31-13-9. If this law does not apply, bidder shall provide a waiver to that effect.

The bid will be awarded to the lowest responsive and responsible bidder meeting all specifications listed in this invitation to bid and deemed by the City of Pelham to be in the best interest of the City. The City of Pelham reserves the right to reject any/or all bids, to alter or change specifications and to waive any informality in awarding this bid.

The bidder shall assume full responsibility for warranty and installation of all components within these specifications. A statement shall be attached with the bid proposal setting out the conditions of the warranty.

For questions regarding the specifications or delivery contact Sergeant Mike Williams, 205-620-6550.

PART I. GENERAL INFORMATION FOR THE VENDOR

Rejection of Bids

The City reserves the right, at any time and in its sole discretion, to reject any and all bids received as a result of this request, or to negotiate separately with any and all competing vendors.

Standard Contract

Negotiations will be undertaken with the vendor whose bid best meets the needs of the City of Pelham and the Pelham Police Department. Prices shall include materials, hardware, installation, labor, licensing (if any), warranty guarantee and any shipping costs. No sales tax to be included.

Prime Contractor Responsibilities

The selected vendor will be required to provide various maintenance programs for the hardware, software, licensing and support services offered in the bid whether or not they are manufactured or produced by the selected vendor. Further, the City will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract. All partners and subcontractors must be identified in the bid and approved by the City.

Pre-bid Clarification

Vendors needing to clarify any points in this invitation to bid which may not have been clearly understood should contact Sergeant Mike Williams at mwilliams@pelhamalabama.gov or 205-620-6550.

Addenda to the Invitation to Bid

If it becomes necessary to revise any part of this invitation to bid, addenda will be provided to all vendors who received the original invitation to bid via U.S. Mail or email from the City of Pelham. Addenda will also be posted on the City of Pelham's website. All addenda will become part of this invitation to bid.

Contractor Responsibility Program

By submitting a response, vendors agree that neither they nor any subcontractor(s) are currently under bidding list suspension or debarment by the City of Pelham, any state, or the federal government. If it is later discovered that any violations have occurred, the City of Pelham may reject any bid or rescind any contract awarded pursuant to this invitation to bid.

General Conditions

Vendor as Independent Contractor

This is not an Agreement of partnership or employment of Vendor or any of Vendor's employees by the City of Pelham or the Pelham Police Department. The Vendor is an independent Vendor for all purposes under this Agreement.

Conflict of Interest/Disclosure

No company or corporation in which an employee of the City of Pelham or the Pelham Police Department has a direct or indirect interest shall transact business with this agency unless such interest is disclosed in the ITB.

Use of Qualified and Experienced Personnel

Vendor agrees at all times to maintain an adequate staff of experienced and qualified employees for efficient performance under this Agreement. Vendor agrees that, at all times, the employees of Vendor furnishing or performing any services shall do so in a professional, work-person like, and dignified manner.

Equal Opportunity Employer

Vendor shall be an equal opportunity employer and shall conform to any and all applicable requirements; accordingly, Vendor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, age, or sex in any manner prohibited by law.

Site Damage

Vendor shall be responsible for the acts of its employees and agents while on the City of Pelham property. Accordingly, Vendor agrees to take all necessary measures to prevent injury and loss to persons or property located on said premises. Vendor shall be responsible for all damages to persons or property caused by Vendor or any of its agents or employees. Vendor shall promptly repair, to the specifications of the Pelham Police Department, any damage that it, or its employees or agents, may cause to PPD premises or equipment; on Vendor's failure to do so, PPD may repair such damage and Vendor shall reimburse PPD promptly for the cost of repair.

In the Event of an Accident

Vendor agrees that, in the event of an accident of any kind, Vendor will immediately notify Sgt. Mike Williams for report.

Non-interference with Institution Operations

The PPD operations must continue uninterrupted throughout the completion of the work contemplated herein. Certain portions of the work must be performed and completed in such order as directed by Sgt. Mike Williams as to permit the orderly operation of PPD activities. Vendor shall review the work to assure that operations will not impede the utilization of the facilities.

Identification Required and CJIS Awareness Training

Vendor and its employees are required, each day while work is being performed at the PPD, to check in with Dispatch. Any and all employees will also be required to take a Security Awareness Training as mandated by the US Departments of Justice prior to any work being performed due to the possibility of incidental access to CJIS (Criminal Justice Information) while work is being performed.

Responsibility for Personal Property

The City of Pelham or the Pelham Police Department shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies, and other personal property of Vendor, its employees, Subcontractors, or material persons.

General Indemnity

To the fullest extent permitted by law, the Vendor shall indemnify, hold harmless, and defend The City of Pelham and its agents, employees, officers and successors, from and against any claims, causes of action, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting in any way from Vendor's performance of this contract, provided that such claim, cause of action, damage, loss or expense is attributable to bodily injury, sickness, disease or death to any person, including employees or agents of the Vendor, subcontractor, or construction manager, or to injury to or destruction of tangible property including loss of use resulting there from, but only if caused in whole or in part by a negligent act or omission of the Vendor, a subcontractor, the construction manager, anyone directly or indirectly employed by them or any for whose acts they may be liable, regardless of whether or not such claim, cause of action, damage, loss or expense is caused in part by a party indemnified hereunder. Vendor shall not be obligated to hold harmless, indemnify or defend The City of Pelham or its agents, employees, officers, or successors if any claim, cause of action, damage, loss or expense arises from the sole negligence or fault of a party indemnified hereunder.

PART II. INFORMATION REQUIRED FROM VENDOR

Guidelines—Bid Response

To be considered for evaluation, vendor's bid must:

1. Include a description of the manufacturer of the proposed solution, including a description of the relationship between the vendor and the manufacturer.

2. Provide technical support and troubleshooting of the device.
3. Guarantee performance of the installed items that will be described below.

Bids are to consist of:

1. Executive Summary
Include a description of the vendor, services offered, years in business, management structure and profile, financial viability, and scope of products and services offered.
2. References
Provide customer reference information for at least three customers; these should be customers of a similar industry to the City, at whose site the vendor has installed a similar solution (similar in scope, or technology). Please provide Contact Name, Company Name, Physical Address, Contact Phone Number, and Contact E-mail Address (if available). Please provide a brief overview of the project scope.
3. Pricing Section
Specify all pricing with list prices, and discounts if available for each option proposed. Specify individual costing for all options, equipment, etc. if not included in base prices. Indicate volume discount levels if they apply to your product(s). Specify pricing details for the following maintenance and service options available. Specify pricing details for installation.
4. Warranty and future maintenance contract information
Describe warranty available. Provide information regarding any variation of warranty by product; provide reference to any included service contract information and pricing. Give information of future maintenance contract information.
5. Appendix
An Appendix containing any vendor supplied material to support the bid, including product or other relevant brochure material.

All products and services are to be included as described below. Labor costs should be included for setup, installation and configuration.

The installation of the **CCTV SECURITY CAMERA SYSTEM** should be coordinated with the Pelham Police Department Administrative Services Sergeant.

PART III SPECIFICATIONS FOR THE CCTV SECURITY CAMERA SYSTEM UPGRADE

Equipment to be replaced and functionality

The doors and intercoms for the facility are controlled through a PLC/ Graphic Control Panel System. The PLC/Graphic Control Panel system is integrated with the existing camera system to effect automatic camera call up to a monitor in the Dispatch Center when an intercom station throughout the facility is selected. This interface is accomplished through a set of serial communication commands that are generated from the PLC or Programmable Logic Controller utilizing an ASCII Interface Module. Commands are generated within the Ladder Logic of the PLC CPU and sent out through a serial string from the ASCII module. The lowest responsible bidder for the camera upgrade project will be responsible to modify the PLC Ladder Logic as well as the ASCII module program in order to make this automatic camera call up function with the new camera system. Also, the successful contractor upon modification of the existing PLC and ASCII program will become fully responsible for the warranty and maintenance of the PLC system including but not limited to the CPU and the ASCII module.

The lowest responsible bidder shall be responsible for the furnishing, installation and configuration of POE Ethernet Switches in an amount sufficient to accommodate all IP Cameras, NVR recorders and Workstations. The camera system network shall be an autonomous network separate from the city network.

Hardware- This is the approximate amount of hardware required

1. 46- 2MP IP Cameras to replace the existing Analog platform.
2. 6- 2MP IP PTZ cameras to replace the existing Analog Platform
3. 1-NVR to replace the existing DVR's. Storage capability to record the new camera platform at approximately 15 FPS for 60 days.
4. 2- Workstations for connections to four new 24" monitors to be located in a specific area in the dispatch area.
5. 1- Workstation with a new 24" monitor to replace the current review station. This will be placed in an area that is to be determined.
6. A specified amount of POE switches to accommodate all cameras quoted.
7. Approximately 9 camera microphones
8. Lot of Category 6 Cable to replace the existing coax.
9. Removal of any and all old equipment.
10. All conduit paths should be reusable.
11. Camera Licensing

Pricing will include all wiring and cable. Additional equipment could be needed for the listed application.

The City requires the following:

Vendor will be responsible for design, furnishing, and installation of the equipment and hardware. All installations will be performed by the awarded vendor and coordinated with the Pelham Police Department Administrative Services Sergeant.

Technical Requirements

Before preparing your invitation to bid response, please read carefully all sections of the invitation to bid. Please respond with Comply or Does Not Comply and provide a supporting narrative response if necessary. If more than one product is being utilized to provide similar functions in each case, address the requirements below for each product quoted. The City will consider any vendor not responding to each requirement for all products quoted to be non-responsive.

Value-Added Considerations

Please outline value-added features based on product(s) and/or service(s) of your organization.

Mandatory Features

Each vendor will be evaluated in terms of the vendor's ability to satisfy the mandatory technical and management requirements. Compliance with the mandatory requirements is the most important factor of the evaluation process. Those vendors meeting the mandatory requirements will be evaluated further.

Evaluation of Desired Features and Other Items

Vendor bids are further evaluated in the areas of (not in priority order):

- Functionality compared to competitive equipment
- Maintenance, including guarantees and warranties
- Satisfactory references
- Bidder's technical support capability, Bidder's financial stability, Bidder's flexibility and responsiveness
- Pricing (including shipping costs, warranties, etc.)
- Any specifications that have been deemed desirable
- Any specifications that have been deemed optional

Performance Guarantee

The successful bidder hereby unconditionally and irrevocably guarantees the due, prompt and faithful performance and discharge by, and compliance with, all of the specifications, obligations, covenants, terms, conditions, and undertakings, as set forth in the invitation to bid to the satisfaction of the Pelham Police Department.

Mandatory Site Visits

In order to comply with the bid specifications, mandatory site visits will be coordinated through Sgt. Mike Williams at mwilliams@pelhamalabama.gov or 205-620-6438.

END OF BID

**PELHAM POLICE DEPARTMENT
FACILITY CCTV SECURITY CAMERA SYSTEM UPGRADE
December 11, 2019 – 11:00 a.m.**

BID PROPOSAL FORM

Name of Bidder: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Person to contact regarding this Bid: _____

We herewith submit and bid as follows:

Bid is: \$ _____ as per specification, taking no exceptions.

\$ _____ as per specifications, taking exceptions as listed below

Exceptions:

Authorized Signature

Title

Date