



**TOWN OF STRATFORD
REQUEST FOR PROPOSAL
RFP #2010-071**

**UPGRADE CCTV SYSTEM
STRATFORD POLICE DEPARTMENT**

1. INTRODUCTION

The Town of Stratford is requesting proposals to upgrade the CCTV system at the Stratford Police Department, located at 900 Longbrook Ave. Stratford, CT. The present system was installed in the mid 90's and consisted of 3 separate DVR's monitoring 40+ cameras. Two of the three original DVR's have since failed, and there are now 2 loaner DVR's in place. The remainder of the system infrastructure is original with the lockup area cameras replaced in 2004, along with occasional replacement due to failure. Because of three separate DVR's, three passwords are needed to access the files.

Concerns within the existing system include the following:

- A., The DVR system has three separate passwords, and three different methods for retrieving data, the software is not user friendly, difficult to work with and is outdated.
- B. The system infrastructure is over ten (10) years old, is analog based and will need to be replaced as components have already begun to fail.
- C. The placement of the positions where the recordings are accessed is in plain view and earshot of the rank and file, compromising investigations and privacy

2. SCOPE OF WORK

Given the concerns stated above, it is the intent of this RFP to have a qualified, experienced contractor survey the facility, perform a needs assessment, design and engineer a solution to upgrade the existing CCTV system within the parameters contained in this RFP.

Recognizing that there are multiple solutions to upgrading the existing system, the Town would like to receive proposals based on several options. It is the Town's desire to select a solution which addresses the most immediate concerns and allows the department to utilize any new equipment installed as the department migrates the entire system to a digital solution in the future. The upgrade options listed below represent what the Town identifies as most pressing concerns based on our own needs assessment they may propose their own options based upon their findings.

Upgrade Options:

- a. Upgrade analog matrix system to digital matrix system to function with new IP camera solution and existing cameras and recording system.
- b. Replace existing DVR equipment and software with an IP based system that provides greater functionality, ease of use, increased frames per second rate and increased storage. (Storage time must be such that it does not violate the State of CT records storage mandates) System recordings to be accessible at any designated computer workstation within the Police Building.

c. Install a system that can accommodate Audio recording at all camera sites, adding the booking rooms, lockup, lobby near desk Sergeant and record window immediately.

d. Relocate cameras necessary to achieve complete coverage or as close to possible.

In all options listed above or any the contractor wishes to propose, it is expected that the vendor shall supply all labor, materials and equipment necessary including lift to furnish and install the upgrade and integrate it into the existing infrastructure. It is the responsibility of the bidder to verify the completeness of the material and components proposed to provide a fully functional system. Proposals shall clearly identify the work to be performed and the equipment to be installed by the vendor. Vendor shall provide any additional equipment, wiring components or modifications necessary to make the system operate properly without additional cost to the Town. All patching, painting, repairs shall be done by the vendor for any work areas disturbed.

Proposal shall clearly state what work or equipment is to be provided by the Town of Stratford. Any item or work not listed as the responsibility of the Town shall be the responsibility of the vendor in order to provide a fully functioning system as stated above.

Contractor Qualifications

Contractor shall be able to demonstrate successful installations of similar digital or hybrid systems in a public safety environment of comparable size and complexity.

Contractor shall have capability to assess, design and engineer, document, coordinate, install and test the system proposed.

Contractor shall be able to provide evidence satisfactory to the Town that they possess current certification and training for any equipment, system or software they install.

Installation and maintenance shall be performed by technicians licensed in the State of Connecticut to perform such work, or by Certified Technicians who are factory trained and accredited by a national organization authorized for such certifications.

Equipment Requirements

All equipment and systems proposed shall be of current manufacture and shall be of the type which is used in a public safety environment.

The materials, appliances, equipment and devices shall be tested and listed by a nationally recognized approved agency for use in a protected premise, protective access-control system.

All equipment and components shall be installed in compliance with the manufacturer's recommendations.

3. WARRANTY AND MAINTENANCE REQUIREMENTS

All new equipment provided by vendor will be covered by a minimum two (2) year warranty including parts and labor.

Vendors are also requested to provide pricing for annual maintenance contract that would cover the new parts and labor for years three through five.

Bidder is to submit details of warranty and maintenance agreements.

All repairs to the system shall be performed on site and include after hours repair for catastrophic failures.

The bidder shall provide the Town with the name, address and contact information for the local service facility that will provide warranty and maintenance services.

Maximum response time for emergency warranty repairs shall be two (2) hours after the initial telephone call.

Normal maintenance may be performed during normal business hours (8:00 am to 4:30 pm).

Vendor shall furnish all labor, parts, test equipment, tools, materials and transportation as required.

Vendor shall keep accurate maintenance records and service logs for the proper operation and maintenance of the equipment. Upon request, copies of this information will be provided to the Town, at no additional cost to the Town.

4. SUBMISSION AND DEADLINE

Proposals will be received until **3:00 pm November 17, 2010**. Any proposal received after this time and date will not be accepted.

Proposals are to be submitted (**FOUR COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

For more information or a site visit, contact Captain Ken Bakalar at 203-385-4114 or email at kbakalar@townofstratford.com

5. QUESTIONS AND ADDENDA

Questions about this RFP may be directed to Michael Bonnar, Purchasing via email at purchasing@townofstratford.com no later than 7 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

6. FORMAT OF PROPOSAL

- A. All responses to this RFP must conform to the specific instructions in this RFP. Failure to conform may be considered appropriate cause for rejection of responses.
- B. The respondent's proposal should include a cover letter identifying the individual(s) having authority to negotiate and contractually bind the respondent. The cover letter shall also include the name of the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information is to include name, title, address, email address, fax and telephone numbers.
- C. At a minimum, the proposal shall include the following information:
 1. System assessment and overall migration plan for system upgrade.
 2. Specifications of proposed system upgrades and equipment for each of the options including schematic drawings depicting proposed system design. An explanation of the advantages of each proposed solution.
 3. Warranties on labor, materials and equipment.
 4. A price proposal which breaks down the various cost elements for each option in the proposal.
 5. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions, and attached to the proposal.
6. All requirements, terms or conditions the respondent may have and is expecting to be included in the contract and a clear description of what work and equipment shall be the responsibility of the Town.
7. Customer references with contact name and telephone number of at least five (5) previous similar installations in a public safety environment.

7. EVALUATION CRITERIA

Proposals will be evaluated based upon the following criteria:

- A. The quality of the proposal and the degree to which the proposal meets the needs of the Town, including consideration of the compatibility with and ease of integration with existing systems and migration path for future upgrades.
- B. The ability, capacity, experience, skill and training of the vendor to perform the proposed work.
- C. The quality of performance on previous contracts or services to the Town, other towns, or other entities on similar projects.
- D. The total competitiveness and reasonableness of the total cost or price for each option, including consideration of the anticipated operational costs.
- E. The number, scope, and significance of conditions or exceptions attached or contained in the proposal and the terms of warranties, guarantees, and other provisions. The extent of the Town's responsibilities and vendor's responsibilities. Whether the vendor can supply the product promptly, without delay or additional conditions.

8. SELECTION PROCESS

It is the intent of the Town to review the proposals based on the criteria and factors listed in this RFP. Based upon this review, the Town may select a short list of contractors to interview. All contractors will be notified of their selection or non-selection to the short list. Interviews will be scheduled with the short listed firms and firms will be asked to make a presentation on their proposals and answer questions. Once the interviews are completed, the Town shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town. Cost shall be only one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this Request for Proposal.

9. GENERAL PROVISIONS

- A. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- B. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Stratford are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- C. The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of Stratford no proposal was accepted.
- D. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after award decision has been made.
- E. These specifications in their entirety are the property of the Town of Stratford. The Proposer shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Stratford, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.
- G. The successful proposer will be required to submit an insurance certificate per the attached standard insurance and indemnification requirements.

INSURANCE REQUIREMENTS

General Liability

A. Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection