



**City of Galena
101 Green Street
Galena, Illinois 61036**

Request for Proposals

Community-Wide Video Surveillance System

Issue Date: July 15, 2022

Questions: mmoran@cityofgalena.org

Proposal Due: 10:00 a.m. August 19, 2022

Award Date: September 12, 2022 (estimated)

SECTION 1: INTRODUCTION AND PURPOSE

I. GENERAL INFORMATION

The City invites qualified public safety surveillance system vendors to submit proposals to provide and install a video surveillance system at various public locations throughout the community. The system is intended to provide deterrence to crime and serve as an investigatory tool for law enforcement to identify victims or perpetrators of crime as well as traffic related incidents.

The City envisions a city-wide camera system with coverage of the entrances to the community, high traffic areas, and city facilities. This proposal is for the first phase of the camera system. Cameras are proposed in various locations including highway intersections and in the downtown. Specific locations are described in Section III.

Proposers must offer surveillance system cameras and software that function with direct connections to a fiber optic network. A remotely managed, internet access platform, cloud storage option with 4K resolution and a video retention period of 30-days is preferred. The project should be operational not later than May 31, 2023.

II. PROPOSER QUALIFICATIONS

A. Proposer shall have documented experience with video camera installations and management similar in nature to the scope of this project. A statement to this effect is a required part of all proposals.

B. Proposers shall submit a statement regarding the experience, qualifications, and training of the staff that will be utilized in the performance of this Contract.

1. VMS Certification - Identify certified staff member(s), if any, who would be assigned to this Contract.

2. Single Point of Contact - Please identify and detail qualifications for the Single Point of Contact for this Contract including installation, warranty, service, etc.

C. Sub-Contractor - Proposer shall disclose proposed use of contracted labor, if any, in the performance of this Contract. If contracted labor will be used, the Proposer shall detail the process for acquisition, vetting, supervision, and management during the length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor, and to be responsible for all communication as the Single Point of Contact.

D. Permits - The Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules, and regulations and shall be responsible for all coordination and costs associated with license(s), permits, etc.

III. SCOPE OF WORK

A. Requirements

1. The Proposal must include the capability to provide clear and crisp video of persons and vehicles in the following locations and directions of video surveillance coverage:

Camera Location	Location	Camera Coverage	Mounting Location
H1	Intersection of U.S. Highway 20 and Industrial Park Drive/Oldenburg Lane	North, South, East, West	Traffic Signal Masts
H2	Intersection of U.S. Highway 20 and Franklin Street	North, South, East	Traffic Signal Masts
D1	Intersection of Main Street/Broadway and Meeker Street	North, South, East, West	Utility Pole or Building
D2	Intersection of Main Street and Franklin Street	North, South, East, West	Building
D3	Intersection of Main Street and Hill Street	North, South, East, West	Building
D4	Main Street at the floodgates	North, South	Floodwall

2. The objective with each camera location is to have video coverage of each lane of traffic and the surrounds to clearly visualize persons, vehicles, and license plates.
3. Cameras at the highway intersections should be mounted on the existing traffic control poles or mast arms. Cameras in downtown locations should be connected to utility poles or buildings. Where a building is the preferred mounting location, the City will negotiate permission for the mounting and related cabling with the property owner.
4. The equipment included in the Proposal must have sufficient resolution to read a vehicle license plate and identify individuals by facial description.
5. All cameras must have night vision, zoom capability, and the capability to establish privacy zones for designated areas.
6. Appropriate storage must be included for each camera location, with minimum storage of 30 days.
7. If applicable, provide VMS certification along with expiration date.
8. Contractors are expected to determine and confirm all connectivity and power solutions. All access points to fiber should be identified.
9. Vendors are encouraged to propose the most effective placement of cameras to ensure the goals established in Section III (A) (1). Proposer should provide a map depicting placement of all devices as part of its Proposal. Based on budgetary and cost considerations, designated City staff may consult with awarded Contractor to add/delete/modify camera selection/location during pre-planning phase of Contract. If the option to modify is taken, it shall not materially alter the scope of work, especially the hardware/software package and work requirements.
10. Proposals shall include the cost of all equipment, including but not limited to cameras, switches, stations, conduit, cabling, hardware and networking.
11. Proposals shall include the cost of all software, licensing, easements (if required—not including City negotiated agreements to attach cameras to buildings), installation and service and support.
12. Proposals should state the completion date for the project based on the availability of equipment, materials, labor, licensing, permitting, etc.
13. Any system procured and installed during the course of this Contract must be in compliance with all material elements of the specifications. Any changes to the same must be approved by the City of Galena and documented in writing.

B. Service and Support

Proposer shall include in its response a detailed explanation of all material elements regarding service and support elements of this Contract including, but not limited to, the following:

1. System troubleshooting assistance and protocol for the system, including response time, escalation procedures, and preventative problem identification capabilities;
2. Protocol and pricing for upgrades and/or updates;
3. All licensing consideration;
4. All initial fees, connection fees, monthly fees, and annual subscription costs; and
5. Standard equipment warranties and costs for optional extended warranties if applicable.

C. Installation

Proposer shall address in its response all pertinent elements and methodologies of installation including, but not limited to, the following:

1. Pre-planning with City staff and any key third parties;
2. Sourcing/product acquisition;
3. Delivery/set-up/storage; and,
4. Installation.

D. Warranties and Damages

The successful Proposer will be required to transfer all manufacturer's warranties on equipment delivered to the City. Damages for any cause of action, including breach of contract or warranty, otherwise available under Illinois law shall not be limited or restricted.

IV. EVALUATION CRITERIA

A City of Galena review team of elected officials and staff will weigh the Proposals based on the Proposer's references, qualifications, and support, as well as technical merit, cost, and the proposed system plan. In awarding the Contract, the review team may take into consideration the Proposer's skill, facilities, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant by the City. The inability of the Contractor to meet these conditions may be cause for rejection of the Proposal. The Contractor is required to disclose whether any of its owners, directors, officers, or principals is, or is closely related to,

any City of Galena employee who has or may appear to have any control over the award, management, or evaluation of the Contract.

Each Proposal response will be evaluated utilizing these evaluation criteria based on a 100-point scale.

Item Evaluated and Possible Points:

1. System capabilities (25 points)
 2. Firm's prior experience and references (20 points)
 3. Installation capability (20 points)
 4. Ongoing support capability (20 points)
 5. Quality of RFP Response Documents (5 points)
 6. Cost (10 points)
- TOTAL 100 points

A. An explanation of each factor is listed follows.

1. System Capabilities: 25 points

System evaluation points will be based on the ability of system and sub-systems to meet the project needs.

2. Firm Experience: 20 points

Proposer evaluation criteria points are based on similar projects, similar projects references, and years in business performing work similar in nature to the scope of this project.

3. Installation Capability: 20 points

Installation capability is based on the number and qualifications of certified technicians, and the Proposer's proven capability to meet project deadlines (including information gathered from references).

4. Ongoing Support Capability: 20 points

Ongoing support capability is based on the number and qualifications of local certified and trained technicians to provide support services after installation.

5. Quality of RFP Response: 5 Points

Quality of RFP response is based on the overall quality and presentation of the Proposer's response documents, taking into account the completeness and organization of the proposal.

6. Cost: 10 points

Lowest cost proposal will be awarded 10 points. Higher-priced proposals will be awarded points based on the ratio of the firm's bid price to the lowest bid price.

V. VENDOR DEMONSTRATIONS

The City of Galena understands the complexity of video surveillance systems and recognizes that a vendor demonstration may be beneficial in making its final selection on the firm to which a contract will be awarded. Based on the evaluation criteria set forth in Section IV, the highest rated two firms may be provided an opportunity to provide a demonstration of their systems.

The product demonstration would be performed for the City of Galena project team that is tasked with selecting the new video system. The team will ask questions and obtain clarification on points in the demonstration that are unclear. The answer to a question may be responded to by email after the demonstration if further clarification is required.

VI. CONDITIONS

1. All work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including the latest revisions and the Illinois Preference Act.
2. The City of Galena shall be exempt from any liability for loss incurred by unsuccessful bidders in preparation for this proposal.
3. The City shall receive sealed Proposals until: **10:00 AM, Friday, August 19, 2022.**
4. Proposals may be delivered or mailed to City Hall, 101 Green Street, Galena, IL 61036, or emailed to mmoran@cityofgalena.org.
5. The City of Galena will make payment within thirty (30) days after acceptance of the work. The City of Galena reserves the right to reject any or all quotes.
6. Contractors must comply with Drug Free Workplace Act (Source: P.A. 86-1459).
7. Questions concerning the project or arranging a site visit with City Staff should be directed to: Mark Moran, City Administrator at mmoran@cityofgalena.org

BID FORM

City of Galena Video Surveillance System

The Bidder declares that it has carefully examined and understands the specifications and form of Contract; that it has made such careful examination as is necessary to become informed as to the character and extent of the work required; and that it agrees, if the proposal is accepted, to Contract with the City of Galena, in the form of Contract hereto attached, to do the required work in the manner set forth in the specifications.

The Bidder proposes to furnish all materials and labor, requisite and proper, and to provide all necessary machinery, tools, apparatus, and means for performing the work, and the doing of all the above-mentioned work, in the manner set forth, described, and shown in the specifications and within the time shown on the proposal for the following lump sums and/or unit prices: See attached Pricing Summary.

All work included in the Proposal and specifications to make a complete and workable installation is to be paid for under the total prices Bid for the various items of work AND THAT THE ABSENCE FROM THE PROPOSAL FORM OF SPECIFIC BID ITEMS FOR ANY WORK INCLUDED IN THE SPECIFICATIONS, HAS BEEN INTERPRETED AS MEANING THAT THE COST OF ANY SUCH WORK CONTEMPLATED BY THE CONTRACT DRAWINGS AND THE SPECIFICATIONS MUST BE AND HAS BEEN INCLUDED IN THE TOTAL PRICES BID.

The Bidder must sign here, and the Bidder's address must be given. In the case of firms, the firm's name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe its name and office. The seal of the corporation shall be affixed and duly attested by its secretary or other authorized officer.

Bidder, Firm, or Corporate Name

Address

By _____
Bidder, Firm Member

Signature

ATTEST: _____

Title: _____

Date: _____

PRICING SUMMARY

Item	CAMERA LOCATION (reference Section III (A) (1))					
	H1	H2	D1	D2	D3	D4
Camera(s) Cost						
Other Equipment Cost						
Labor for Installation Cost						
License Cost (Per Year)						
Fiber Access Cost (Per Year)						
Warranty Cost						
Other Cost (Describe)						
Other Cost						
TOTAL COST						

CONTRACT TOTAL (Sum of each location cost) \$ _____

*Please describe any other costs as well as your fees for maintenance on a separate page.

Firm Name: _____

Address: _____

Phone Number: _____

Principal Signature: _____

Email Address: _____

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2022 by and between _____, party of the first part, hereinafter called the contractor, and the City of Galena, Illinois, party of the second part, hereinafter called the City.

WITNESSETH:

WHEREAS, the City of Galena, Illinois under the laws of the State of Illinois, and by virtue of authority vested in the said City Council has awarded to the contractor the work.

NOW THEREFORE, the Contractor and the City of Galena, for considerations hereinafter named, agree as follows:

ARTICLE 1. Work. The Contractor shall furnish all labor necessary to perform and shall perform in accordance with the plans and specifications and terms of this contract in the City of Galena, Illinois, for the sum of; _____ dollars and _____ cents.

CITY OF GALENA

City of Galena Community-Wide Video Surveillance System

Dated this _____ day of _____, 2022.

Mayor _____

Signature _____ Date _____

City Clerk _____

Signature _____ Date _____

CONTRACTOR

Name of Company _____

Representative's name _____

Title _____

Signature _____ Date _____

Other Officers name _____

Title _____

Signature _____ Date _____