
Request for Information

Security Management and Monitoring System for the new Davie County Park



Davie County, North Carolina
Manager's Office
123 S. Main Street
Mocksville, North Carolina 27027

Responses are due April 23rd, 2018 before
3:00pm Eastern.



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1.0 Introduction

1.1 Introduction

Davie County, North Carolina ("The County") is seeking information from qualified firms for comprehensive security monitoring at the new planned Davie County Park ("Park") located on Salisbury Road, Mocksville, NC.

The purpose of this Request for Information (RFI) is to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from qualified and well-established security system vendors interested in, and capable of, providing a security system to meet the County's security objectives at the new Park.

Davie County reserves the right to ask RFI respondents to present their solutions and services to the evaluation committee. Information obtained by this RFI may be used to create the requirements and expectations for a formal Request for Proposal to be issued by Davie County at a later date. This process is designed solely to inquire about solutions and services that are available and may not result in any further actions in any manner.

1.2 County Background

Davie County is located in the Piedmont Triad area of North Carolina. The County's population is approximately 43,000 with a land area of 265 square miles. The County Recreation and Parks Department is planning the Park to be located on the site of the previous Davie County High School.

A park master plan has been approved for the facility and a contract will soon be awarded for construction. It is expected that any security system will be designed and built within the construction phasing of the Park and will be operational when the Park opens in 2019.

For more information about Davie County in general, please visit the County web site at: www.daviecountync.gov



1.3 Project Scope

The project will include designing and installing a security management and monitoring system to cover the following areas within the Park:

Indoor:

- Lobbies
- Hallways
- Gymnasiums (A & B)
- Fitness Rooms

Outdoor:

- Parking areas as shown on the overall Park Master Plan
- Splash Pad
- Amphitheater
- Dog Park
- Trail areas (which include some secluded areas)
- Playground areas
- Stadium
- Ballfields

(A copy of the Park Master Plan is available on the County website:

<http://www.daviecountync.gov/732/Davie-County-Repurposing-Project>)

Respondents are asked to provide the County with information regarding their available products and solutions, to meet the following objectives:

- Secure access controls(card readers/door controls) for secured areas with programming and remote management
- A video surveillance system to monitor activity when the indoor facilities are in use, as well as to ensure the safety and security of the indoor facilities when closed.
- A video surveillance system to monitor outdoor activity when the Park is in use, as well as to ensure the safety and security of the Park when closed.
- Include motion activation (especially for indoor gymnasium facility w/multiple entry/exit points).
- Any proposed solution must be capable of expansion and communication with users outside the Park (department staff, law enforcement, 911 Communications).
- Include a System Summary Document that includes the system design, how system expansion is accomplished, and how outside access is handled. (e.g. Remote client software that may be used by County Staff, Sheriff's Department, Fire and EMS).
- Image quality of the video surveillance system shall be adequate to assist law enforcement in the investigation of any crime.
- Remote monitoring or access may be by remote client applications, software, or secure internet browser.
- Ability to expand monitoring access as needed.



Respondents may, at the County's discretion, be invited to engage in discussions with the County's project team and/or demonstrate their products, services, and solutions.

No contract will be awarded pursuant to this RFI. Any entity that does not respond to this RFI is not precluded from responding to any future solicitation issued by the County. The County intends to procure contract for this system within the next 6 months, in accordance with the County's procurement laws and practices for equipment purchases, which may include, but are not limited to, the use of existing County contracts or certified cooperative purchase agreements. Respondents will not be bound by the ROM cost estimates provided in their responses to this RFI in a future procurement.

1.4 General Response Requirements

When responding to this RFI, follow all instructions carefully. Submit responses according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions will be considered non-responsive and may result in immediate elimination from further consideration.

By virtue of submitting a response, interested parties are acknowledging:

- 1.4.1 Responses shall be for informational and budgetary purposes only and for the evaluation of this request.
- 1.4.2 Responses will be received by Davie County Government at the time and place so stated in this document. At that point, Davie County will close the receipt of responses and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process.

Davie County, solely at our option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Realizing the nature of a competitive environment and protecting the integrity of the process, respondents are not to contact any county staff or elected official in reference to the process. As information becomes available and is relevant for release, that information will be shared with respondents. Any and all information submitted in conjunction with this RFI and the evaluation process will not be returned to the respondent.



2.0 General Response Requirements

2.1 Response Contact

Responses should be directed to the County Manager's Office, specifically to the Project Manager, as outlined below. In regards to this RFI, vendors shall make NO CONTACTS, either written or verbal, with any Davie County employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through evaluation unless authorized by the response contact.

Response Contact:

Brad Blackwelder, Project Manager
County Manager's Office
County Administrative Building, Ste 200
123 S. Main Street
Mocksville, NC 27028
bblackwelder@daviecountync.gov
336-753-6001

2.2 Response Submittal Requirements

In order to facilitate the analysis of responses to this RFI, responders are required to prepare their responses in accordance with the instructions outlined in this part and elsewhere in this RFI.

Five (5) hard copies and one(1) electronic copy (.doc and .pdf versions) must be submitted containing the entire contents of your response to the address shown below.

Mailing Address:

Brad Blackwelder, Project Manager
County Manager's Office
County Administrative Building, Ste 200
123 S. Main Street
Mocksville, NC 27028

The County must receive responses BEFORE 3:00 pm on **April 23rd, 2018**. *The responder's name, RFI name, and response closing time and date must be marked clearly on the response submission.* The time of receipt shall be determined by the time clock in the Davie County Manager's Office. Late responses will not be accepted. The County will not be held responsible for the failure of any mail or delivery service to deliver a response prior to the stated due date and time. It is solely the responder's responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda,



prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted.

2.3 Responder Expenses

The County will not be responsible for any expenses incurred by any responder in the development of a response to this RFI or any other activities associated with this request including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Davie County and/or its representatives.

2.4 Interpretations, Discrepancies, and Omissions

Should any proposer find discrepancies, omissions or ambiguities in this RFI, the responder must at once request in writing an interpretation from the response contact listed in Section 2.2. All questions submitted must be in writing.

The deadline for submitting questions is **April 2nd, 2018**. All questions will be answered to the extent possible in the form of addenda to the specifications. All written requests for clarification should be addressed to the attention of Brad Blackwelder.

Failure to request an interpretation will be considered evidence that the Responder understands the provision of the RFI.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect.

2.5 Schedule

Action	Applicable Dates
RFI Release	February 27 th , 2018
RFI Question Deadline	April 2 nd , 2018
RFI Responses Due before 3pm	April 23rd, 2018

2.6 Non-disclosure of County Information

All data and information gathered by the responder and its agents, including this RFI and all reports, recommendations, specifications, and data shall be treated by the responder and its agents as confidential. The responder and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.



2.7 Retention of Responder Material

The County reserves the right to retain all responses. No responses will be returned to responder.

2.8 Confidential Information/Public Records Law

The County assumes no responsibility for confidentiality of information offered in a response. The RFI does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the response, the information is to be labeled as such. Responses are not subject to public inspection until after a contract award. Davie County reserves the right to share any information submitted in response to this RFI or process with any person(s) or firm(s) involved in the review and evaluation process.

Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Responder will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.



3.0 Detailed Submittal Requirements

3.1 Response Format

Responders shall prepare their responses in accordance with the instructions outlined in this section. Responses should be prepared as simply as possible and provide a straightforward, concise description of the responder's capabilities to satisfy the requirements of the RFI. Attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The response should be organized into the following major sections:

Response SECTION	TITLE
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Company Background
3.0	Scope of Services Offered

Instructions relative to each part of the response to this RFI are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

3.2 Executive Summary

(Proposal Section 1.0) This part of the response to the RFI should be limited to a brief narrative summarizing the response. The summary should be oriented toward the business personnel who would use the solution or software and should include technical information and language only to the extent required to describe the solution.

Please note that the executive summary should identify the primary engagement contact for the responder. Contact information should include a valid e-mail address, fax number, and a toll-free telephone number.

3.3 Company Background

(Proposal Section 2.0) Each response must provide the following information about the responder's company. The County, at its option, may require a responder to provide additional support or clarify requested information.

Background information shall include:

- ☐ How long the company has been in business.
- ☐ A brief description of the company size and organizational structure.



- ☐ How long the company has been selling the solution or software to clients similar to the County.
- ☐ Listing of clients similar to the County by name and state.
- ☐ A brief description of any pending litigation.
- ☐ Evidence that the vendor is a corporation, is in good standing and qualified to conduct business in North Carolina.

3.4 Scope of Services Offered

(Proposal Section 3.0) This section of the response should include a detailed discussion of the responder's overall understanding of the project and the solutions and software that can be provided to support Davie County's public safety agencies.



4.0 Current Systems

4.1 Current Systems

The proposed Park is under design and will soon be under construction. As such, there are no current systems in place.