



Town of Summerville
ATTN: Krista Collins
KCollins@summervillesc.gov
200 S. Main Street
Summerville, SC 29483
(843) 8514215

Proposal Title: Summerville Parking Garage Video System	
Proposals will be received until: December 19, 2019 - 3:00 p.m.	
Vendor Name:	FEIN/SS#:
Vendor Address:	State Contractor #:
City/State/Zip:	
Telephone Number:	Fax Number:
Authorized Signature: _____ Title: _____	
Date: _____	
I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Proposal and certify that I am authorized to sign this Proposal. This signed page must be included with Proposal submission.	

Request for Proposal

Summerville Parking Garage Video System

The Town of Summerville (hereinafter referred to as "Town") is seeking sealed Proposals for a Summerville Parking Garage Video System in accordance with the specifications outlined in this Proposal package.

Proposal packages are available on the town website (www.summervillesc.gov) under **RFP's, Qualifications, & Proposals**. Sealed Proposals are due by **3:00 p.m. on Thursday, December 19, 2019** at which time they will be opened and publicly read in the 2nd floor Training Room at the Summerville Town Hall Annex, located at 200 S. Main Street, Summerville, SC 29483. **Late Proposals will not be accepted, NO EXCEPTIONS. A MANDATORY pre-Proposal meeting and tour of the Summerville Parking Garage at 200 South Main Street, Summerville, SC 29483 will be held on Tuesday, December 03, 2019 at 10:00 a.m.**

All inquiries related to this Proposal must be submitted in writing, via e-mail, to purchasing Agent, Krista Collins (kcollins@summervillesc.gov) so they can be addressed through a posted addendum. All registered Respondents will receive an e-mail notification when project addenda are posted. The cut-off date for questions will be **Thursday, December 12, 2019 at 3:00 p.m. All addenda will need to be signed and included with the submitted Proposal package.** Any Proposal packages which do not include the signed addenda may be disqualified.

The Town reserves the right to reject any and all Proposals, to waive all formalities and to award the contract as it appears to be in the best interest of the Town. The right is also reserved to hold any and all Proposals for a period not exceeding ninety (90) days from the opening thereof.

This solicitation does not commit the Town to award a Proposal or contract, to pay any cost incurred in the preparation of the response or to procure or contract for goods or services listed herein.

The Town reserves the right to reject any and all responses, to cancel this solicitation and to waive any technicalities if deemed to be in the best interest of the Town.

Proposal Form

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RESPONDENT SHALL COMPLETE PROPOSAL FORM AND RETURN TO THE TOWN. FAILURE TO SUBMIT PROPOSAL ON THIS FORM MAY RESULT IN DISQUALIFICATION.

PROPOSAL OF: _____
(NAME OF CONTRACTOR)

PROPOSAL HOLDING TIME AND ACCEPTANCE

By signing your offer, you agree that this Proposal may not be revoked or withdrawn after the time set for the opening of Proposals, but shall remain open for acceptance for a period of not less than ninety (90) days following the Proposal opening date.

ILLEGAL IMMIGRATION

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1] (NOV. 2008) (An overview is available at www.procurement.sc.gov.)

ETHICS CERTIFICATE

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2] (May 2008).

Instructions to Respondents

Schedule of Events

The following is the schedule of events listed in order of occurrence, showing the major milestones from issuance of the RFP to the contract award.

MILESTONE EVENT DATE

1. RFP Issuance: November 19, 2019 8:30am EST
2. MANDATORY Pre-Bid Meeting: December 3, 2019 10:00am EST
3. Cutoff for Questions: December 12, 2019 3:00pm EST
4. Proposal Due Date: December 19, 2019 3:00pm EST
5. Proposal Evaluation Completed: January 03, 2020 3:00pm EST
6. Contract Award: January 06, 2020
7. Project Begins: January 16, 2020

The Town of Summerville reserves the right to change the schedule of events as it deems necessary. In the event of a major date change, the Town of Summerville may notify known vendor participants. The Town of Summerville also reserves the right to issue addenda to this RFP up to seven days before the bid date as needed to clarify the Town of Summerville's desires or to make corrections. The Bidder will acknowledge receipt of all addenda in the proposals.

Successful Respondent

The successful Respondent shall be required to assume the sole responsibility for the complete effort as required by this solicitation. The Town will consider the successful Respondent to be the sole point of contact with regard to contractual matters, and will be responsible for the quality and timeliness of the work.

Business License/Permits

The successful Respondent and all subcontractors, if any, shall have or obtain a Town of Summerville business license. Please contact the business license office at (843) 851-4215 for information about obtaining your business license.

The successful Respondent and all subcontractors, if any, shall obtain permits, as may be necessary, and required by the Town, County and State agencies. Any Town required permits shall be issued by the Town at no cost to the successful Respondent.

Termination

Subject to the provisions below, any contract resulting from this solicitation may be terminated by the Town, provided a fifteen (15) day advance notice, in writing, is given to the vendor.

- a) *Non-Appropriations:* In the event sufficient appropriations are not made to pay the charges under the contract, it shall terminate without obligation to the Town.
- b) *Convenience:* In the event that this contract is terminated or canceled upon request and for the convenience of the Town without the required fifteen (15) day advanced written notice, then the Town shall negotiate reasonable termination costs, if applicable.
- c) *Cause:* Termination by the Town for cause, default or negligence on the part of the successful Respondent shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The fifteen (15) day advanced notice requirement is waived and the default provision listed herein shall apply.

Default

In case of default by the successful Respondent, the Town reserves the right to purchase any or all items and services in default in open market, charging the successful Respondent with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING SUCCESSFUL RESPONDENT WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

Insurance

The successful Respondent shall within ten (10) days of execution of contract, provide to the Town a Certificate of Insurance certifying proof of insurance for all coverage specified in the contract documents.

Certificates of Insurance acceptable to the owner shall be filed with the owner prior to the commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the owner. All insurance policies shall be issued by responsible companies whom are acceptable to the Town and licensed and authorized to do business under the laws of the State of South Carolina. The successful Respondent shall affect insurance to protect the interest of the contractor, subcontractors and sub-subcontractors in the work. The successful Respondent shall provide proof of such insurance to the Town by providing a Certificate of Insurance reflecting such coverage and adding the Town as a certificate holder. The Certificate of Insurance shall endorse the Town as an additional insured on all policies.

The successful Respondent shall procure and maintain, at the successful Respondent's own expense during the contract time, Liability Insurance as hereinafter specified.

- a) Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the successful Respondent and protecting the successful Respondent from all claims for personal injury; including death and all claims for destruction of or damage to property arising out of or in connection with any operations under this contract, whether such operations be by the successful Respondent or subcontractor employed by the prime contractor.

- b) Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.
- c) Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The successful Respondent shall procure and maintain, at the successful Respondent's own expense during the contract time, in accordance with the provisions of the laws of the State of South Carolina Workers' Compensation Insurance, including occupational disease provisions, for all of the successful Respondent's employees, and in case any work is sublet, the successful Respondent shall require such subcontractor identically to provide Workers' Compensation Insurance, including an occupational disease provision for all the latter's employees unless such employees are covered by the protection afforded by the successful Respondent. In case any class of employees engaged in hazardous work under this contract are not protected under the Workers' Compensation Law, the successful Respondent shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.

Local Vendor Preference

Article V, Division 2, Section 2-326, of the Town of Summerville Code of Ordinances states local vendor preference shall be given to those vendors who maintain a principle place of business (owned or rented) within the town, as registered in official documents filed with the Secretary of State, the Internal Revenue Service, or state Tax Commission and hold a valid town business license.

Response

Respondents shall return sealed Proposals no later than **3:00 p.m. on Thursday, December 19, 2019**. Proposals submitted via facsimile machine, or e-mail, will not be accepted.

Proposals received after the scheduled opening date and time will be disqualified in accordance with the Town's Procurement Ordinance.

Proposals may be hand-delivered or mailed to: Town of Summerville
Attn: Krista Collins, Purchasing
200 S. Main Street
Summerville, SC 29483

Indemnification

To the fullest extent permitted by law, the successful Respondent shall indemnify and hold harmless the Town and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or damage to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the successful Respondent, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity that would otherwise exist.

Town's Rights

The Town reserves the right to; 1) waive any informalities or irregularities in the Proposal, 2) reject any or all Proposals, 3) select or refrain from selecting the Proposal of any Respondent, and 4) select the Proposal that is in the best interest of the Town.

This solicitation does not commit the Town to enter into a contract, to pay any costs incurred in the preparation of a Proposal, to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all Proposals received as a result of this request, to cancel in part or in its entirety this solicitation and to negotiate with any or all responsible Respondents, if it is in the best interest of the Town to do so.

Proposal Specifications

Summerville Parking Garage
Video System
200 S. Main Street
Summerville, SC 29483

The desired system will provide video surveillance of the Town of Summerville Parking Garage located at 200 South Main Street, Summerville, SC 29483.

Note: The new system will replace an existing Panasonic video system at the Parking Garage. The existing conduit and cabling may be utilized for the upgraded system.

Requirements:

1. The system must be fully compatible with the existing Town Hall Avigilon video system. Town personnel should be able to view and download Town Hall and Parking Garage video from one system.
2. The system will provide 24/7 video coverage of the parking garage and its perimeter. The system **MUST** include a camera dedicated to capturing vehicle license plates upon exiting garage.
3. Local/Cloud based storage of at least 30 days of video events.
4. All cabling, conduit, fittings, accessories necessary for installation.

Each proposal should be in the format set forth below and not exceed forty-five (45) pages and will be rated on a 100-point scale. Rating will be according to the degree to which a respondent demonstrates its capacity to satisfy the requirements set forth herein. Please organize your proposal so that it addresses each of the following items. Each proposal should include the following parts, which will be assigned the indicated point values:

A. COVER PAGE & CONTACT INFORMATION FORM (Pass/Fail):

Please prepare a cover page similar to the one shown at the beginning of this RFP.

B. PRIOR EXPERIENCE (Total Possible Score: 10 points):

Prior work experience of designing, implementing and managing a turn-key unified security camera system for other organizations of comparable size and scope of business as outline in this RFP; included but not limited to:

- i. Number of years of experience in this field.
- ii. Contact information of your clients or city agencies, owners or managers overseeing this service.

- iii. Total number of security camera systems installed.
- iv. Types of unified security camera systems installed (cloud or on premise).

C. PROJECT IMPLEMENTATION (Total Possible Score: 5 Points):

Describe your company's project management approach to implementing a unified security camera system. At a minimum, please describe the following:

- i. General project implementation plan, schedule and project approach, including the following processes: education, development, approval and site surveying, any necessary programming and an integration plan with our current infrastructure and software platforms.
- ii. Program items that include, but are not limited to, photos, network drawings, schematics, models, process flow maps for the processes listed above.
- iii. Project management approach, communication strategies, and process for gaining the Town's approval on necessary items.
- iv. Availability to expedite a unified security camera system installation turnaround to meet the Town's project timeline.

D. SYSTEM OPERATION AND MANAGEMENT (Total Possible Score: 10 Points):

Describe system operation and management of your proposed unified security camera system. Describe how your solution operates. At a minimum, please describe the following:

- i. Licensing, if any
- ii. Infrastructure requirement if propose on-prem solution.
- iii. Day to day administration and setup requirements.
- iv. Process of adding cameras and storage.
- v. Technical support procedure

E. CUSTOMER/USER INTERFACE AND EXPERIENCE (UI AND UX) (Total Possible Score: 5 Points):

Describe how the unified security camera system will offer existing and potential users new features to improve security and business operations. Please describe in detail (features, ease of administration, etc.) the following experience elements. Provide screenshots of the actual process whenever possible:

- i. User setup
- ii. User account management
- iii. Camera alert setup process

Provide a list of computer operating systems and web browser software that is compatible with your proposed unified security camera system.

Describe, if this feature is available, how a user could download recorded events if needed, Web interface navigation or mobile device connectivity.

F. EXISTING INFRASTRUCTURE CONFIGURATION (Total Possible Score: 10 Points):

Describe how the vendor will work with the Town for configuration on existing Aviglion infrastructure. At a minimum, please describe the following:

- i. How the vendor will make network equipment configuration changes to support vendor proposed solution.
- ii. How the vendor will install necessary camera and NVR hardware on existing Town infrastructure to support vendor proposed solution.

G. MANDATORY TECHNICAL REQUIREMENTS (Total Possible Score: 20 Points):

The following is the mandatory technical requirement that the vendor needs to meet. The vendor should clearly show that their proposed unified security camera system meets the mandatory technical requirements.

- i. The vendors proposed unified security camera system must be compatible with Windows Server Software if aNOS is needed.
- ii. The unified security camera system must be used across Cat5e data network wiring from Camera to network endpoint.

H. REFERENCES (Pass/Fail):

Respondent shall provide three (3) references for customers to whom the respondent has provided the goods or services requested in this RFP. Include contact name, address, phone number and years of service for each referral.

I. VALUE-ADDED ITEMS (Total Possible Score: 5 points):

Provide a detailed list of value-added items that the respondent can offer (at no additional cost) that would enhance the goods or services, provided by the Town, requested in this RFP.

J. SERVICE LEVEL AGREEMENT (Pass/Fail):

Respondent shall provide a detailed service agreement outlining levels of severity and the perspective response time.

K. EVALUATION AND SELECTION

The Town will form a selection committee (the "Selection Committee") to review and recommend proposals.