



REQUEST FOR QUOTE
No. 2024-02
FIRE ALARM & SECURITY SYSTEMS

Objective:

ChildCareGroup (CCG) is seeking to procure services for security and fire alarm system monitoring, maintenance, service, and installation at all ChildCareGroup center locations and any future locations that ChildCareGroup may acquire. Related services may include consultation, training, electrical services, and support in accordance with the scope of services.

Scope of Work:

The primary objectives include, but may not be limited to, the following:

1. Installation and comprehensive maintenance for the fire alarm system and detection installed at our various locations of ChildCareGroup. This also includes testing, monitoring, and inspection services of our fire alarms systems and burglar alarms.
2. Providing indoor and outdoor IP Security Cameras, Camera mounting software, a Network Voice Recording (NVR) system, support, maintenance, warranty, cabling, and training. A separate system will be required for each individual location and will consist of both indoor and outdoor areas that require camera presence.
3. New Facilities/Facility Expansion: When ChildCareGroup constructs new facilities or expands or reconfigures existing facilities the fire, security, and burglar system work will be included within the general contractor's scope of work.

Preventative Maintenance:

System components will be cleaned, recalibrated, and retested, if necessary, to ensure continued performance and reduce the risk of component or system failure. During scheduled visits, minor repairs will be made, such as replacement of faulty detectors or damaged devices, if needed.

A. Routine Service

For maintenance of Smoke detection system.

1. General Cleaning
2. Detector communication test and checking of alarm system.
3. Battery power test
4. Smoke detection test
5. Emergency light test etc.
6. Annual testing of fire alarm and fire safety equipment in accordance with NFPA standards and other applicable standards

Specifications and Requirements

A. Fire Alarm

1. Contractor must have APS on staff (Alarm Planning Superintendent) and ACR (Alarm Certificate of Registration)
2. Contractor shall furnish all supervision, labor, supplies/materials, permits, inspections, machinery, tools, equipment, and services to complete all work.



B. Security Camera System

1. Network Video Recording Hardware
2. 30-day video retention of video camera footage for each camera
3. POE NVR and or Coax DVR
4. IP video cameras
5. Accessible remotely via browser
6. Ability to search recorded video for movement by camera.
7. Ability to search through video at 1x to 20x speed and select start and stop points by time.
8. Ability to download user selected time frame of video per camera in mp4 format.
9. Smart phone and /or tablet app is preferred.

Technical Specifications:

All indoor and outdoor cameras should have the following specifications at minimum.

1. Full High Definition
2. Infrared Illumination
3. Day/Night Capability
4. POE or HD over Coax
5. 5 Megapixel Resolution
6. Must have motion detection.
7. Capability to record Audio.
8. Simple wall penetration for installation inside/outside

ChildCareGroup Center Locations:

1. Anderson - 625 E. Avenue B, Garland, TX 75040
2. Dallas Bethlehem - 4410 Leland Ave, Dallas, TX 75215
3. Landauer - 4539 Munger Ave, Dallas, TX 75204
4. Martin Luther King Jr. - 2922 Martin Luther King Jr Blvd, Bldg. D, Dallas, TX 75215
5. West Dallas - 2827 Lapsley St., Dallas, TX 75212
6. Corsicana Center - 910 W 5th Ave., Corsicana, TX 75110
7. Eastfield – 3737 Motley Dr., Mesquite, TX 75150

Evaluation Criteria:

Responses will be evaluated based on the following:

- I. **Organizational Capacity & Expertise (40%)**
 - Relevant Experience (Timeline, Scope)
 - Expertise in Similar Services
 - Ability to Specify Services (Technical Needs)
 - Previous Experience with the Organization
- II. **Understanding of Early Childhood Ecosystem (30%)**
 - Knowledge of External Factors
 - Understanding of Policy and Economic Factors
- III. **Price (30%)**
 - Competitive Pricing (Cost)
 - Clarity in Cost Proposal (Financial Sustainability)



Cost of Services:

Respondents are to provide their proposed costs for the completion of this project in its entirety. Cost estimates will be considered as “not to exceed” quotations, except to the extent that the assumed scope is changed by mutual agreement in writing. A rate schedule for computing any extra work not specified within the scope of work should also be included.

Terms:

This fixed-cost agreement shall be for a period of one (1) year with the option to renew for up to four (4) additional one (1) year periods, subject to funding availability.

ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, to award a contract in whole or in part of the RFQ specifications and requirements, and/or to award to one or multiple bidders herein as deemed to be in the best interest of CCG.

Deadline for questions:

Questions regarding this solicitation will be received until **6:00 pm (Central Time) on February 12, 2024**. All questions shall be forwarded to the attention of the Procurement Department at procurement@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due by **6:00 pm (Central Time) on February 19, 2024**. Responses will be received in electronic form **only** and shall be sent to Anna Esparza, at procurement@ccgroup.org. Late responses will not be accepted.



General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to ap@ccgroup.org, attention Accounts Payable. The Proposer will submit invoices on a monthly basis, including all supporting documentation (if applicable) to CCG, detailing services rendered, the number of hours worked, hourly rate, and total costs incurred.
7. **PAYMENT TERMS:** Payment terms are **Net 30 days**, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Senior Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.



- 10. INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.
- 11. TERMINATION FOR DEFAULT:** CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise performs in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.
- 12. TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.