

REQUEST FOR PROPOSALS

RFP Number: 2018SECURITYCAMERAS
Issue Date: February 11, 2018
Title: SECURITY CAMERAS- FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE
Issuing Agency: Danville-Pittsylvania Community Services (DPCS)
245 Hairston Street, Danville, Virginia 24540

Period of Contract: Installation and Annual Maintenance and Support

- Sites:** (1) Main Office Located at 245 Hairston Street, Danville, Virginia (including expansion property)
(2) Residential Facilities Located at 505 Keen/504 Middle Street, Danville, Virginia
(3) Residential Facility Located at 119 Ashlawn Drive, Danville, Virginia
(4) Apartments Located at 233 Rocky Lane, Danville, Virginia
(5) Day Program at 103 Dewey Place, Danville, Virginia
(6) Day Program at 515 Rison Street, Danville, Virginia
(7) Residential Facility Located at 4769 Franklin Turnpike, Pittsylvania County, Virginia

MANDATORY Pre-Proposal meeting on Tuesday, February 20, 2018 at 1:00 PM in the Betty Whitehead Board Room located in the West Wing, 245 Hairston Street, Danville, Virginia. This meeting is mandatory to submit a proposal and will include tours of each site listed above.

Direct all inquiries for information to Jennifer Thompson, Director of Compliance and Information Systems, jthompson@dpcs.org or 434-799-0456 extension 3079 by February 27, 2018. **Unauthorized contact with other DPCS staff regarding this RFP may result in disqualification of the Offeror.** Proposals may be mailed or hand delivered only directly to Danville-Pittsylvania Community Services at the following address:

*Danville-Pittsylvania Community Services (West Wing Receptionist Area)
245 Hairston Street, Danville, Virginia 24540.*

Sealed proposals as specified on pages 8-10 must be received by DPCS no later than **March 8, 2018 at 2:00 PM, Eastern Time.** DPCS will not consider late proposals. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt. **One (1) original and one (1) copy of the response are required.**

Signed Proposal: In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Offeror:

_____ Telephone No.: _____
Email: _____
FEIN/SSN#: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

This cover page must be returned with a copy of the Request for Proposal and Attachments A and G, which includes a total of 22 pages.

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

Issue Date: February 11, 2018

Danville-Pittsylvania Community Services (hereinafter called the “Agency”) invites qualified proposers to submit a proposal to install security cameras at seven Agency sites including software, maintenance and support on the cameras and monitoring system:

- (1) Main Office Located at 245 Hairston Street, Danville, Virginia (including expansion property)
- (2) Residential Facilities Located at 505 Keen/504 Middle Street, Danville, Virginia
- (3) Residential Facility Located at 119 Ashlawn Drive, Danville, Virginia
- (4) Apartments Located at 233 Rocky Lane, Danville, Virginia
- (5) Day Program at 103 Dewey Place, Danville, Virginia
- (6) Day Program at 515 Rison Street, Danville, Virginia
- (7) Residential Facility Located at 4769 Franklin Turnpike, Pittsylvania County, Virginia

I. Scope and Specifications of Camera System

A floor plan/aerial description of each property is located in the document, ‘Floor Plan and Aerial View of Each Site’ hereby incorporated by reference in this Request for Proposal.

A. Scope of Camera System

1. Provide a security camera solution with IP cameras that gives the ability to zoom in without distorting the image.
2. The solution will have the ability for remote download for recorded footage.
3. The solution will provide the best camera for each location and does not have to be the same camera in every location.
4. IP cameras will all go to their own POE switch and DVR for each location and then be able to be accessed remotely.
5. All recordings will need to be kept for a minimum of 30 days. (You will need to show calculations based on manufacturer’s specifications).
6. The System must have viewing capabilities in all applicable areas listed in the document, ‘Floor Plan and Aerial View of Each Site’.
7. The System must be capable of operating without having to utilize the Agency’s computer network (independent switch with network cabling running to that switch).
8. The System must have future expandability.
9. Cameras must have the ability to be motion activated.
10. Cameras must have HD quality.
11. Remote viewing must be HIPAA compliant or encrypted.
12. This proposal covers seven locations.
13. All cameras must be labeled on system.
14. Battery backups will need to be provided for each location except Mount Hermon Manor.

15. Cameras must have night vision.
16. System must have future expansion for additional sites.
17. Provide calculation of bandwidth for each video feed.

B. Description of Sites/Locations

The Agency has the following locations that will be addressed in this proposal. Please refer to the document, 'Floor Plan and Aerial View of Each Site' for more detail for camera coverage.

1. Main Offices - 245 Hairston St. Danville, VA 24540 -This site will be expanded and the new expansion will need cameras. The Proposer must coordinate with the General Contractor for installation during building construction. The expansion will include a Service Center for the Agency vehicles and a new office building to provide outpatient services.
 - * See lobby/waiting room in North Wing
 - * See lobby/waiting room in East Wing
 - * See lobby/waiting room in West Wing
 - * See corridor in breezeway (North/East intersection and corridor at West wing)
 - * See bus stop area
 - * See cars entering/exiting at parking lot entrances
 - * See entire parking lots
 - * See around the entire perimeter of the buildings (North Wing, East Wing, West Wing and new Wing and new Service Center)
 - * See corridor between the North Wing and the New building
 - * See waiting room and entrances in the new wing
 - * See the gated entrance and entire parking lot at the new Service Center
 - * Be able to expand camera view to see the current empty lot beside the North Wing that will be a new building with a new entrance (bus stop might also move when this expansion is complete)
2. Harmony House - 515 Rison St., Danville, VA 24540
 - * See lobby and dining area (pool table, TV)
 - * Entrance way (vestibule)
 - * Loading dock (smoking area)
 - * Gym Area
 - * Kitchen
 - * Parking lot where agency vehicles are located (at least half of the parking lot)
 - * Parking lot on the front of building where Agency vans are parked
 - * Both Entrances
 - * All sides of the building
3. Residential Services - 504 A and B Middle St and 505 A and B Keen St. Danville, VA 24540
 - * See Sunroom, living room/kitchen, corridor (hallway), work/copy area and stairwells at 505 B Keen Street (upstairs)
 - * See Sunroom, living room, kitchen/dining room, corridor (hallway), lobby at 505 A Keen Street (downstairs)
 - * See hallways, living room, office, kitchen, and pantry at 504 A Middle Street

- * See hallways, office, living room at 505 B Middle Street
 - * See all entrances at 504 Middle Street and 505 Keen Street
 - * See gazebo
 - * See all parking lots
 - * See entire perimeter of buildings
 - * See driveway
4. Day Services - 103 Dewey Place, Danville, VA 24541
 - * See entire parking lot
 - * See entrance way
 - * See entire perimeter of building
 - * See shed/dumpster
 - * See patio/garden area
 - * See Kitchen, Azalea Suite, Dogwood Suite, Willow Suite, Activity Room, Resource Room, Jasmine Suite, Gardenia Suite, Lobby Area, and hallways
 5. Piney Ridge Apartments – 233 Rocky Lane, Danville, VA 24540
 - * Be able to zoom in to see license plate of vehicles entering property
 - * See all of the parking lot
 - * See around all sides of all three buildings
 - * Camera in office of Building 3
 - * Screen big enough to see all camera at this location in office of Building 3
 - * Second screen for office located in Building 1
 6. Mount Hermon Manor – 4769 Franklin Turnpike, Danville, VA 24540
 - * See front porch
 - * See back porch
 - * See in front of garage
 - * See entire perimeter of building
 - * See dining area, kitchen, hallways, garage, foyer and laundry room
 7. Ashlawn View – 119 Ashlawn Drive, Danville, VA 24541
 - * See patio
 - * See shed, parking pad and carport
 - * See entire perimeter of building
 - * See all entrances
 - * See driveway
 - * See hallways, kitchen, living room, dining room, laundry and pantry

II. Compensation and Method of Payment

The Contractor will invoice DPCS on a monthly basis and will be paid thirty (30) days from the receipt of the invoice. The Contractor will provide a completed IRS Form W-9 to DPCS in order to receive the first payment of the contract period and will update the IRS W-9 annually thereafter.

III. Compliances

Contractor agrees to comply and shall ensure that its employees or other persons providing Services comply with all applicable federal, state, and local laws, regulations, rules, policies, and procedures, including, but not limited to, the following:

- A. Anti-discrimination: Contractor shall conform to the provisions of the Titles VI and VII of the Federal Civil Rights Act of 1964, Section 503 and 504 of the Vocational Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Executive Order 11246, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the Virginia Public Procurement ACT (VPPA). No person shall, on the grounds of sex, age, race, religious affiliation, handicap, or national origin, faith based status or any other basis prohibited by law will be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract, or in the employment practices of Contractor;
- B. Immigration: Contractor certifies that it does not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986;
- C. The Virginia Freedom of Information Act and the Virginia Privacy Protection Act;
- D. Drug-Free Workplace: During the performance of this contract, Contractor agrees to: (i) provide a drug-free workplace for Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace; and (iv) include in the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- E. Health Insurance Portability and Accountability Act of 1996 (HIPAA): Remote viewing using the cameras must be HIPAA compliant and encrypted.

IV. Insurance and Indemnification

- A. The Contractor shall, at the Contractor's own expense, maintain insurance to protect itself and Danville-Pittsylvania Community Services from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. A certificate of coverage is required prior to contract initiation and is to be maintained throughout the contract period:

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Workers' Compensation and Employer's Liability- \$500,000 each accident; \$500,000 each employee and \$500,000 policy limit.
 2. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Danville-Pittsylvania Community Services must be named as an additional insured and so endorsed on the policy.
 3. Automobile Liability - \$1,000,000 combined single limit.
- B. It is expressly understood and agreed the Agency will not furnish Contractor with liability insurance, or any other insurance coverages, to protect Contractor from claims which may arise from Contractor's activities under this agreement.
- C. The Contractor agrees to indemnify and hold harmless the Agency and its directors, officers and employees from any and all claims caused or resulting from willful misconduct or negligent acts or omissions of the Contractor, its employees, agents and permitted assigns, together with all costs, reasonable counsel fees, expenses, and liabilities incurred in connection with any such action if brought against the Agency by reason of any such claims or causes of action. The Agency shall promptly notify the Contractor of any such claims. The Agency shall reasonably cooperate and assist the Contractor in investigating such claims to the extent permitted by law. Moreover, the Agency will promptly give the Contractor an opportunity to defend the same with counsel chosen by the Contractor and reasonably acceptable to the Agency. If the Contractor fails to defend a claim within a reasonable time after receiving notice, the Agency shall be entitled to assume the defense thereof, the cost of which shall be reimbursed to the Agency by the Contractor, together with all costs, reasonable counsel fees, expenses, and liabilities incurred in connection with such defense. The provisions of this paragraph shall, specifically and without limitation, survive the termination or expiration of the Contractual Agreement.

V. Limitation of Liability

The Agency shall not be liable for damages to property or injury to persons sustained as a result of the Contractor's performance under the Contractual Agreement, except where such damages or injury were proximately and directly caused by the willful misconduct or gross negligence of the Agency. The Contractor renders services to residents at the Contractor's own risk and assumes all risk of loss. The Agency shall not be responsible or liable to the Contractor for any loss or damage that may be occasioned by or through the acts of residents receiving services from the Contractor. All personal property belonging to the Contractor shall be at the sole risk of the Contractor, and the Agency shall not be liable for the theft or damage to the Contractor's property. The Contractor agrees that any insurance covering the Contractor's personal property shall be the Contractor's sole responsibility. The provisions of this paragraph shall, specifically and without limitation, survive the termination or expiration of the Contractual Agreement.

VI. Miscellaneous

- A. Subcontracting and Assignment. Contractor shall not assign its interest in this agreement or subcontract any Services without the express written consent of the Agency. In the event

Contractor desires to subcontract all or some part of the Services, Contractor shall furnish the Agency with the names, qualifications, and experience of the proposed subcontractor(s). In the event of a subcontract, Contractor shall remain fully liable and responsible for the Services performed by the subcontractor(s) and shall ensure compliance with all the requirements of this agreement by the subcontractor(s).

- B. Severability. Each paragraph and provision of this agreement is severable by mutual agreement of the Agency and Contractor; and if any provision is declared invalid, the remaining provisions shall nonetheless remain in effect.
- C. Entire Agreement. This agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or binding effect upon any of the parties.
- D. Modification. This agreement shall not be modified, altered, changed, or amended unless in writing and signed by both parties.
- E. Governing Law and Venue. Contractor and the Agency agree that the laws of the Commonwealth of Virginia shall govern the validity and construction of this agreement. Any dispute resulting from this agreement, its interpretation, or performance, shall be brought only in the courts of the City of Danville.
- F. Transacting Business in Virginia. If Contractor is a stock or nonstock corporation, limited liability company, business trust or limited partnership, or registered as a registered limited liability partnership, it shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity, if so required by Title 13.1 or Title 50 of the Virginia Code, or if otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- G. Nondiscrimination of contractors. An offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of the objection, access to equivalent goods, services, or disbursements from an alternate provider.
- H. Anti-discrimination. By submitting a proposal, the offeror certifies to the Agency it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act, and Section 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to

the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, section 2.2-4343, 1E*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- I. Ethics in public contracting. By submitting their proposal, the offeror certifies their proposal is made without collusion or fraud and they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- J. Debarment status. By participating in this procurement, the vendor certifies they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods or services covered by this solicitation. Vendor further certifies they are not debarred from filing any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

VII. Instructions

Submission and Receipt of Proposals

- A. The Agency will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means. Submittals/sealed responses including one (1) original and one (1) copy marked RFP#2018SECURITYCAMERAS Request for Proposal, will be received no later than 2:00 PM, Eastern Time, on March 8, 2018, addressed to:
- Danville-Pittsylvania Community Services
West Wing Receptionist
Attn: Mary Beth Clement, Director of Finance
245 Hairston Street
Danville, Virginia 24540

Mark the outside of the envelope with RFP #2018SECURITYCAMERAS and proposal subject, 'SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE.

- B. No changes are allowed to proposal once submitted. If error is noticed prior to proposal deadline, the proposal must be withdrawn and then reissued.
- C. It is the sole responsibility of the offerors for ensuring that their proposals are stamped by the Senior Secretary at the West Wing Front Desk before the deadline indicated in Paragraph A of the instructions. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the Agency from requesting additional information at any time during the procurement process.
- D. The submission/response submitted MUST include the cover sheet, page 1 of this Request for Proposal document, signed and completed by an individual authorized to bind the offeror. All proposals submitted without such signature will not be considered.**
- E. The time proposals are received shall be determined by the time clock stamp in the West Wing Receptionist's office. Offerors are responsible for insuring that their proposals are stamped by the West Wing Receptionist by the deadline indicated.
- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understands the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
- H. Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment G)
- I. A proposal may be withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Director of Finance, Mary Beth Clement, in writing of its intentions.
- J. Offerors requesting clarification or interpretation of the proposal general terms, conditions, scope of services or drawings shall make a written request which shall reach the Director of Compliance and Information Systems by February 27, 2018. Any changes to the proposal shall be in the form of a written addendum issued by the Agency and it shall be signed by the Director of Compliance and Information Systems or a duly authorized representative. Each Offeror is responsible for determining that it has received all addenda issued by the Agency before submitting a proposal.

- K. All late proposals received by the West Wing Receptionist shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.
- L. In the event the Agency is not operating under normal staffing levels or if the location for receipt of proposals is inaccessible due to inclement weather or other emergency situations at the published time, the proposal submission will default to the next regular business day at the same time.
- M. If you are an individual with a disability and require a reasonable accommodation, please notify Mary Beth Clement, Director of Finance, at (434) 799-0456, three working days prior to need.
- N. Any proposal submitted MUST include the cover sheet which has been signed by an individual authorized to bind the offeror. All proposals submitted without such signature will not be considered.
- O. Proposals shall NOT be accepted via fax or e-mail.
- P. For information pertaining to the decision to award on this procurement transaction, offerors may access public notification electronically at www.dpcs.org. The Agency will post the award announcement decision on the website for a minimum of ten days after award.
- Q. Submittal Format

In order to be considered for selection, the Contractor must submit a complete response to this request which includes one (1) signed original and one (1) copy and must include the signed cover page and Pages 2 through 22 which includes Attachments A thru G of the Request for Proposal to include:

1. Signed cover page, page 1 and pages 2 thru 11 of this Request for Proposal
2. Page 12, Attachment A, Offeror Form of Organization/Information
3. Page 13, Attachment B, Virginia State Corporation Commission (SCC) Registration Information
4. Page 14-15, Attachment C, Offeror Background Information
5. Page 16, Attachment D, References
6. Page 17, Attachment E, Product Requirements/Installation/Maintenance
7. Pages 18-21, Attachment F, Proposal Pricing Spreadsheet
8. Page 22, Attachment G, Proprietary/Confidential Information Identification

VIII. Evaluation Criteria

- A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that DPCS may properly evaluate your capabilities to provide the required goods/services.
- B. All Responses to this REQUEST FOR PROPOSAL will be evaluated based on, the following factors:
 - a. Cost
 - b. Functionality of standard equipment and features to meet specific needs

- c. Availability of additional capabilities to add as needed
- d. System growth and expansion
- e. Ease of use
- f. Product quality, reliability, and warranty plan
- g. Vendor qualification
- h. Availability of support staff for installation, maintenance, repair and service
- i. Overall reputation in the industry
- j. Experience and expertise with the product being offered
- k. Service and support resources, including training
- l. Certified vendor relationship with product manufacturer, if applicable
- m. References where similar systems have been installed
- n. Financial Stability of offeror
- o. Implementation Plan
- p. Quality of proposal submission

IX. Award Procedure

Selection shall be made of one or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the Agency shall select the offeror which, in its opinion, has made the best proposal and award the contract to that offeror.

The Agency reserves the right to request additional information from any Offeror that the Agency considers necessary to make an informed decision about its qualifications. However, the Agency may make its decision without further contact with the Offeror. Therefore, the Offeror must submit with its proposal all information requested in enough detail to clearly demonstrate its qualifications.

Any proposal in response to this solicitation shall be valid for 90 days. At the end of the 90 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

The award notification will be posted on the procurement page of the Agency website at <http://www.dpcs.org>.

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

Attachment A: Offeror Form of Organization/Information

Legal Name of Offeror: _____

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW, per the definitions listed:

- SMALL BUSINESS WOMEN-OWNED BUSINESS MINORITY-OWNED BUSINESS
 SERVICE DISABLED VETERAN LARGE NONPROFIT NONE OF THE ABOVE

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

_____ NUMBER _____ DATE

DEFINITIONS - For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Large business" means any non-women- or minority-owned, or service-disabled business as defined above or any business having more than 250 employees or more than \$10 million in gross receipts averaged over the previous three years.

Nonprofit means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

Attachment B: Virginia State Corporation Commission (SCC) Registration Information

The offeror shall check one of the following. The offeror is:

_____ a corporation or other business entity with the following SCC identification number: -OR-

_____ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust –OR-

_____ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror s out-of-state location –OR-

_____ an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

_____ ****NOTE**** » Check this line if you have not completed any of the foregoing options, but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the local governing body reserves the right to determine in its sole discretion whether to allow such waivers).

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

Attachment C: Offeror Background Information **Offerors MUST respond to all of the following items/questions.**

1. List your company's legal name, address, and telephone number. Include website information and the federal tax identification number and VA Business license(s) numbers to include Contractors license if infrastructure cabling is going to be included in your Response.
2. How long has your company been in business and a brief history of the business?
How long has your company or division been providing security camera systems and related equipment?
3. Indicate whether your company is the manufacturer or the distributor of the proposed equipment. If you are a distributor, describe the terms of your agreement with the manufacturer, the manufacturer's level of support, and what contingencies they have in place should your company fail to continue to support the product or service for any reason.
4. Do you install the product or use business partners? If you use a business partner, you must supply the same company information being required for you to submit.
5. Do you maintain the product or use business partners? If you use a business partner, you must supply the same company information being required for you to submit.
6. How many employees do you have and where are they located?
7. How many technicians are certified on the proposed equipment and where are they located?
8. Provide a financial statement for your organization by means of copies of your recent 3 years tax returns, audits or financial statements compiled by an accounting firm or Certified Public Accountant and/or Letters of Credit from a bank for twice the amount of the solution being proposed to the Agency.
9. Describe your plans for future product development and support
10. Explain why your solution is a best fit for our Agency
11. Other information to include
 - Overview of staff qualifications and certifications
 - Software and Hardware:
 - Clearly specify each piece of hardware (cameras, server, switches, proprietary hardware) with model numbers and software with version numbers
 - Planned/warranted lifespan (based on the manufacturer or creator's intention to support) of hardware
 - All quantities of equipment (hardware, software, licenses)
 - Licenses requirements and any annual cost for them to be maintained
 - Implementation plan

- Detailed Acceptance test Plan
- Risk assessment
- Failover option or plan
- Maintenance or support contracts, etc.
- Maintenance requirements and time requirements to perform them
- Migration path of upgrades or updates and their respective impact to operations
- Skill sets recommended to support proposed hardware and software
- Assumed infrastructure needed based on the manufacturer or creator's recommendations

12. Any additional information needed to help evaluate your company

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

Attachment D: References

Reference #1 : Name: _____

Description of work including price: _____

Name of Contact Person: _____ Telephone Number: _____

Dates work performed: _____

Reference #2 : Name: _____

Description of work including price: _____

Name of Contact Person: _____ Telephone Number: _____

Dates work performed: _____

Reference #3 : Name: _____

Description of work including price: _____

Name of Contact Person: _____ Telephone Number: _____

Dates work performed: _____

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

ATTACHMENT E

PRODUCT REQUIREMENTS/INSTALLATION/MAINTENANCE

1. Provide product description and brochures for the proposed security camera system, DVR, switch, and other related equipment being quoted or that can be added to this system.
2. All equipment will include all necessary power cords and cables that may be needed.
3. Does your system support all of the following types of cameras? Explain.
 - a. IP cameras
 - b. 180 degree camera
 - c. Fish eye camera.
4. Do the IP cameras give us the ability to zoom without distorting the image?
5. Maintenance/support provided on all equipment.
6. Does each location function on their own POE switch and DVR and be able to be accessed remotely - separate from our Agency network? (Include price of equipment, DVR, monitor, POE switch, and any cabling that needs to be run on separate line items)
7. Does your solution cover all areas shown in document, 'Floor Plan and Aerial View of Each Site'?
8. Does your solution have future expandability?
9. Are cameras motion activated?
10. Are cameras HD Quality?
11. Is remote viewing HIPAA compliant/encrypted?
12. Are all cameras able to be labeled for the display screen?
13. Is there enough storage on each DVR to keep footage for at least 30 days (provide bandwidth calculation for each video feed)?
14. Do cameras have night vision capability?

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

**ATTACHMENT F
Proposal Pricing Spreadsheet**

Page 1 of 4

Major Components	Total Price
Equipment	
Software	
Licensing	
Labor	
Total Hardware and Software	
5 Year cost of operation	
Extended Warranty	
Software/Licensing	
Maintenance Contract	
5 year cost of ownership	
Total Cost of Ownership	

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

ATTACHMENT F (continued) Proposal Pricing Spreadsheet -Page 2 of 4

Price per Location (please specify the amount for each location)

Main Office (245 Hairston Street and expanded property)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

Harmony House (515 Rison Street)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

Residential Services (504 Middle/505 Keen Street)

POE Switches	
DVR with storage and monitor	
Cameras	
Cabling (if included in this proposal)	
Labor	
Total Price	

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

ATTACHMENT F (continued) Proposal Pricing Spreadsheet -Page 3 of 4

Day Services (103 Dewey Place)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

Piney Ridge Apartments (233 Rocky Lane)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

Mount Hermon Manor (4769 Franklin Turnpike)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

ATTACHMENT F(continued) Proposal Pricing Spreadsheet -Page 4 of 4

Ashlawn View (119 Ashlawn Drive)

POE Switches	
DVR with storage and monitor	
Cameras for inside	
Cameras for outside	
Cabling (if included in this proposal)	
Labor for inside installation	
Labor for outside installation	
Total Price	

REQUEST FOR PROPOSAL

SECURITY CAMERAS FOR SEVEN (7) SITES- INSTALLATION AND SOFTWARE

ATTACHMENT G

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF COMPANY/OFFEROR: _____

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code §2.2-4342.F in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page number(s) and state the reason(s) why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE