

Request for Proposal for a Security Camera Solution and Key Card Control Access Door System

Southwest Iowa Planning Council
1501 SW 7th St.
Atlantic, IA 50022

Closing Date/Time: 12:00 pm CST February 15, 2018

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1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply a Security Camera Solution and key card access control system to Southwest Iowa Planning Council's (SWIPCO) facilities in Atlantic and Council Bluffs, Iowa.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the SWIPCO main office and vehicle storage facility in Atlantic, and a SWIPCO vehicle storage facility in Council Bluffs. SWIPCO reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 General Information

2.1 Original RFP Document

SWIPCO shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

The Southwest Iowa Planning Council (SWIPCO) is a council of governments with operations in 8 counties in southwest Iowa. Its largest component part is Southwest Iowa Transit Agency (SWITA) which provides public transit service throughout the region. The office also assists local communities with infrastructure projects, housing assistance, planning, and other economic development activities. It employs approximately 105 people, and operates approximately 100 vehicles.

2.3 Existing Technology Environment

There is currently no video surveillance equipment at any SWIPCO facility. SWITA vehicles have onboard camera systems, which are installed and maintained under a separate contract, which is not a component to this RFP. Access control is via a standard key system, with one entry door with a numeric punch key code system.

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders and will be posted on SWIPCO's website, www.swipco.org.

RFP Released	January 28, 2019
Pre-Proposal Availability	February 1 through 8, 2019
Technical Questions/Inquiries Due	February 12, 2019, 12:00 p.m. CST
Proposal Due and Opened	February 15, 2019, 12:00 p.m. CST
Complete Initial Evaluation	February 22, 2019
Final Award Notification	February 28, 2019

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to SWIPCO as necessary to gain such understanding. SWIPCO reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, SWIPCO reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to SWIPCO.

3.2 Good Faith Statement

All information provided by SWIPCO in this RFP is offered in good faith. Individual items are subject to change at any time. SWIPCO makes no certification that any item is without error. SWIPCO is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between SWIPCO and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing (mail, email, or fax) to:

SWIPCO
1501 SW 7th. St.
Atlantic, IA 50022

Attention: John McCurdy, Executive Director
Telephone: (712) 243-4196
Fax: (712) 243-3458
E-mail: john.mccurdy@swipco.org

- 3.3.2 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any SWIPCO employee or representative of any kind or capacity for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

- 3.3.3 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to February 12, 2019 at 12:00 p.m. CST.
- Pre-proposal availability: SWIPCO staff will schedule one on one appointments with vendors upon request and subject to staff availability between 8:00 a.m. CST February 1, 2019 and 3:00 p.m. CST February 8, 2019.
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to SWIPCO any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to SWIPCO any enhancements, which might be

in SWIPCO's best interests. These must be submitted in writing and be received prior to February 12, 2019 at 12:00 p.m. CST.

- Inquiries about technical interpretations must be submitted in writing and be received prior to February 12, 2019 at 12:00 p.m. CST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to SWIPCO at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.4 **Addenda:** SWIPCO will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 3 business days. All questions, answers, and addenda will be shared with all recipients.

SWIPCO will not respond to any questions or requests for clarification that require addenda, if received by SWIPCO after February 12, 2019 at 12:00 p.m. CST.

All addenda will be posted to our Web site only:

<http://www.swipco.org>

3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must submit a complete response to this RFP by February 15, 2019 at 12:00 p.m. CST. Proposals must be signed by an authorized representative of the proposal and be delivered sealed to:

John McCurdy, Executive Director
SWIPCO
1501 SW 7th St.
Atlantic, IA 50022

Vendors are to submit one (1) copy. SWIPCO shall not accept proposals received by fax or e-mail.

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed camera system and key card access control system.
5. Vendor Certification – Completed and signed Vendor Certification (*Section 8*).

All information requested in the Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may

result in a low evaluation of the proposal. SWIPCO may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to SWIPCO. SWIPCO will schedule a time and date of these presentations. Oral presentations are an option of SWIPCO and may or may not be conducted.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and organizational strength to supply SWIPCO with a network camera solution identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide Security Camera Solution and Key Card Access Control system.
2. Capability of vendor to provide all necessary equipment (Cameras, Network Recorder, Protective Camera Domes, Cabling, Networking equipment, Camera Mounts, Door Latches, Door Card Readers, etc.)
3. Vendor's depiction average response times for support requests
4. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
5. Ease of operations, management and support of the solution
6. Capability of vendor to provide administrator and/or end user training
7. Cost effectiveness of the Camera Security Solution and Key Card Access Control system.

4 Scope of Work, Specifications & Requirements

SWIPCO is requesting proposals from qualified firms interested in providing Indoor and Outdoor Security Cameras, Camera Mounting Hardware, a Network Recording System, Software, a Video Management System, Support, Maintenance, Warranty, Cabling and Training as well as a Key Card Access Control System including Door Latches, Door Card Readers, Cabling, Access Cards, and Management Software.

4.1 Technical Specifications

Vendors are encouraged through the RFP process to provide their own insight and recommendations into the appropriate sizing, location, equipment, and software to meet the need. The "Availability Period" is intended to allow vendors to view the properties and interact with management staff. Attached to this RFP is a series of diagrams that identify proposed camera and controlled access door locations. These are meant to give a general understanding to vendors of the project, and SWIPCO encourages vendors to identify and articulate improvements upon these proposed layouts that either would improve security or decrease cost, or both.

The Security Camera solution should be capable of handling up to 8 cameras at the Atlantic office/shop facility, 4 cameras at the Atlantic vehicle storage facility, and up to 8 at the Council Bluffs location, though the number initially installed may be less.

The Key Card Access Control System shall include 2 exterior door systems (with an option for a third) and one interior door system at the Atlantic location as well as 1 exterior door system and 1 exterior vehicle gate at the Council Bluffs location. The systems shall be able to be managed both from a computer workstation(s) at SWIPCO and remotely with administrator permissions. The exterior vehicle gate at the Council Bluffs system should make every effort to utilize the existing automatic gate mechanism (currently controlled by keypad), and the card readers shall be mounted on pedestals on either side of the gate to allow for access by drivers opening their windows to present their key cards. This installation is anticipated to involve some trenching of cable underneath the existing gravel surface. One of the existing exterior doors at the Atlantic location currently has a push button handicapped access control system, and the key card system must be compatible with the door mechanism, allowing for unrestricted access during business hours (unless intentionally locked), but be accessed only via key card after hours, but retaining the functionality of the handicapped access system.

4.2 Management System

The proposed solution should describe the administration/management interface(s) that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, are secure but can be accessed remotely, and have low ongoing licensing or maintenance costs. Additionally the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification of critical system events.
3. Has the capability to store up to one month of video.
4. Keeps an ongoing log of key card events and allows for near instantaneous changes of permissions.

4.3 Support and Maintenance

SWIPCO requires 3-years support and onsite support with the option to continue annual support after the 3-year period has ended. The vendor should provide a detailed description of standard and extended support, warranties, maintenance, and the average response time for a support request.

4.3.1 Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

4.3.2 Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

4.4 Engagement Methodology

SWIPCO is looking for a turn-key solution. The vendor will be responsible for any camera and key card hardware, any necessary cable runs, as well as installation of networking equipment. The vendor will be responsible for coordinating with SWIPCO's Network Administrator in configuring the networking equipment to work with SWIPCO's existing network.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed in the component part of the business related to security
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.
4. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size, budget, and complexity.
5. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

6 Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution to SWIPCO's project as described in this RFP. Costs should be identified as either capital or non- capital in nature. The vendor must agree to keep these prices valid for 90 days as of February 28, 2019.

6.1 Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

Three Year Total Cost Summary						
Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware (Camera System)						
Hardware (Access System)						
Software Licensing						
Installation						
Maintenance						
Documentation & Training						
Project Management						
Miscellaneous						
Other (specify)						
Total:						

In addition to the summary table, provide a narrative listing in greater detail the items below:

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them.

Project Management: If there are project management fees associated with your proposed solution, list and describe them.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7 Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

SWIPCO requires information related to the qualifications and experience of persons who are proposed or available to provide services. This may be satisfied by resumes, documentation of accreditation, and/or letters of reference.

7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by SWIPCO shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to SWIPCO. SWIPCO will consider that the appropriate consents have been obtained for the disclosure to and use by SWIPCO of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate SWIPCO to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of SWIPCO, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of SWIPCO including, but not limited to, all logos, registered trademarks, or trade names of SWIPCO, at any time without the prior written approval of SWIPCO, as appropriate.

7.4 Respondent's Responses

All accepted Responses shall become the property of SWIPCO and will not be returned.

7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Iowa.

7.6 No Liability

SWIPCO shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to SWIPCO are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

7.9 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP- Security Camera Solution and Key Card Control Access Door System issued by SWIPCO. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor
Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety (90) days from February 28, 2019.

The undersigned further certify that their firm (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify SWIPCO of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The undersigned further certify that their firm (check one):

IS

IS NOT

currently registered as a Disadvantaged Business Enterprise with the Iowa Department of Transportation.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name:

Title:

Name:

Title:

Signature of Authorized Officer:

Signature

Date

Printed Name

Title

Addendum 1:
Diagrams of Facilities and Potential Door and Exterior Camera Locations

Figure 1: Council Bluffs Facility Exterior Access Points and Proposed Camera Locations



Exterior Camera



Automatic Gate



Exterior Door/Key Card Access

Figure 2: Atlantic Facility Exterior Access Points and Proposed Camera Locations



Exterior Camera



Exterior Door/Key Card Access