



## **RANDOLPH COUNTY PURCHASING OFFICE**

725 McDowell Road  
Asheboro, North Carolina 27205  
Tel: (336) 318-6304  
Fax: (336) 636-7568

## **REQUEST FOR PROPOSAL**

**Bid# 16-0209**

**FOR**

## **UPGRADE TO RANDOLPH COUNTY COURTHOUSE VIDEO SURVEILLANCE SYSTEM**

At

The Randolph County Courthouse  
176 East Salisbury Street  
Asheboro, NC 27203

**Issued on:** Tuesday, February 9, 2016

**Deadline: Thursday, April 7, 2016, 11:00 AM EST**

## NOTICE TO VENDORS

Pursuant to General Statutes of North Carolina Section 143-129.8 as amended, proposals will be received by the Randolph County Purchasing Officer for the following:

### **UPGRADE TO RANDOLPH COUNTY COURTHOUSE VIDEO SURVEILLANCE SYSTEM**

Randolph County is requesting from qualified Video Surveillance System Design and Installation Contractors to provide a proposal for updating the video surveillance system for the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, North Carolina 27203. The proposal submitted in response to this RFP will include various combinations of equipment, associated design, installation, materials, labor and training required for a complete turn-key system.

All proposers must return a completed proposal by **Thursday, April 7<sup>th</sup>, 2016 at 11:00 AM EST**

**A mandatory pre-bid walk-through will be on Thursday, March 3, 2016 at 8:30 AM at the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, NC 27203.** All inquiries for information concerning mandatory walk-through, Proposals, Bid Submission Requirements or Procurement Procedures shall be directed to (in writing):

Randolph County Purchasing Office  
ATTN: Lisa Garner, Purchasing Officer  
725 McDowell Rd  
Asheboro, NC 27205  
lisa.garner@randolphcountync.gov

Phone: (336) 318-6304  
Fax: (336) 636-7568

Proposals may be emailed, faxed, mailed or hand delivered to the department shown above, marked as "Video Surveillance System Bid # 16-0209". It is the sole responsibility of the Bidder to ensure that their bid reaches the Purchasing Office by the designated date and hour indicated above.

Randolph County reserves the right to award in whole, or in part, and to accept or reject any or all proposals, to waive any technicalities or irregularities and to award to the vendor that has the best overall proposal as determined by Randolph County.

### **Issuing Office and Inquiries**

This Request for Proposal (RFP) is issued by the Randolph County Purchasing Office on behalf of Randolph County. Any inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

Lisa Garner  
Purchasing Officer  
Randolph County Government  
725 McDowell Road  
Asheboro, NC 27205  
(336) 318-6304  
[lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov)

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP through an addendum that will be posted on the County website, <http://www.co.randolph.nc.us/purchasing/bid.htm>. It is the responsibility of each vendor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation. **A mandatory pre-bid walk-through of the courthouse will be on Thursday, March 3, 2016 at 8:30 AM at the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, NC 27203. No proposals will be accepted from vendors who fail to attend the walk-through. The County will accept only written inquiries regarding the RFP until Thursday, March 10, 2016 at 4:00 P.M.** All times listed are understood to be Eastern Standard Time. The County's interpretation of the RFP shall be controlling in all cases.

### **Important Dates**

<b>Issue Date:</b>	<b>Tuesday, February 9, 2016</b>
<b>Date of Mandatory Walk-through</b>	<b>Thursday, March 3, 2016 at 8:30 AM at the Randolph County Courthouse</b>
<b>Final Date for Written Questions:</b>	<b>Thursday, March 10, 2016 by 4:00 PM</b>
<b>Final Date for Addenda Posting:</b>	<b>Thursday, March 24, 2016 by 5 PM</b>
<b>Deadline for Submitting Proposals:</b>	<b>Thursday, April 7, 2016 at 11:00 AM</b>

### **Scope of Project**

Randolph County is seeking proposals to upgrade the current Randolph County Courthouse Video Surveillance System. The Video Surveillance Upgrade will involve:

**Option #1**

Replace network video recorder, other necessary equipment & service contract

**Option #2**

Addition of 10 new IP Pan, Tilt and Zoom Cameras and wiring

The purpose of this proposal is to upgrade the current network video recorder system and 16 analog cameras to an IP Network Video Recorder while supporting the still operational analog cameras in use. The County is also considering purchasing 10 new IP PTZ cameras to be installed and used along with the current 16 analog cameras. The analog cameras will be phased out and replaced with IP cameras at a yet to be determined future date.

The Randolph County Courthouse is located at 176 East Salisbury Street, Asheboro, NC 27203

The successful proposer solution will provide system concept, core hardware components, necessary software, installation, implementation, service contract, training and warranty on items provided.

The vendor is responsible for any specific wiring needed.

***At a minimum, equipment and wiring to be provided by the vendor:***

**Option #1**

**Replace Network Video Recorder**

- Network video recorder must be IP camera capable
- NVR must have minimum storage of 30 days
- Motion triggered recording is acceptable, building is occupied approximately 10 hours a day
- NVR does not have to record 24/7
- Currently using 16 analog standard definition PTZ coaxitron control cameras that will be kept in use
- Potential growth of up to an additional 16 IP cameras with minimum of 2 megapixel
- Currently use 7 dedicated monitors in one location and 2 dedicated monitors in another location. Both locations use pan, tilt and zoom control via joystick; The County is open to suggestions on quantity of monitors, viewing and controls of the video at these two locations
- Need inputs for 21 duress alarms capable of triggering cameras to the location and mark the recording when a duress alarm is triggered
- Any wiring will be the responsibility of the vendor

**1<sup>st</sup> Year Contract**

- Itemized one year maintenance contract for parts installed and labor
- Specify if parts & labor are covered
- Specify standard service level agreement

**2<sup>nd</sup> Year Contract**

- Itemized maintenance contract
- Specify if parts & labor are covered
- Specify standard service level agreement

***At a minimum, equipment and wiring to be provided by the vendor:***

## **Option #2**

### **Purchase of additional 10 IP PTZ Cameras**

- 4 will be exterior day/night
- 6 will be interior day/night
- Minimum of 2 megapixel at various locations throughout the building
- Each floor of the building has a datacom closet that can supply power
- Any required IP switches will need to be provided by the vendor
- Any wiring will be the responsibility of the vendor

### **Proposal for Option 1 and Option 2 must contain:**

- System concept and general solution
- Installation
- Hardware item list, locations and pricing
- Software item list, locations and pricing
- Training to be provided
- Warranty period of hardware, software and installation
- Estimated timeline for installation from date of notice to proceed

### **General Information:**

1. Invoice(s) shall be billed to the following:

Lisa Garner  
725 McDowell Road  
Asheboro, NC 27205

2. If the project is approved and funded it is the intent of Randolph County to award the contract to the vendor that submits the best overall proposal as determined by the County. The County reserves the right to determine the best overall proposal based on the following factors listed below, said factors listed in no particular order. (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value (h) Service response time (i) attendance in pre-bid walk through.
3. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.
4. Addenda to these conditions and/or specifications shall be made in writing. Information provided verbally outside the bid specifications shall not be binding. It is the responsibility of the Vendor to periodically check the County's website at <http://www.co.randolph.nc.us/purchasing/bid.htm> before submitting a bid to obtain any addenda that have been issued. Each proposer is responsible for determining that all addenda issued by the Randolph County Purchasing Office have been received before submitting a proposal (**Part II, Page 8**).

5. Proposers shall attach to the BID FORM certificates issued by its insurance carrier evidencing insurance coverage. The proposer shall maintain such insurance coverage throughout the contract. (Part III, Page 8)
6. At least three recent references, preferably in North Carolina are required and shall be indicated on the BID FORM. Randolph County may request additional evidence of the proposer's experience, qualifications, ability, products, and financial standing and the proposer shall be prepared to provide such evidence. (Part V, Page 8)
7. Randolph County intends to contract with the successful proposer. The successful proposer shall be the prime contractor and shall be solely responsible for all contractual performance.
8. Each proposer shall perform his/her own evaluation and due diligence verification of all information and data provided by the County. The County makes no representation or warranties regarding any information or data provided by the County.
9. The contractor shall comply with all state, federal, or local laws, ordinances, codes rules, or regulations bearing on the conduct of work including equal opportunity employment laws, OSHA regulations, minimum wage and hour regulations as set forth in the Fair Labor Standards Act, and National Fire Protection Association regulations. The proposer shall be responsible for verification for any of its employee's eligibility to legally work in the United States. Randolph County is a drug-free workplace.
10. Contractor hereby attests that it currently complies with and shall continue to comply with, for the duration of this Agreement, Article 2 of Chapter 64 of the North Carolina General Statute § 143-133.3 (commonly referred to as "E-Verify") and further attests that it ensures and continues to ensure that any subcontractors utilized by Contractor also comply with said Article.
11. The contractor shall be responsible for any damage to and/or loss of the County's equipment and/or facilities arising out of an act or omission of the proposer's employees.
12. The deliverables shall be accepted by the County when (1) the deliverables have been delivered, installed and made ready for use at the County's site in accordance with the installation and operating specifications; (2) The County has tested the deliverables and the deliverables have passed testing; (3) The County's staff have received system documentation and training; (4) The County agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables.
13. Once the deliverables are installed in the County's premises as specified herein with regard to the Final Installation Date, the Contractor shall notify the Project Manager in writing that the deliverables as specified have been installed in good working order and ready for use, that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the Contractor's knowledge is one hundred percent operational and that the deliverables as installed is ready for testing. At that point, the County shall have fifteen (15) working days to perform and complete acceptance testing on-site. If the deliverables as installed and represented passes such testing, the County shall so notify the Contractor in writing termed the Certificate of Acceptance.
  - 13.1.1 If the deliverables as installed fails to pass such testing, the County shall notify the Contractor in writing and the Contractor shall then have ten (10) working days to correct any failure. The Contractor shall then certify to the County that the failure has been corrected and the County shall have five (5) working days for additional testing at which time the County shall supply the Certificate of Acceptance if the deliverables passes testing.

- 13.1.2 If the deliverables fails testing twice, at the County's option: (1) the correction period may be extended as agreed by the parties; or (2) The County may terminate the Agreement, return the specifications, product and documentation to the Contractor and the Contractor will refund to the County any payments previously given to the Contractor for the deliverables and modifications or enhancement pursuant to the Agreement.
14. Upon completion of this contract by the Contractor and acceptance by the County as being in accordance with this proposal, the County shall pay the contract amount within 20 days of the date of invoice.

**PART I: Proposal**

Please submit the total proposal amount for a turn-key system. **A detailed list should be attached for each Option.**

<b>Option #1 – Replace Network Video Recorder</b>	\$
1 <sup>st</sup> Year Maintenance – Annual Amount	\$
2 <sup>nd</sup> Year Maintenance – Annual Amount	\$
<b>Option #2 – Purchase of Additional 10 Cameras</b>	\$
1 <sup>st</sup> Year Maintenance – Annual Amount	\$
2 <sup>nd</sup> Year Maintenance – Annual Amount	\$

**PART II: Addenda Acknowledgements (if applicable)**

Each proposer is responsible for determining that all addenda(s) issued by the Randolph County Purchasing Officer have been received before submitting a proposal.

Addenda	Date Issued	Date Proposer Received
"A"		
"B"		
"C"		

**PART III: Certificate of Insurance attached**  Yes  No

**Part IV: Service response time within \_\_\_\_\_ hours of notification.**

**PART V: References**

Provide at least three (3) references

Company Name	Contact Name	Phone Number

**PART VI: Submitted by**

Company Name		
Company Address		
Telephone		Fax
Representative (print name)		
Signature of Representative		
Email Address		
Date Submitted		