

Request for Proposal (RFP) Video Surveillance System Acquisition

Prepared by
the Corporation of the Town of Huntsville



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Section I. Introduction

Objective

The Town of Huntsville (hereinafter referred to as "The Town") intends to acquire a Video Surveillance System (hereinafter referred to as "VSS") for its G8 Summit Centre Building. The Town here within requests proposals for the installation, testing, and acceptance of the VSS described in the attached specifications and drawings for interested persons (hereinafter known as the "Vendor"). Prices quoted shall be all-inclusive and represent complete installation at the site shown on the drawings (***to be distributed at Bidders' Conference***) and with the specifications described in this document. The Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely install, test, and turn over for acceptance to The Town detailed herein.

The implementation of the VSS plan includes monitoring a number of doors, hallways, reception areas and other locations. This Request for Proposal (RFP) outlines The Town's plan and provides guidelines for potential Vendors by which to provide their solution and cost schedule.

Throughout the process of this project, it is imperative that the single goal of this project not be forgotten by members of The Town nor the Vendor(s) related to this project. The single goal of the project is to provide a secured environment.

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

Event	Date
1. Release of RFP to Bidders	Dec 2, 2009
2. Bidders' Conference	Dec 22, 2009
3. Site Survey	Dec 22, 2009 10:00am
4. Alternate Site Survey	January 13, 2010 10:00am
5. Response Received from Bidders	January 29, 2010
6. Evaluation of Responses	February 3, 2010
7. Contract Award	February 3, 2010
8. RFP results available for distribution	February 10, 2010
9. Installation Starts	February 20, 2010
10. End of "Effective Quote Period"	February 26, 2010
11. Installation Completed by	April 1, 2010
12. Inspection of Work	April 6, – 10, 2010
13. Final Punch List	April 6, – 10, 2010
14. Acceptance by the Town	on or before April 30, 2010

Section II. Administrative Requirements

Vendor Compliance

In responding to this RFP, the Vendor certifies willingness to comply with all terms and conditions contained in this RFP, including appendices, which are attached hereto and incorporated herein by reference.

RFP Changes

The Town reserves the right to make changes to this RFP at any time prior to the RFP response deadline. In the event that it becomes necessary to revise or correct any portion of the RFP, a "Change Notice" will be provided to each participating Vendor. All "Change Notices" or "Addendums" will be posted on The Town web site.

No Obligation to Purchase

The purpose of this RFP is to obtain proposals and price quotes, which may be used to address the VSS acquisition needs of The Town as those needs arise. The Town does not imply or guarantee any specific quantities of products will be purchased as a result of this RFP. The Town reserves the right to cancel this RFP or refrain from purchasing products at any time without penalty or obligation.

Right of Rejection and Clarification

The Town reserves the right to reject any and all proposals and to request clarification of information from any Vendor. The Town is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

Request for Additional Information

Prior to the final selection, Vendors may be required to submit additional information which The Town may deem necessary to further evaluate the Vendor's qualifications.

Right of Negotiation

The Town reserves the right to negotiate with the Selected Vendor the exact terms and conditions of the contract.

Right of Rejection of Lowest Fee Proposal

The Town is under no obligation to award this project to the vendor offering the lowest fee proposal.

Waive Minor Administrative Irregularities

The Town reserves the right to waive minor administrative irregularities contained in any Vendor response.

Additionally, The Town reserves the right, at its sole option, to make corrections to a Vendor's response when an obvious arithmetical error has been made in the price quotation. Vendors will not be allowed to make changes to their quoted pricing after the Proposal Submission Deadline.

Errors in Response

The Town is not liable for any errors in Vendor responses. Vendors will not be allowed to alter response documents after the Proposal Submission Deadline. Vendors are liable for all errors or omissions contained in their responses.

Communications

All Vendor communications concerning the RFP must be directed to the Project Manager. Unauthorized contact regarding the RFP with other Town staff may result in disqualification. Any oral communications will be considered unofficial and non-binding on The Town. Vendors shall rely only on written statements or addenda issued by the Project Manager.

Except the Project Manager, no other Town staff is authorized to give information as to the requirements of the RFP as contained in or amended to this document.

Exceptions to the RFP

Vendors may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for The Town, and a description of the advantage to be gained or disadvantages to be incurred by The Town as a result of these exceptions.

Withdrawal of Proposal

A proposal may not be withdrawn before the expiration of ninety (90) days from the Proposal Submission Deadline.

Denial of Reimbursement

The Town will not reimburse Vendors for any costs associated with the preparation and submission of any proposal, or for any travel and/or per diem costs that are incurred.

Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Vendors shall become the property of The Town once received.

Open Records Act

If a request is made to view a Vendor's response, The Town will comply accordingly.

Publication Approval

The Vendor agrees to submit to the Town all advertising, sales promotion, and other public Town matters relating to any products and services furnished by the Vendor wherein the Town's name is mentioned or language used from which the connection of "Town of Huntsville" name therewith may, in the Town's judgment, be inferred or implied; and the Vendor further agrees not to publish or use such advertising, sales promotion, or public Town matter without the prior written consent of the Town.

Gratuity Prohibition

Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of The Town for the purpose of influencing consideration of this proposal.

Selection of the Apparent Successful Vendor

Proposals will be evaluated according to the following criteria and weight at a minimum:

Vendor's qualifications and experience, including support capabilities (20 quality points)

Functionality of the proposed solution (30 quality points)

Fees (40 quality points)

References (10 quality points)

Proposals shall be evaluated by the Project Manager.

One Vendor will be selected for VSS installation and competition. The "Apparent Successful Vendor(s)" will be the respondent who:

(1) Meets all the requirements of this RFP; AND

(2) Whose proposed solution, and purchase thereof, is deemed by the Project Manager to be in the best interest of the Town.

Protest Procedure

The following protest procedure is available to Vendors that have submitted a response to this RFP. Protests are made:

(a) To the Project Manager, after the announcement of the "Apparently Successful Vendor". Protests shall be received, in writing, by the Project Manager within five (5) business days after the announcement of the "Apparently Successful Vendor".

(b) To the Chief Administrative Officer after protesting first to the Project Manager and the resolution is not satisfactory to the protesting Vendor. Protests to the Chief Administrative Officer shall be received, in writing, within five (5) business days after a Vendor has received notification of the Project Manager's decision.

(c) To the Finance and Administration Committee after protesting first to the Chief Administrative Officer. If the Chief Administrative Officer's decision is not satisfactory, the protest must then be received by the Town's Finance and Administration Committee within five (5) business days after a Vendor has received notification of the Chief Administrative Officer's decision.

Order of Precedence

If any provision of this RFP shall be deemed to be in conflict with any statute or rule of law, such provisions shall be deemed modified to conform to said statute or rule of law. In the event of any inconsistency in this RFP, the inconsistency shall be resolved in the order of precedence stated below:

1. The terms and conditions of this RFP.
2. The "Purchase Order Terms and Conditions" (Appendix A), which is attached hereto and incorporated herein by reference.
3. Any Purchase Orders issued as a result of this RFP.
4. The Vendor's response to this RFP.

Section III. Scope of Work

Background

The Town is seeking proposals to install video surveillance cameras and related equipment, software, installation and training at the location specified. The objectives of this project are to: deter and prevent crimes; improve security and incident response.

It is The Town's expectation that the feeds from these cameras can be viewed in real-time by authorized Town personnel using the computers that already exist on the Town's intranet. The Town also seeks options for access to 7 days (24 hours per day) of stored recorded images. The sectors are listed and described below.

Centennial Centre
Park Drive, Huntsville

New Arena
Existing Arena
Hallways and Corridors
Building Exterior Locations

The Town relies on the Vendor's experience, engineering, and design skills to offer options and alternatives for 24 hour coverage on these camera locations. All signage for VSS equipment should meet provincial governing or governing body requirements or regulations.

The Town reserves the right to select and implement portions of recommendations for coverage.

Available Fibre

The Town has the use of single mode 1 GB Fibre between demarcation points within the existing building as well a 5 MB Fibre link to the existing Town infrastructure. The Vendor may want to consider the use of this connectivity option for remote monitoring.

VSS Requirements

Responses to this RFP must address, at a minimum, the following requirements. The Town will entertain additional options and alternatives that improve the usability or effectiveness of this technology.

Based on the Vendors' expertise and geography of the G8 Summit Centre, Vendors are expected to recommend effective coverage options.

Camera Features and Operations

The cameras must be sensitive to temperature and be in protected enclosures. They must also have options, including pan and zoom, auto focus, low light, color/black and white, number of pixels, etc.

In the proposal:

Detail recommended camera features like frames per second.

Explain any recommendations with respect to protection from vandalism and the elements.

Explain the capabilities to access and control the camera.

Detail connectivity options and recommendation for each camera location.

Describe operations and options on a loss of connectivity to a camera.

Software and Computer Hardware

Please describe all necessary computer hardware and software for the recommended solution(s). Include server, pc and connectivity requirements (configurations). Include all software needed including operating system, database, client, third party, add-ons, viewers, etc., with versions and releases.

Describe all software capabilities to take actions based on the video.

Describe storage requirements and media recommendations to access 7 days (24 hours per day) of recorded images for each camera. The Town maintains a 7 day retention policy for the security cameras.

Describe options to export the images and video.

Security

Describe all output options included in this RFP. (meaning output to file, cd,) The particulars of secure access to the VSS are critical and must be addressed in response to this RFP. This would include (but not limited to): internal, authenticated access to cameras and files; protection from unauthorized access (hacking); encryption options; application security features (administration); video file integrity.

Support and Upgrades

Fully describe all services and upgrade agreements. The Town needs to understand what specific support and maintenance services will or can be provided. Detail what components (hardware, software, other equipment) are covered under the maintenance agreements. Explain the Vendor's service level agreement (e.g. mean time to repair). Define who the parties are to those agreements.

Fully describe upgrade practices. The Town needs to understand the life expectancy of all the components of the recommended solution. Define the Vendor's business practice with respect to keeping the technology current and maintainable.

Appendix A. Purchase Order Terms and Conditions

Letter to Vendor

Dear Vendor:

The Town of Huntsville is now accepting proposals for a Video Surveillance System to be used at the G8 Summit Centre.

Instructions for preparation and submission of a proposal are contained in this package.

A Bidder's Conference has been scheduled for **December 22, 2009** and is **mandatory**.

All proposals are due in the Office of the Municipal Clerk by **January 29, 2010 at 12pm noon**. The names of the respondents will be read at the public bid opening shortly thereafter.

Please note that the Vendor response deadlines outlined in the RFP Timeline are **mandatory** and **non-negotiable**. Failure to meet the dates and times listed will result in disqualification.

Thank you for your interest in doing business with the Town of Huntsville.

Sincerely,

Ed Fortin
Project Manager

RFP Response Process

Instructions

Vendors must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. It is the sole responsibility of the Vendor to assure that they have received the entire RFP.

All RFP submissions must be received by the Municipal Clerk in a sealed envelope or package, on or before **January 29th, 2010 at 12:00pm (noon)**. It is the sole responsibility of the Vendor to ensure that their response arrives in a timely manner. The Town reserves the right to reject all late arrivals.

The Vendor must submit two (2) copies of the proposal, including supporting documents (e.g. unique maintenance contracts).

Proposals shall be submitted in the following format and include the following information:

1. Detailed description of VSS capabilities as requested in VSS Requirements (under Section III) and VSS Technical Requirements (under Appendix C)
2. Response Form (under Appendix B) signed by responsible party
3. Fee Proposals (under Appendix B) signed by responsible party
4. Non-Discrimination Statement (under Appendix B) signed by responsible party

Bidders Conference

A **mandatory** Bidders' Conference will be held on **December 22nd 2009**, at the **Town Hall, 37 Main Street East, Council Chambers on 3rd Floor**, for the purpose of reviewing the RFP and receiving questions from the Vendors that intend to respond to this RFP. Attendance at the Bidder's Conference is a mandatory requirement in the response process. If the Vendor does not attend the Bidders' Conference, the Vendor will not be allowed to attend the Site Survey and their proposal will be disqualified.

Due to space allocations, only two attendees from each Vendor company will be permitted at the conference. Drawings reflecting the proposed work will be provided to the companies attending. Only one set of drawings will be allocated per company. The Vendors will be required to sign-in to verify attendance. Subcontractors will not be allowed to represent the Vendor. An employee of the Vendor Company must attend; the second attendee may be a subcontractor.

Site Survey

A Site Survey will be conducted after the Bidders' Conference. Attendance at the Site Survey is **mandatory**.

Questions

Questions regarding this RFP must be submitted in writing to the Project Manager prior to the Bidders' Conference. Questions from the Site Survey must be received by the Project Manager no later than 12:00pm the day after the Site Survey. The Project Manager will only respond to questions received within these time frames.

RFP Timeline

This RFP is being issued under the following timelines. The Vendor response deadlines are **mandatory** and **non-negotiable**. Failure of the Vendor to meet any of the required deadlines will result in disqualification from participation. With the exception of the Proposal Submission Deadline, The Town has the ability to amend timelines if deemed necessary.

Date	Task
December 2, 2009	Notice of RFP advertised in local paper and posted on Town of Huntsville Web Site
January 29, 2010	Proposal Submission Deadline – Vendor responses must be received by the Municipal Clerk on or before 12:00pm (noon) local time
February 3, 2010	Opening of RFP's at 1:00pm
February 3, 2010	Announcement of Apparently Successful Vendor(s) no later

	than 3:00pm
February 10, 2010	RFP results available for distribution
February 26, 2010	End of "Effective Quote Period"

Contacts

Any inquiries regarding this RFP must be directed exclusively to the Project Manager:

Ed Fortin, Project Manager
 Town of Huntsville, 37 Main Street East
 Huntsville, ON P1H 1A1
 (613) 264-4458 (phone)
 (705) 789-6689 (fax)
ed.fortin@gmail.com

All RFP submissions must be received by the Municipal Clerk in a sealed envelope or package, on or before **January 29th, 2010, 12:00pm (noon)**. RFP submissions must be addressed as follows:

Municipal Clerk
 Town of Huntsville
 37 Main Street East
 Huntsville, ON P1H 1A1

RE: Video Surveillance Acquisition
 Request for Proposal

Terms and Conditions

Contract

The contract between The Town and the Vendor shall consist of: the RFP and any amendments thereto, and the proposal submitted by the Vendor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, The Town reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Vendor’s proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

Indemnification

The Vendor, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless The Town, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.

Insurance Coverage

The Vendor shall be fully liable to provide and maintain in force during the life of its contract with The Town, such insurance, including Public Liability Insurance, Product Liability Insurance, Auto Liability Insurance, Workman's Compensations and Employer's Liability Insurance as will assure to The Town the protection contained in the foregoing indemnification provision undertaken by the Vendor. Such policies shall meet provincial governing or governing body and approved companies authorized to do business in the province of Ontario having agents upon whom service of process may be made in the "Town of Huntsville's" name and shall contain as a minimum, the following provisions, coverage's, and policy limits of liability.

General Liability

The Vendor will have General Liability Insurance and shall protect The Town, The Vendor, subcontractor, agents, and employees from claims for damages. The limits of liability provided by such policy shall be no less than Five Million Dollars (\$5,000,000.00) per occurrence combined single limit bodily injury and property damage, and an amount not less than Five Million Dollars (\$5,000,000.00) for damages on account of all occurrences.

Product Liability

The Vendor will have Product Liability or Completed Operations Insurance with bodily injury limits of liability of not less than Five Million Dollars (\$5,000,000.00) per person; Five Million Dollars (\$5,000,000.00) per occurrence and Five Million Dollars (\$5,000,000.00) aggregate.

Auto Liability

The Vendor will have Auto Liability Insurance with bodily injury limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence and property damage limits of not less than Five Million Dollars (\$5,000,000.00).

Subcontractors

Should the Vendors use subcontractors for portions of the work, The Town reserves the right to reject any subcontractor without explanation or recourse by the Vendor or subcontractor.

Effective Quote Period

The proposals received in response to this RFP will be binding throughout the "Effective Quote Period" ending on February 26th, 2010 and may be used for additional purchases.

The "Successful Vendor(s)", at its discretion, may elect to provide the products specified in this RFP at a lower price than originally quoted at any time during the "Effective Quote Period".

Minor Configuration Changes

If, after announcement of the Successful Vendor(s), the "Manufacturer" offers minor configuration changes to the specifications at a price which is equal to or below the original quoted price, those changes may be accepted or rejected by The Town, at its sole option, without further competition.

Inspection, Acceptance, and Title

Inspection and acceptance will be at the installation site and upon successful installation unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the Successful Vendor until acceptance by The Town, unless loss or damage results from negligence by The Town. If the materials or services supplied to The Town are found to be defective or do not conform to the specifications, The Town reserves the right to cancel the contract upon written notice to the Vendor and return products at the Vendor's expense based upon the terms of the contract between the Vendor and The Town.

The Town shall at all times have access to the work wherever it is in preparation or progress and the Vendor shall provide proper facilities for such access and for inspection.

The Vendor shall not close up any work until The Town has inspected the work. Should the Vendor close up the work prior to inspection by The Town, the Vendor shall uncover the work for inspection by The Town at no cost to The Town and then recover the work according to the specification contained herein.

The Vendor shall notify The Town in writing or verbally when the work is ready for inspection. The Town will inspect the work as expeditiously as possible after receipt of notification from the Vendor.

Materials and Workmanship

Materials and workmanship hereinafter specified and furnished shall be fully guaranteed by the Vendor for one year (365 calendar days) from transfer of title against any defects. Defects which may occur as the result of faulty materials or workmanship within (365 calendar days) after installation and acceptance by The Town shall be corrected by the Vendor at no additional cost to The Town. The Vendor shall promptly, at no cost to The Town, correct or re-perform (including modifications or additions as necessary) any non-conforming or defective work within one (1) year after completion of the project of which the work is a part. The period of the Vendor's warranty(ies) for any items herein are not exclusive remedies, and The Town has recourse to any warranties of additional scope given by the Vendor to The Town and all other remedies available at law or in equity. The Vendor's warranties shall commence with acceptance of/or receipt of final payment, whichever date occurs first.

If the Vendor procures equipment or materials under the contract between the Vendor and The Town, the Vendor shall obtain for the benefit of The Town equipment and materials warranties against defects in materials and workmanship to the extent such warranties are reasonably obtainable.

This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by The Town or anyone other than employees or agents of the Vendor. The Vendor's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at the Vendor's option. Insurance covering said equipment from damage or loss is to be borne by the Vendor until full acceptance of equipment and services.

Vendor shall provide manufacturer's warranty of not less than one (1) full year. The warranty is applicable from the start date, with optional extended warranties.

Termination of Contract

The Town may terminate the contract or purchase order, in whole or in part, at any time if the Vendor is in breach of contractual obligations. Should The Town exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Vendor.

In the event provisions of the RFP are violated by The Vendor, The Town may give written notice to The Vendor stating the deficiencies and unless deficiencies are corrected within five (5) working days, recommendations will be made to The Town for immediate cancellation. The Town reserves the right to terminate immediately any contract resulting from this RFP for failure to correct deficiencies.

Appendix B. Vendor Forms

Response Form

The undersigned agrees to furnish the services and items described herein the price stated, subject to the conditions and requirements of this proposal.

The proposal must be signed by someone with the authority to legally bind the bidder.

This proposal will remain in effect for 30 days from the date submitted. Upon award, the prices will remain in effect until the completion of the contract.

Bidder Identification and Authorized Signature:

Firm Name: _____
Address: _____
Signed By: _____
Printed Name: _____
Title: _____
Date: _____

Please indicate person to be contacted by the Town of Huntsville concerning this proposal:

Name: _____
Title: _____
Telephone: _____
Fax Number: _____
Email: _____

Fee Proposal

I have read and understood the requirements set forth in this RFP and agree to comply except as noted.

The fee proposal includes all fees for work as described under VSS Requirements (under Section III) and VSS Technical Requirements (under Appendix C). Additional pages may be used to show detail of unit costs and options.

For the proposed VSS, please include all billable costs, including any other upfront, on-going or third-party costs to The Town.

	Description	Amount
Components and services:		\$
Software licensing components (per seat, concurrent, etc.):		\$
Options:		\$
Pre-paid, multi-year maintenance and upgrades:		\$
Multi-year payout and leasing:		\$
Other one-time costs:		\$
Other recurring costs:		\$

Submitted By: _____
 Vendor Company Name: _____
 Signed: _____
 Name (Print): _____
 Address: _____
 Town, Province, Postal Code: _____
 Telephone: (____) _____ Fax: (____) _____
 Email: _____

Non-Discrimination Statement

The Vendor certifies that:

No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the Town of Huntsville or the performance of any contract resulting there from;

That it is and shall be the policy of The Town to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with The Town, including those companies owned and controlled by racial minorities, cultural minorities, and women;

In connection herewith, We acknowledge and warrant that The Town has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with The Town;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which The Town may hereafter obtain and;

That the failure of the Vendor to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling The Town to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Date

Appendix C. Proposal Requirements

Pricing

Detail all billable costs to The Town in the Fee Proposal (under Appendix B). Provide a detailed list of all components and services with associated one-time or recurring costs. Include any upfront or on-going costs, in addition to third-party costs.

Detail all software licensing practices (e.g. site, per seat, concurrent) for all software components.

Provide options for pre-paid, multi-year maintenance and upgrades. Provide options for multi-year payout and leasing.

Implementation Timetable

Include a preliminary timetable. The response should document assumptions made to formulate a work plan. This plan will be refined as part of a preliminary Vendor selection and in final selection.

Statement of Work

The response must include a statement of work clearly defining the roles and tasks for the Vendor and The Town's staff. It is important that The Town has a good understanding of the Vendor's expectations of "who does what".

Training

Please detail all training to be provided, including location, duration (hours, days), as well as the minimum and maximum number of participants. Describe any classroom-type training and any on-site training to be provided. Detail any other recommended training or expertise needed for The Town's staff to support the proposed solution.

Demonstration/Pilot

The Town may elect as part of a preliminary or the final vendor selection to require a one week demonstration. This demonstration would include the installation of a camera, connectivity and software at a mutually agreeable site to demonstrate the operation and performance of the proposed solution. This demonstration will be at no cost to The Town.

Commissioning

Prior to final acceptance of the VSS installation, the following testing shall be performed and the following documents provided to The Town:

Perform and document a complete system acceptance test.

Provide testing reports indicating all devices tested, pass/fail statuses, and actions taken to resolve problem(s) on failed tests.

Provide "as built" drawings showing each device and wiring connection.

Provide a complete set of operating instructions for hardware devices and a complete software user manual.

References

Provide at least three recent references of installations of comparable size and scope. Please provide a brief description of these installations.

VSS Technical Requirements

Surveillance Software Interface

The surveillance software must be able to be monitored using a web browser for remote access from the municipal network. The software may have a client install for better performance and/or functionality of monitoring stations. The software must interface with email servers to enable system alarms, events, and other notifications to be transmitted to pre-selected email recipients.

The software must support, and operate on, an unlimited number of computer workstations. Each system user may be defined specific privileges to perform software application functions.

The software should be able to control cameras from within the application not using hardwired controls.

The software must work with multiple camera types and vendors.

General Architecture

The Vendor will ensure that each camera is labeled with a letter and number that coincides with a building map and/or door. A brief description of each opening is provided, but a thorough walkthrough is recommended for adequate bid results.

Each indoor camera is to be installed in a dome and outdoor cameras will be installed in weatherproof housing and are to include all cabling installed from the camera to the demarcation point.

Locations and Hardware Cameras

Inside camera recommendations. (Approximately 12)

Outside camera recommendations (Approximately 3)

Installation

Installation should include all cabling, necessary conduit, electrical and drilling