



**REQUEST FOR PROPOSAL
EVIDENCE GARAGE SECURITY & CAMERA
SYSTEM AND INSTALL
RFP19-006-23**

Proposals Must Be Received No Later Than

May 7, 2019 at 3 p.m.

Late Proposals Will Be Rejected

Send or hand deliver proposal to:

Waupaca County Finance
ATTN: Renae Conery
811 Harding Street
Waupaca, WI 54981

Important Dates and Times (all times are CST)

Proposal Release Date:	April 9, 2019
Vendor Walk Through:	April 19, 2019 @ 9 a.m.
Questions Due:	April 26, 2019 @ 3 p.m.
Responses to Questions Posted:	May 1, 2019
Proposals Due:	May 7, 2019 @ 3 p.m.
Proposals Opened:	May 7, 2019 @ 3 p.m.
Selection and Notification:	May 14, 2019 May 21, 2019

1. PROJECT OVERVIEW

The Waupaca County Sheriff's Office is soliciting proposals from qualified vendors to supply and install a security system and video surveillance camera system at our Evidence Garage located at 175 W Howard St, Manawa, WI 54949. This project is broken into three parts (security system, camera system and servers and software). The vendor must have the qualifications and capability to provide consulting and supporting services to all three areas of this project. This will include, but is not limited to maintaining, repairing, and replacing all hardware covered under warranty.

2. PROJECT SCOPE AND SPECIFICATIONS

The Sheriff's Office Evidence Garage Security & Camera System and Install project involves the installation of a networked video surveillance camera system at the Evidence Garage located in Manawa, WI to provide evidence security and management processes.

2.1 The cameras should meet the following minimum specifications:

- a. Must be capable of using H.264 video compression format
- b. Three dimensional camera to cover outside perimeter
- c. Must be powered over Ethernet (PoE)
- d. Must be capable of motion detection
- e. Must record when motion is detected
- f. Minimum focal length of 2.1mm for variable focal or fixed lenses
- g. Must be physically connected to network or provide alternate solution
- h. Must have phone app compatibility
- i. Camera warranties shall be standard manufacturer's warranty
- j. Camera licensing included

2.2 Security system requirements:

- a. Motion detection for an alarm connection to camera system
- b. Must have phone app compatibility
- c. Must be capable of zoom to see face clearly
- d. Appropriately sized servers to accommodate needs of project
- e. Software installed
- f. Licensing included

2.3 The performance requirements are as follows:

- a. Complete testing of both security system and cameras to meet the requirements and design.
- b. Provide training with documentation and resource materials.
- c. On-Site Support / Consulting Work – Provide service within one (1) business day of notification by Waupaca County Monday-Friday, 8am – 5pm
- d. Maintenance and Repair – Vendors shall provide on-site maintenance and/or repair solutions within one (1) business day of notice during normal business hours.

- e. Materials and Equipment – Vendors shall provide all materials and equipment to complete the project.
- f. UPS to support both security and camera systems.
- g. Compliance with Standards – All work shall be done in accordance with industry standards and in accordance with specifications and manufacturer's recommendations. Defective work not in accordance with these requirements shall be corrected by the contractor at no cost to Waupaca County. Any changes or deviations must be agreed to in writing and signed by both Waupaca County and the contractor.

3. QUESTIONS

Any questions pertaining to this proposal should be submitted in writing and sent to the contact listed in Section 10 of this document. Bids must be received prior to the 'Questions Due' date and time listed on the bid cover sheet. Any correspondence or questions submitted must include the proposal name and number.

Responses to questions will be posted on the County website http://www.co.waupaca.wi.us/businesses/proposals_and_proposals.php. Bidders are responsible for checking the website for any addenda prior to submitting a proposal.

4. CLEAN-UP

After the security and camera systems have been installed, vendor will make sure any scrap, extra materials, and tools have been removed from the site.

5. PROJECT SCHEDULE

The expected project completion date is on or July 15, 2019. If this date needs to be adjusted, please include your proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

6. PROPOSAL REQUIREMENTS

All proposals must be received by the due date and time listed on the bid cover sheet in order to be considered. All proposals shall contain the following items:

- a) Three (3) copies of complete proposal on 8.5" x 11" paper
- b) Attachment A – Bidder Information
- c) Attachment B – References
- d) Attachment C – Price Proposal
- e) Attachment D – Submittal Checklist

7. PROPOSAL SUBMISSION

Bidders must submit three (3) copies of complete proposal, including all required materials for acceptance of their proposal by the due date and time listed on the bid cover sheet. All proposal received after that date and time will be rejected.

Faxed and emailed proposals will not be accepted. Bids must be submitted to:

Waupaca County Finance
Attn: Renae Conery
811 Harding Street
Waupaca, WI 54981

All proposals are to be sealed and marked "Proposal – Evidence Garage Security and Camera System and Install" in the lower left corner on the **outside** of the envelope.

8. PROPOSAL OPENING

All proposals will be opened and publicly read on May 7, 2019 at 3 p.m. in the Waupaca County Law Enforcement Center Conference Room.

9. CRITERIA FOR SELECTION

The following will be considered to evaluate proposals received:

1. Quality and content of company's written proposal
2. Company's history and experience with similar projects
3. Company's proposed lump-sum fee to complete this project

All prices, costs and conditions outlined in the proposal shall remain fixed and valid for acceptance for a minimum of ninety (90) calendar days starting on the due date for this proposal.

10. CONTACT INFORMATION

For questions or concerns regarding this RFP, please contact:

Waupaca County Sheriff's Office
Attn: Al Kraeger
1402 E. Royalton Street
Waupaca, WI 54981
Allen.kraeger@co.waupaca.wi.us

11. CONTRACT CANCELLATION

Waupaca County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in Waupaca County's best interest. This solicitation for proposals may also be canceled in whole or in part if determined to be in the best interest of Waupaca County.

12. APPEALS PROCESS

Notices of intent to protest must be made in writing within seventy-two (72) hours after the time of the proposal opening. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Waupaca County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest can be sent to Heidi Dombrowski, Finance Director, Waupaca County, 811 Harding Street, Waupaca, WI 54981 or via email to heidi.dombrowski@co.waupaca.wi.us. The protest will be reviewed and the protester will be notified within five (5) working days after receipt of the protest.

**ATTACHMENT A
EVIDENCE GARAGE SECURITY CAMERAS AND INSTALL
Waupaca County, Wisconsin**

BIDDER INFORMATION

Bidder shall provide the complete information requested below. Include the legal name of the bidder and signature of the person legally authorized to bind the Bidder to a contract. Bid is invalid without a signature.

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
BIDDER NAME	BIDDER TITLE		
EMAIL			
SIGNATURE	TELEPHONE NUMBER		
DATE	FAX NUMBER		
FEIN	OR	SSN (to be provided if awarded the contract)	

Person to be contacted if there are question about your proposal (if different from above)	
CONTACT NAME	CONTACT TITLE
EMAIL	
TELEPHONE NUMBER	FAX NUMBER

**ATTACHMENT B
EVIDENCE GARAGE SECURITY CAMERAS AND INSTALL
Waupaca County, Wisconsin**

REFERENCES

Provide reference information below for product(s) and/or services provided to customer's similar to those requested in this proposal. Potential subcontractors cannot be references. Any subcontractors utilized as part of this proposal should be listed on a separate page.

Vendor: _____

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

**ATTACHMENT C
EVIDENCE GARAGE SECURITY CAMERAS AND INSTALL
Waupaca County, Wisconsin**

PRICE PROPOSAL

Vendor: _____

DESCRIPTION	COST
SECURITY AND CAMERA SYSTEM, INSTALLATION AND ALL OTHER EXPENSES TO COMPLETE PROJECT PER SPECIFICATIONS.	
TOTAL:	

Literature is enclosed? Yes _____ No _____

Warranty information included? Yes _____ No _____

**ATTACHMENT D
EVIDENCE GARAGE SECURITY CAMERAS AND INSTALL
Waupaca County, Wisconsin**

SUBMITTAL CHECKLIST

Vendor: _____

REQUEST FOR PROPOSAL	INITIAL TO ACKNOWLEDGE
SEALED PROPOSAL RECEIVED AND IDENTIFIED AS: 'Proposal – Evidence Garage Security and Camera and Install'	
COMPLETE PROPOSAL – THREE (3) COPIES	
ATTACHMENT A – BIDDER INFORMATION	
ATTACHMENT B - REFERENCES	
ATTACHMENT C – PRICE PROPOSAL	
ATTACHMENT D – SUBMITTAL CHECKLIST	

Bidder's Signature

Date