

**REQUEST FOR PROPOSALS**

**CITY OF DUNKIRK  
CITY WIDE SECURITY CAMERA  
INSTALLATION PROJECT**

**March 2022**



**HON. MAYOR WILFRED ROSAS**

**SUBMIT TO:**

**City of Dunkirk  
Atten: Dan Manzella  
342 Central Ave  
Dunkirk, NY 14048**

**RFP TENTATIVE SCHEDULE**

<u>Activity</u>	<u>Date</u>
Date of Publication	March 15 <sup>th</sup> , 2022
RFP Submission Deadline at 12:00 P.M. EST	April 8 <sup>th</sup> , 2022
Review Committee Selection and Notification of Award	April 12 <sup>th</sup> , 2022

**REQUEST FOR PROPOSALS**  
***FOR THE PREPARATION OF A***  
**CITY OF DUNKIRK CITY WIDE**  
**SECURITY CAMERA INSTALLATION PROJECT**

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## 1.0 PROJECT SUMMARY

The City of Dunkirk invites responsible parties ("Respondents") to submit a proposal to provide a centrally managed security camera solution at various sites located in Dunkirk, NY 14048. Interested parties must meet all the requirements of the RFP.

## 2.0 OBJECTIVE

**Security Cameras:** The City of Dunkirk is proposing to install a Centrally Managed Camera System to include street view cameras at 6 intersections. The City will require the proposal to include cameras, necessary equipment and installation on City owned traffic light standards, New York State DOT owned standards and/or on Respondent installed or existing City owned utility poles.

The City will provide dedicated electric service to the equipment through a separate process. Approval for installation on State-owned locations will be coordinated with the City and New York State Department of Transportation. This proposal must also include the cost of ELAN service for the system broken down monthly as well as 3 and/or 5-year prepaid plan options.

Identified Intersections include:

- 1) Lake Shore Dr., East/Central Avenue
- 2) Lake Shore Dr., East/Main Street
- 3) Central Avenue/Fourth Street
- 4) Central Avenue/Fifth Street
- 5) Main Street/Fifth Street
- 6) Main Street/Fourth Street

The City of Dunkirk would like to consider the following features while considering camera solutions:

- Ability to record when triggered by motion.
- Ability to configure recording options when motion is triggered.
- Ability to set notifications based on specific geographic movement.
- Ability to use night vision during hours of darkness.
- Ability to provide flexible viewing options in different locations across the organization's sites.
- Ability to provide access to emergency responders. Ability to control the level of magnification (zoom).
- Ability to search and review video events by type, geographic region within the frame, time, and motion.
- Ability to quickly export video content as an open-source format file.
- No surface mounted raceway for any wiring. All flush mount to wall, drop ceiling tile, and outside surfaces.
- All public internet traffic to and from the solution must be encrypted.
- No solution that requires specific software to access the camera system or output from the system.

The vendor will include in the proposal:

- All costs associated to the labor, materials and networking of providing a centrally managed security camera system as outlined.
- All one-time installation and annual costs for licensing and current renewal pricing for budgetary planning. The City of Dunkirk will consider multiple year contract agreements.
- All one-time and annual costs necessary separated by line item for any server equipment required.
- Battery backup systems specifically designed to keep critical on-premises systems up in the event of a power outage.

### **3.0 SCOPE OF WORK - EQUIPMENT PROVISIONING**

The selected respondent(s) will provide all installation, configuration, and documentation to meet the requirements of section 2 of this RFP. Additional costs not outlined or included in the proposal will be the sole responsibility of the vendor.

### **4.0 SCOPE OF WORK - EQUIPMENT INSTALLATION**

Under the general supervision of City of Dunkirk Technology staff, the selected respondent for equipment installation will install and configure security cameras as stated in section 2 of the RFP.

The City of Dunkirk will provide the prospective vendor with the following:

- Access to floor plans in pdf format where available.
- Physical access to the city buildings on schedule for proposal preparation tasks, access granted by a formal request for appointment.
- City of Dunkirk staff member may or may not be on-site to aid with building access and to provide general supervision of vendor's staff.
- List of passwords to be applied to the systems.
- List of VLAN'd port assignments required to be used by Security Cameras.
- List of IP addresses or a network scope that is to be used by Security Cameras.
- List of any custom configurations that are required at the time of installation.
- An RJ-45 handoff for each Security Camera location.
- All firewall and network configurations.
- Inventory labels
- Electric connections, when needed, at camera locations.

Vendor will perform and complete the following **Installation Tasks** prior to completion using a vendor supplied laptop or computer system:

- Registration of all units for warranty coverage and provide information and general terms of installation and product details.
- Affix City of Dunkirk inventory tag and document serial number, MAC address, and any associated IP addresses in a deliverable preferably in Excel Spreadsheet file format.

- Provide a final, high-level diagram or visual presentation of all viewing areas to ensure coverage is as expected for security camera systems.
- Provide a quote to estimate future license and maintenance fees associated with the successful operation of each device used in each system.
- Provide a knowledge transfer session to ensure City of Dunkirk IT, administrative and security staff can operate systems successfully upon handoff.

## 5.0 PROPOSAL REQUIREMENTS

Each vendor responding to this request shall submit a cover letter signed by a person with authority to bind your vendor along with a copy of this RFP document with detailed answers to all questions required.

- A cover letter signed by an official authorized to commit your organization.
- Quote including ALL fees, prices, and terms of service listed in this RFP.
- Sample Contract
- Provide detailed solution information, qualifications, certifications, and proof of insurance regarding your ability to complete the requested engagement.
- All required submission deliverables are included

## 6.0 PROPOSAL SUBMISSION

One (1) original printed proposal, an electronic copy in Adobe Portable Document Format in an encrypted email, as well as three (3) print copies shall be enclosed in a sealed envelope that is clearly marked:

RFP RESPONSE- City of Dunkirk Security Camera Systems Proposal Enclosed.

**The proposal and copies, accompanied by your cover and transmittal letter, are due at the address specified below not later than 12:00 Noon, on Friday, April 8<sup>th</sup>, 2022.**

The proposal and letter shall be addressed and shall be delivered or mailed to:

**City of Dunkirk  
Attn: Daniel Manzella  
342 Central Ave  
Dunkirk, NY 14048**

While it is not required that you respond using a special mailing service, we recommend that you do so for your records. The City of Dunkirk will not be responsible to accept late proposals.

Do not send a copy of your response or questions to any other Dunkirk employee. Likewise, the information in this RFP should not be discussed or shared with any other business, firm, professional or personal contacts. Failure to comply with this request can result in the automatic termination of your invitation to submit your RFP response.

## **7.0 QUESTIONS AND ANSWERS**

Please e-mail any questions that you may have pertaining to this RFP to: [dmanzella@dunkirkpolice.com](mailto:dmanzella@dunkirkpolice.com) with the subject line of the **City of Dunkirk Security Camera RFP**.

Onsite visitation is encouraged and will be granted by appointment only. All onsite visitors will be subject to conform to any potential COVID-19 safety practices.

## **8.0 PROPOSAL EVALUATION CRITERIA:**

### **RFP Evaluation**

The City of Dunkirk's Proposal Review Committee will evaluate all submissions. In evaluating qualified bids, the following considerations will be scored:

- Total Cost of Ownership -weighted most heavily
- Functionality, Flexibility, adherence to specifications provided
- Vendor's service and delivery capabilities, history, and reference.
- Compatibility with existing systems
- Response and Restoration Times
  - Mean time to acknowledge (MTTA)
    - 24x7x1 hour response
  - Service Provider Technician Response
    - 24x2 hour response
- Network Operations and Outside Plant Personnel Availability
  - Critical technicians and engineering staff must reside within a 25-mile radius of customer premise.
- Must be a Chautauqua County based company.
- Ability to provide all services without a third-party provider.
- A client list of similar projects in the last three years, including contact name, phone number and a brief description of the project.

## **9.0 LIABILITY**

The Review Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Review Committee is not liable for any costs incurred prior to approval of the contract.

## **10.0 EVALUATION PROCESS**

The Review Committee will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

## **11.0 NOTIFICATION OF AWARD**

A member of the Review Committee will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The City of Dunkirk will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Review Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Review Committee reserves the right to enter into negotiations with the consultant which received the second highest evaluation.