

Piatt County Sheriff's Office

Request for Proposal (RFP)
for
Video Surveillance System



Piatt County Sheriff's Office Piatt County, Illinois

Request for Proposal (RFP) for Video Surveillance System

General Description:

The Piatt County Sheriff's Office will receive bids/proposals to replace and upgrade the current video surveillance system in the Piatt County Jail and Sheriff's Office located at 1216 Raymond Road, Monticello, IL.

Due Date and Time for Submission Proposals:

Bids will be due by 3:00 p.m. on Friday, June 23, 2023. Bids will be opened at 9:00 a.m. on Monday, June 26, 2023 at the Piatt County Courthouse. The project will be awarded during Piatt County's scheduled July 2023 County Board meeting.

Bids/Proposals must be valid for at least 90 days following the above Bid/Proposal opening date.

Site Visits:

It is mandatory that a pre-proposal site visit is performed by the respondents. The site visit will be at the Piatt County Sheriff's Office located at 1216 Raymond Road, Monticello, IL on Tuesday, May 16th, 2023 at 1:30 p.m. Any interested vendors should RSVP at m.vogelzang@sheriff.piattcounty.org no later than Friday, May 12, 2023 at 1700 hours. Any interested vendors will be provided site diagrams during this visit.

Submit Proposals to:

Three (3) copies of your proposal (2 hard copies and 1 digital on USB) should be submitted to:

Piatt County Clerk
Attn: Jennifer Harper
Piatt County Courthouse
101 West Washington Street
Monticello, IL 61856

Questions:

All questions pertaining to the Request (RFP) must be submitted in writing at least five (5) business days prior to the deadline for submission to Mark Vogelzang via email at m.vogelzang@sheriff.piattcounty.org. Vendors are prohibited from contacting staff of the Piatt County Sheriff's Office regarding this request except as specifically set forth herein. Failure to comply with this provision may result in rejection of any or all proposals.

Late Delivery:

Proposals received after the due date and the time will not be considered.

Submittal requirements:

Submittals should be in an 8 ½ x 11 (color optional) and digital formats, and include the following:

1. A schedule outlining timetable of work completed.
2. Detail cost breakdown.
3. Statement of understanding of the job to be completed, along with the qualifications of company to complete this work. Statement of understanding that all work must be in compliance with all local (City of Monticello and County of Piatt), state and federal rules and regulations. Statement of understanding that all clauses in this RFP will be followed.
4. Copy of State license if applicable.
5. References - list of at least three organizations for whom you have performed a similar project.

Basis of Award:

The award will be given to the bidder using an evaluation process of both price and qualifications. The award shall be effective as of the date when it is signed by Piatt County and fully executed purchase order is mailed to the winning bidder. The prices submitted with the bids/proposals will be firm, fixed unit prices for the duration of the bid. Bids/proposals shall be irrevocable for the period of ninety (90) days.

Compensation:

The maximum compensation under the contract will be the amount awarded to the bidder that is approved by Piatt County.

Delivery:

All work must be completed within ninety (90) calendar days upon receipt of fully executed purchase order. All charges must be included in the bid price.

Payment/Invoicing:

All invoices are to reference the purchase order number and description of products/items. The bidder shall provide a detailed listing in an invoice to Piatt County as part of this award. All products and equipment should be itemized with corresponding model and serial numbers where applicable. The itemized listing should be provided on an invoice with shipment date and delivery location indicated. Bidder will invoice Piatt County Sheriff's Office to:

Mark Vogelzang, Sheriff
Piatt County Sheriff's Office
1216 Raymond Road
Monticello, IL 61856

Payment will be made within 30 days of receipt of an approved invoice.

Indemnification:

The bidder shall indemnify, keep and save harmless Piatt County, its officials and employees against all injuries, losses, claims, suits, costs, and expenses which may accrue against Piatt County arising out of the products provided under this award including any

copyright or patent infringement or claim of such infringement arising from the intended use of goods furnished hereunder. The bidder shall retain independent counsel and at its expense shall assume and defend all claims, demands, and suits covered in this indemnification section.

Rejection of Bid:

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids.

Equal Employment Opportunity:

In the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all Job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative or workers with which it has or is bound by a collective bargaining agreement or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other resources when necessary to fulfill its obligations thereunder.
- E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the

Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

- F. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
- H. The Grantee shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment, under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request.

Interest of Members of Congress:

"No member of or delegate to the Illinois General Assembly (or the Congress of the United States) shall be admitted to any share or part of this contract or to any benefit arising therefrom."

Prohibited Interests:

No member, or officer, or employee of Piatt County, or local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Contract Changes:

Any proposed change in the contract shall be submitted to Piatt County Sheriff's Office for its prior approval.

Subcontracts:

The third party shall not enter into any sub-contracts or agreements or start any work by the work forces of the third party or use any materials from the stores, of the third party, with respect to this contract, without the prior concurrence of Piatt County Sheriff's Office.

Assignment:

Assignment of any portion of the work by subcontract must be approved in advance by Piatt County Sheriff's Office.

Insurance:

The contractor and his subcontractors shall maintain Workmen's Compensation, Public Liability Property Damage, and Vehicle Liability Insurance. Such insurance coverage is required to remain in effect until the construction has been accepted by the sub-recipient.

Prime Contractor Participation:

The prime contractor shall perform on the site, with his own staff, work equivalent to at least 10 percent of the total amount of construction work at the site. Only pay items of the construction contract will be used in computing the total amount of construction at the work site.

Retention of Records:

The bidder shall maintain for a minimum of three (3) years after the completion of the purchase, (which shall occur after the completion of settlement of audit findings), all books, records, and supporting documents to verify amounts and uses of all funds passing in conjunction with this purchase. All books, records, and supporting documents shall be available for review and audit by Piatt County.

The contractor shall maintain records to show actual time devoted and cost incurred.

Contract Period:

Bids shall be irrevocable for the period of ninety (90) days.

Integrity Certification (Debarred Bidders):

The Contractor agrees to comply with 49 CFR Part 29 concerning government debarment. If the total payments under the Contract are to exceed \$100,000 the Contractor will provide the certification. This certification must be submitted with the Contractor's proposal or bid. The Contractor shall provide immediate written notice to Piatt County if, at any time, it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor shall also require such certifications, and updated information, from any of its subcontractors when the total payments under a subcontract exceed \$100,000 and shall promptly transmit such certifications and updated information to Piatt County.

Termination of Contract:

This contract may be terminated by Piatt County at any time before the contract completion date for any, but not limited to, of the following reasons:

- Failure to deliver equipment and products as explained in bid documents
- Loss of funding by the Piatt County prior to completion of the contract

Requirements for the Piatt County Jail Security System:

The Piatt County Sheriff's Office (PCSO) plans to procure a video surveillance system to replace the current Pelco video surveillance system.

- A. The PCSO seeks a turnkey video surveillance solution to replace the current Pelco video surveillance camera system. There are currently a combination of 48 internal and external cameras with the need for some additional cameras. There is also a requirement for an additional camera with AI to identify license plates of all vehicles entering and exiting the facility. All proposed systems should be IP based. Additionally, there are 2 interview rooms that will require dual cameras with audio recording capabilities, and the ability to enable/disable the recording for these rooms.
- B. The system should include a viewing station in Master Control with the following minimum requirements:
 - a. Xeon W-2235 hexa-core processor
 - b. 32GB RAM
 - c. 512GB Solid State Drive
 - d. Samsung 1TB NVMe M.2 Solid State Hard Drive or equivalent for exporting and storing incident videos
 - e. Nvidia RTX A4000 graphics and 16GB GDDR6 dedicated graphics memory or equivalent
 - f. 2 – Samsung LC49G95TSSNXZA 49” curved monitor with stackable desktop stand or equivalent
 - g. Logitech MK570 wireless keyboard/mouse or equivalent
- C. The proposed video surveillance system must effectively and efficiently cover designated areas both internal and external at the facility.
- D. The proposed security system must have a user-friendly and easily understood user interface. The proposal shall include a description of the ability of the system to record with capacity to retain recordings a minimum of 60 days.
- E. Proposed systems must include the capability for future integration with other facility security systems – i.e., access control, door locks, etc. The proposed video surveillance system must define other systems it is capable with to integrate with for door access and locks, fire alarm and suppression systems, lighting control, television control, etc. These descriptions shall be of sufficient detail to allow PCSO representatives the ability to compare and contrast the functionality of system components between proposals and may include technical drawings where appropriate. The PCSO retains the right to request additional details on component functionality to facilitate its comparative process
- F. Proposal should describe additional reporting capabilities if connected to other systems – i.e., events such as opening and closing of doors, alarms, activation of talk paths to intercoms, and any other control features performed through the user interface
- G. The proposed video surveillance system must be a system with proven reliability and long-term support. The proposed system should be ready to provide reliable

performance from the first day of operation with the anticipation that the products will be supported by the vendor for at least 10 years.

- H. The proposed system components shall be placed in existing equipment racks located in Master Control basement and facility Network Room.
- I. Note – the proposed video surveillance system will not require any Cat6 cable or labor to run, PCSO will be responsible to provide. The vendor will be required to provide all hardware to terminate and test cable. Additionally, is it recommended that a fiber cable (6 strand armored minimum) be installed between the facility Network Room and the Master Control basement. Vendor will supply the fiber cable, PCSO will be responsible for running cable, Vendor will then be responsible for termination and testing of fiber cable. All cabling shall be secured and managed in an orderly manner.

Damage and Cleanup

- A. Existing floors, walls, ceilings, or any structural piece shall not be drilled or cut without prior approval of the County. The Contractor shall be held responsible for and make payment on any damage caused from the delivery and/or installation of its work.
- B. The Contractor shall keep the premises clean from debris and rubbish. After each workday, the Contractor shall remove any rubbish or waste from the working area. If the PCSD is required to clean up, the cost shall be charged back to the Contractor.

Installation Requirements

- A. The Contractor shall perform the upgrades, installation, configuration, user and administrative training for the PCSO's personnel, and support of the proposed systems.
- B. Contractor and/or its subcontractors are fully authorized/certified to supply, upgrade, install, configure, provide warranty service, and troubleshoot/support the proposed equipment.
- C. All installing personnel have completed certified manufacturer training, or the Contractor shall contract with manufacturer for installation of all proposed components.
- D. For any equipment items/systems accepted by the PCSD and made part of the contract, the delivery, installation, configuration, testing, user training, and documentation must be included in the project schedule.
- E. The Contractor shall take responsibility for proper ordering, shipping charges and delivery of all component parts. This includes any components to be ordered from any third-party companies. The Contractor shall be responsible for proper storage of delivered equipment.

- F. Manufacturer(s) or a certified training agency's training must be offered to the PCSD employees on products supplied.
- G. The Contractor has, with staff employees, previously configured and operated a system with components as quoted.
- H. Any technician(s) dispatched to install or fix a failed component shall have been factory trained and certified by the manufacturer of the proposed equipment. The Contractor is responsible for following industry standards and all manufacturer installation and maintenance practices.
- I. The Contractor must install hardware in a secure manner. Screws shall be tightened to a torque just sufficient to secure equipment without deforming washers beyond their original diameter.
- J. All rack-mount equipment shall be secured as recommended by the manufacturer with consideration to airflow, power, and patch cable connections.
- K. The Contractor shall be responsible for labeling all cables and equipment components installed as part of this project. In doing so, make the labeling of each component:
 - 1. Unique, to prevent it from being confused with other similar components.
 - 2. Legible and permanent enough to last the life of the component. Handwritten labels shall not be permitted.
- L. Velcro straps shall be installed snugly without deforming cable insulation. Straps shall be spaced at uneven intervals not to exceed 4-feet.
- M. The Contractor shall make the system properly operational and physically secure by mounting equipment and related accessories into furniture, consoles, and racks as required. Manufacturer's guidelines for installation shall be followed. Discrepancies in installation procedure or inability to complete a given task due to a shortage of materials or malfunctioning equipment shall be reported to the PCSO immediately upon discovery.
- N. Systems described in this document, once configured by the Contractor, shall be delivered to the customer installation location and installed by the Contractor without any additional cost or expense to the PCSO, and the PCSO shall not be deemed to have accepted any equipment until the date of system acceptance.
- O. The Contractor shall unpack equipment from shipping material and organize equipment into the kits from which it shall be used. This includes checking to ensure that all equipment is complete and fully functional. Empty boxes and packaging shall be neatly organized per the PCSO's instructions and removed if requested.
- P. The Contractor shall be responsible for the removal of existing equipment not incorporated. That equipment shall be inventoried, boxed, and removed by Contractor and placed in a specified location as designated by the PCSO. The boxes

shall clearly show the inventoried contents. The PCSO shall be responsible for disposal of equipment.

- Q. Client quantities included in this RFP are estimates. The Contractor shall be required to perform station surveys to verify quantities. Any increase in components prior to acceptance shall be at pre-cutover costs, and deletions shall not be charged restocking fees.
- R. The Contractor shall supply one complete set of hardware and software documentation/manuals for all provided items at no additional cost.

Security

- A. When deploying any product, software, or application associated with this RFP, the Contractor shall harden the resulting system(s). Hardening includes the following actions:
 1. Determining the purpose of the system and minimum software and hardware requirements
 2. Documenting the minimum hardware, software, and services to be included on the system
 3. Installing only the minimum hardware, software, and services necessary to meet the requirements using a documented installation procedure
 4. Installing necessary operating system and software patches/updates
 5. Installing the most secure and up-to-date versions of applications
 6. Configuring privilege and access controls by first denying all, then granting back the minimum necessary to each user
 7. Configuring security settings as appropriate, enabling allowed activity and disallowing other activity
 8. Archiving the configuration and checksums in secure storage prior to system deployment
 9. Testing the system to ensure a secure configuration
 10. Using secure replication procedures for additional, identically configured systems, making configuration changes on a case-by-case basis
 11. Changing all default passwords to complex passwords that meet minimum County security standards
 12. Setting up data backups and recovery designs.
 13. Testing the resulting systems.

Service and Support

- A. Maintenance – The Contractor shall provide all necessary maintenance on a turnkey basis during the first-year warranty period and any subsequent

maintenance term. The Contractor shall work directly with the PCSO on application modifications, diagnosis, recovery, customization, configuration, and how-to questions.

- B. Warranty Period and Maintenance – The Contractor, by entering into a contract with the PCSO, warrants and represents that all materials, equipment, and services delivered to the County pursuant to the contract conforms to all of the specifications contained or referred herein. The Contractor further guarantees to replace all materials, equipment, software, or services that may be rejected by the PCSO due to defective materials or workmanship for a minimum of one year following final acceptance of all systems. Failure or neglect of the PCSO to require compliance with any term or condition of the contract specifications shall not be deemed a waiver of such term or condition.
- C. The following must be included in the warranty period and under maintenance contract:
 - 1. The Contractor shall provide service to the system throughout the warranty period in a timely manner and shall provide, upon request, a quotation for additional year(s) of service.
 - 2. Service response requirements shall include the following:
 - a. A twenty-four (24) hour phone number for reporting functionality issues.
 - b. The ability to restore functionality within twenty-four (24) hours after notification on a twenty-four (24) hour basis.
 - c. Factory technicians trained by the manufacturers of the system components, with two years of experience servicing systems of the type included in this project.
 - d. The ability to troubleshoot the system remotely.
 - e. The maintenance of a local supply of replacement parts for critical infrastructure items.
 - 3. Software upgrades
 - 4. Patches
 - 5. Corrective maintenance
 - 6. All labor except for upgrades to major software releases
 - 7. Materials
 - a. The maintenance of a local supply of replacement parts for critical infrastructure items.