

County of Nobles, Minnesota
Request for Proposals
Prairie Justice Center Security Camera System

I. Statement of Purpose

The County of Nobles (“County”), Minnesota is inviting proposals for the purpose of selecting a Security Systems Contractor (“Contractor”) to upgrade the security camera system of the Prairie Justice Center (PJC) & Jail at 1530 Airport Rd, Worthington, MN 56187.

II. General Information

The security camera system at the Prairie Justice Center Facility was installed more than 10 years ago, has served its useful life and is in need of an upgrade. The current camera system, which integrates with the security door lock system, is analog. A POE IP based system using industry standard technologies is desired. The system will need to integrate with the current door lock system. A mandatory pre-bid walkthrough, beginning at 2:00pm on Thursday, June 27th at the main entrance of the PJC, is required in order to familiarize the scope of the project. Additional technical specs will be provided during this time. The site is located at: 1530 Airport Rd, Worthington, MN 56187.

III. Scope of Services

- A. Obtain proper permits from the City of Worthington.
- B. Replace all security cameras inside and outside of PJC & Jail with industry standard cameras.
- C. Replace all DVRs and related video equipment.
- D. State of the Art Control Center (Avigilon or comparable) with proven manufacturer.
- E. Integration with existing (Commander/Watchtower InTouch 2012 software by Wonderware) access control system of door locks and intercoms. Replacement configurations can be proposed.
- F. 90 day video retention.
- G. Removal and disposal of existing equipment.
- H. Provide training for staff.
- I. 24/7 Support via phone, remote-in capability and rapid on-site service when required.

IV. Proposal Form and Content

The proposals should include responses to each of the following items. Include prior examples as appropriate to address the services expected, as outlined in the Scope of Services section. Please construct the proposal with responses in the same order as listed below to facilitate review and comparison by the Review Committee.

- A. Cover page to include:
 - 1. Contractor name & address
 - 2. Phone and e-mail of the primary contact person
 - 3. Date of proposal

B. Proposal content

1. Design plan including proposed systems, components & materials.
2. The cost for the entire project.
3. Matrix of the cost of cameras by type & resolution.
4. Proposed time-line for the project.
5. Insurance certificate (minimum \$3,000,000 in aggregate).

C. Additional Information

1. Proof of licensure where required.
2. Documentary evidence of historical relevant successful experience.
3. Company profile with names of key personnel who will be specifically involved in the project with skills.
4. Prior project references.

V. **Proposal Process**

- A. The County reserves the right to reject any or all of the proposals or to negotiate an agreement in the best interests of the County and at the discretion of the Nobles County Board of Commissioners.
- B. The Contractor will submit a signed copy of its proposal (electronic copies accepted) to the Nobles County Administration office no later than 1:30pm, Friday July 12th, 2019. Submittals may be addressed to:

PJC Security RFP
Nobles County Administration
315 Tenth Street, PO Box 757
Worthington, Minnesota 56187

All proposals must be signed by an individual duly authorized by the Contractor. All proposals will become property of the County. No public bid opening will be held. A list of names of the Contractors submitting proposals will be made available upon request no later than Tuesday, July 16, 2019.

- C. IT Director, Angelo Torres, will be the County's primary contact for this process. The County will coordinate appointments with staff for the interview and selection process if the County chooses to follow that process. Questions and requests for information shall be directed to IT Director, Angelo Torres.
- D. The County reserves the right to request clarification of any information submitted and to request additional information for any or all proposers during the review process.
- E. Any agreement or contract resulting from this process and the acceptance of a Contractor's proposal will be on forms supplied by or approved by the County and will contain, at a minimum, the applicable provisions of this Request for Proposals.
- F. The County reserves the right to negotiate with any qualifying Contractor or party on any matter in the proposal.

Selection Process

A. Schedule

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| 1. Mandatory Walk Through | 6/27/19 |
| 2. Final Date for Questions/Clarifications | 6/28/19 |
| 3. County Response to final questions date | 7/03/19 |
| 4. Proposals Due | 7/12/19 |
| 5. Recommendation to County Board | 7/23/19 |
| 6. Acceptance of agreement between Parties | 8/02/19 |

B. Evaluation of Proposals

A Review Committee will consider the proposals and make a recommendation to the County Board. The recommendation will be based on the following criteria:

1. Quality of the proposal and its responsiveness to the criteria of the Request for Proposals.
2. Experience.
3. References.
4. Cost.
5. Time-line for completion.

VI. Miscellaneous Terms and Conditions

- A. The Contractor will not subcontract or assign any interest in any contract or agreement without the prior written consent of the County executed by an authorized individual.
- B. All data, documents and other information provided to the County by the Contractor as a result of this Request for Proposals will become property of the County and subject to its disposal.
- C. All costs associated with the preparation of the Contractor's proposal will be the responsibility of the Contractor submitting the proposal.

For further information contact:

Angelo Torres
IT Director
Nobles County
P.O. Box 757
Worthington, MN 56187
(507) 295-5349
atorres@co.nobles.mn.us

Thank you for your consideration and responding to this Request for Proposals.