

REQUEST FOR PROPOSALS
FOR
INSTALLATION AND MAINTENANCE OF A
SECURITY SYSTEM

FOR



Response Deadline

November 25, 2015

12:00 PM Central Standard Time (CST)

To:

Nora Dinsmore
Brushy Creek MUD

16318 Great Oaks Drive
Round Rock, TX 78681

n.dinsmore@bcmud.org

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSALS FOR THE INSTALLATION AND MAINTENANCE OF A SECURITY SYSTEM

1. INTRODUCTION

Brushy Creek Municipal Utility District (the “District”) is seeking proposals for the installation and maintenance of a Security System complete with warranty, ongoing maintenance and support of both new and existing security cameras for various facility locations throughout the District. The support shall consist of remote phone and/or online support and on-site support when necessary. Email or web-based support or trouble reporting is highly desirable. The District is requesting qualifications and pricing information from interested vendors for the District’s security camera system.

The Selected vendor will be expected to provide the District with new security cameras, tour system, and access control system. Vendor will also provide installation and maintenance of all equipment, and support of both new and existing security cameras at various facility locations throughout the District.

The District reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that may deem to be in the best interest of the District and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firms should be included together with the submittal requirements.

2. **PROJECT DESCRIPTION**

Security Cameras

The District currently has several security cameras installed throughout the District. This system is in need of upgrading and expansion. It will be the responsibility of each proposer to inspect the District’s existing system and determine the most cost-effective approach to upgrading or replacing the system and the integration of additional cameras to the security system. The new system must provide uniformity, local and remote monitoring, ease of use and maintainability. We would like to upgrade, replace, and install new cameras and DVR’s to increase our security coverage and provide better reliability over our current system. A unified monitoring system is required that allows remote monitoring of all cameras from a laptop. Cameras covering the pools and parks must be rated for outdoor use. The ideal vendor will have service technicians available to diagnose, repair, or replace faulty camera equipment in a timely manner. The system at the Community Center should allow for a future expansion of an estimated 10 cameras. The following is the estimated number of cameras needed at each location for this project:

Location	Estimated # of Cameras
Community Center	20
Creekside Pool	6
Sendero Springs	6
Highland Horizons	4
Cat Hollow	6

Security Guard Tour System

We are seeking the installation of a Security Guard Tour System that will record the visits by a Security Guard to 23 locations located throughout the District. The system would provide the Security Guard with a fob or similar device that the Guard would swipe at each location to provide proof that the Guard has visited that location. The system should provide alerts and reports about the whereabouts of the Security Guard.

Access Control System

We are seeking the installation of an Access Control System to be implemented at our pools and parks. The system would provide a key fob or similar device that would allow employees or residents to enter a locked gate. Ideally, all locations would be centrally controlled by an access control list. The system also requires the ability to terminate access on specific key fobs.

Locations:

1. Highland Pool – Pump Room
2. Sendero Pool – Pump Room
3. Creekside Pool – Pump Room
4. Creekside Park – Tennis Courts
5. Cat Hollow Pool – Pump Room
6. Cat Hollow Park – Tennis Courts

3. CRITERIA FOR AWARD OF BID

The criteria for award of this bid will be based on a complete analysis of each bidder's response. Specifically, each bid will be judged on its pricing and overall ability to meet the criteria set forth and outlined in this bid. In conjunction with the security system specifications submitted by bidders, confirmation of the ability to provide a warranty on new equipment, and ongoing maintenance and support of both new and existing equipment must be included.

4. GENERAL INSTRUCTIONS TO PROPOSER:

4.1 General Instructions to Proposer

1. Acceptance Period: Unless otherwise specified herein, proposals are firm for a period of 90-days.
2. Authorized Signatures: Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the services. The name, address and telephone number of the represented Firm must also be specified.
3. Award of Proposal: Award will be made to the Vendor offering the most advantageous proposal after consideration of all Evaluation Criteria set forth within. The criteria are not listed in any order of preferences. The District will evaluate all proposals received in accordance with the Evaluation Criteria. The District shall not be obligated to accept the

lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.

4. Cancellation of Solicitation: The District may cancel this solicitation at any time.

5. Compliance with Laws: All proposals shall comply with current federal, state, and other laws relative thereto.

6. Documents to be returned with the Proposal: Failure to completely execute and submit required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed in Section 5.2: Items to be provided with Proposal Submittals.

7. Prices: All Proposals shall give the prices proposed, both in writing and in figures, shall give all other information requested herein, and shall be signed by the Proposer's authorized representative. Proposals prices shall include everything necessary for the completion and fulfillment of the contract.

4.2 Reservation of Rights

The District reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The District reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that may deem to be in the best interest of the District and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

4.3 Specifications (Exhibit A)

Attached are the specifications regarding the installation and maintenance of a security camera system complete with warranty, ongoing maintenance and support of both new and existing security cameras. Vendors shall be responsible for providing the equipment, installation and maintenance that meets or exceeds all of the requirements as set forth in the specifications.

5. PROCEDURAL INSTRUCTIONS

5.1. Intent

This procurement is intended to result in the selection of security camera system service provider that is most advantageous to the District, and that will result in the best and most economical service and maintenance costs. Proposer must describe in detail how he will meet the requirements of this RFP and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Section 5.2 below. Responses to each section and subsection should be

labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The District is not liable for any costs incurred by Proposers before entering into a formal agreement. Costs of developing the proposals and any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the District.

5.2. Items to be provided with Proposal Submittals:

All proposals must include the following information; failure to completely execute and submit the required documents before the submittal deadline may render a proposal non-responsive:

1. Transmittal letter providing Vendor company summary of qualifications and contact information. Proposer must provide a company overview including Company ownership, length of time in business, qualifications, office location(s), number of employees, and key staff assigned to this project if awarded.
2. A Description of the Vendor's overall capability, resources and assurance that it can meet its commitment to successfully provide these services.
3. Price Proposal - Vendor shall specify the pricing for the new equipment, ongoing maintenance and support of the new and existing security cameras, remote support, online support, etc. for the District's security camera system equipment to be installed and maintained at various locations throughout the District. Pricing should indicate both the separate pricing for each component of this RFP and complete (total) pricing should be listed.
4. References- Proposer must submit three (3) major municipal or commercial customers for which they have installed their security camera systems and maintain their service and maintenance during the past two (2) years. Include the contract name, company name, address and telephone number.
5. Conflict of Interest Statement –Vendor shall submit their response to the Conflict of Interest Statement in Section 6.0.
6. Vendor Questionnaire and Information Form- Exhibit B.
7. Completed and signed W-9 Tax Form.
8. Vendor's proposed Agreement for Services.
9. Such other documentation regarding systems, programs and features as Vendor deems helpful for the District's evaluation.

Failure to include the above referenced items at the time of proposal submittal will disqualify the vendor.

5.3 Questions

Questions regarding the Installation and Maintenance of a Security Camera System RFP sought by the District **must be in writing via e-mail** to n.dinsmore@bcmud.org no later than **12:00 PM** (CST) Wednesday, November 11. The subject line shall read: ***“Questions for Security System”***. Answers, if any, made by the District will be sent in writing to all know proposal bidders and will be published on our website as an Addendum. (www.bcmud.org)

5.4. Timeline

Proposal package distributed to Vendors
Friday, October 23, 2015

District Site-Visit

10:00 a.m., Wednesday, November 4, 2015

Meet in Brushy Creek Community Center Lobby
16318 Great Oaks Drive, Round Rock, TX 78681

Questions Due from Vendors

12:00 p.m. Wednesday, November 11, 2015

RFP Response due from Vendors

12:00 p.m. Wednesday, November 25, 2015

Staff Recommendation to Board of Directors

Thursday, December 10, 2015

Estimated Install Date

February – March 2016

5.5. Vendor Pricing Proposals

Pricing Proposals must conform to the requirements set forth herein. Pricing Proposals and required information must be submitted in writing either by hand delivery, postal service mail or electronic mail to the attention of:

Nora Dinsmore
Administrative Services Specialist
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681
n.dinsmore@bcmud.org

By **12:00 PM (CST) on Wednesday November 25,2015** Any pricing proposals received after the above date and time will not be considered. No oral proposal information or modifications will be accepted.

All proposals shall be signed and dated by an official authorized to bind the Offeror in legal matters. All submitted pricing proposals become the property of the District.

5.6. Selection Process

All proposals will be evaluated by District staff. Staff recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the proposal date deadline.

The criteria that will be used to make the selection include the following, not necessarily in the order listed:

- (a) Vendor qualifications, references and capabilities;
- (b) Vendor responses to criteria listed in Section 3;
- (c) Program and features of proposed system that may make it unique or better than others;
- (d) Price and Maintenance Plan; and
- (e) Proposed Agreement for Services.

No proposal will be considered unless the company submitting the Proposal has been engaged in business for a minimum of two (2) years.

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience for this proposal.

5.7 Rejection of Proposals

The District reserves the right to reject any or all proposals, or any part of a proposal.

5.8 Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by an Offeror shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Offeror if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Offeror shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

5.9 Taxes, Exempt

The District is exempt from Federal Excise and State Sales Tax.

5.10 Terms of the Offer

The District reserves the right to negotiate final contract terms with any Proposer selected. The contract between the parties will consist of the RFP together with any

modifications thereto, the awarded Proposer's proposal, and all modifications and clarifications that are submitted at the request of the District during the evaluation and negotiation process.

6.0 CONFLICT OF INTEREST

The Board of Directors of Brushy Creek Municipal Utility District (the "District"), in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the Vendor or its affiliates.

2015

Board of Directors

Brushy Creek Municipal Utility District

- Rebecca Tullos, Board President
- Russ Shermer, Board Vice-President
- Kim Filiatrault, Secretary
- Donna B. Parker, Assistant Secretary/Treasurer
- Shean Dalton, Treasurer

District Staff

- Mike Petter, General Manager
- David Gaines, Chief Administrative Officer
- Jason Harbin, IT Specialist
- Nora Dinsmore, Administrative Services Specialist

Exhibit A – Specifications

The Brushy Creek Municipal Utility District (the District) is seeking security camera coverage for multiple locations throughout the District. The District desires to upgrade, replace, and install new security cameras to increase our security coverage and provide better reliability over our current system. The ideal Vendor will have service technicians available to diagnose, repair, or replace faulty security camera equipment in a timely manner.

The security camera system upgrade or replacement must address the means of connectivity with the District's local server for all recordings and viewings. There are currently cameras installed at various locations throughout the District's facilities, such as:

1. **Community Center**, 16318 Great Oaks Drive, Round Rock, TX 78681.
2. **Sendero Springs Pool**, 4203 Pasada Lane, Round Rock, TX, 78681.
3. **Creekside Pool**, 4300 Brushy Creek Road, Round Rock, TX 78681.
4. **Cat Hollow Pool**, 8320 O'Connor Drive, Round Rock, TX, 78681.
5. **Highland Horizon Pool**, 410 Highland Horizon, Austin, TX, 78717.

Along with these locations, the District would like to add cameras at:

6. **Utilities Facility (901 Great Oaks)**, 17501 Great Oaks Drive, Round Rock, TX 78681.

Current camera systems in place in the District include:

Community Center (18 total):

- 16 Analog Cameras recording to a Swann 16ch Analog DVR
- 2 IP cameras (model below) covering the outdoor Pavilion recording to Blue Iris software.
 - “**Empire ESC3-IP 2.0MP (1080p) 2.0MP / 1080p 30FPS ONVIF v2 36IR LED 2.8-12mm Varifocal Lens**”

Sendero Springs (3 total):

- 1 camera covering pool (model below)
- 2 cameras covering the Pavilion in the park (model below)
 - “**Empire ESC-(Dahua)HFW2100N 1.3MP - 720p OUTDOOR IR - IP Camera ONVIF 3.6mm Fixed Lens**”
- Cameras record to a windows based Blue Iris server.
- Location Connects over VPN to the Community Center

Creekside (2 total):

- 1 camera covering entrance to Pool (Empire HFW2100N)
- 1 camera covering bathrooms in Park (Empire HFW2100N)
- Cameras record to a windows based Blue Iris server.
- Location Connects over VPN to the Community Center

Cat Hollow (2 total):

- 2 cameras covering pool (Empire HFW2100N)
- Cameras record to a windows based Blue Iris server.
- Location Connects over VPN to the Community Center

Highland Horizons (2 total):

- 1 camera covering back of pool building and water fountain (Empire ESC3)
- 1 camera covering pool entrance (Empire ESC3)
- Cameras record to a windows based Blue Iris server.
- Location Connects over VPN to the Community Center

Utilities Facility Parking Lot (901 Great Oaks) (currently no cameras):

- Office connects over private gigabit fiber to the Community Center

Camera Location Needs and Wants:

- **Community Center**
 - Cover all existing camera locations.
 - Increase coverage of parking lots and entrances.
 - Re-use the 2 IP Cameras in the Pavilion if possible.
- **Sendero Springs**
 - Re-use the current IP cameras if possible.
 - Cover the Pool, Pool Entrance, Pavilion and Basketball court.
- **Creekside**
 - Re-use current IP cameras if possible.
 - Cover the Pool, Pool Entrance, Tennis Court and Basketball court.
- **Cat Hollow**
 - Re-use current IP cameras if possible.
 - Cover the Pool, Pool Entrance, Tennis court and Basketball court.
 - Cover Pavillion
- **Highland Horizons**
 - Re-use current IP Cameras if possible.
 - Cover the Pool, Pool Entrance, Playground and Basketball court.
- **Utilities Facility (901 Great Oaks)**
 - Cover the rear parking lot.

The System must meet the following requirements:

- About 40 new cameras may be needed in total throughout the District.
 - New cameras should be IP cameras with at least 1MP resolution.

- New cameras must have a strong Manufacturer's Warranty and/or a strong warranty backed by the installer.
- New cameras must be highly reliable with a long expected lifetime.
- Where needed, cameras must be rated for outdoor use.
- A new DVR will be needed at the Community Center.
 - Up to 20 cameras initially with expansion possibilities of 10 more.
 - 15 days retention using motion recording.
 - Software that is reliable and easy to use.
 - E-Mail alerts based on motion capture with included snapshots.
 - The ability to view all cameras from remote laptop.
 - Dependable hardware that is capable of providing high uptime with little maintenance.
- Up to 4 smaller DVR's may be needed for our Pools.
 - Estimated about 4 – 6 IP cameras each.
 - 15 days retention using motion recording.
 - Systems that can handle outdoor temperature changes would be ideal.
 - Software that is reliable and easy to use.
 - E-Mail alerts based on motion capture with included snapshots.
 - The ability to view all cameras from a remote laptop.
 - Dependable hardware that is capable of providing high uptime with little maintenance.
- The ability to reuse our existing camera equipment where appropriate.
- Maintenance and Service:
 - Service technicians should be available to repair or replace faulty camera equipment in a timely manner.
 - Repair of dead cameras or DVR's should not exceed 10 business days.
 - Service contracts and/or per-call maintenance plans will be considered.
 - The ability to service our pre-installed cameras that have been reused.

Other:

All cameras must transmit in color, have the ability to operate in low light, and store data locally where appropriate. If wireless cameras are proposed, they must be able to transmit the wireless data in a secure encrypted format.

Provide detailed server specifications or DVR specifications to support Vendor's recommended configuration, including back-up.

The network design shall allow for upgrades to the system in a modular fashion and support additional cameras.

Please provide a description of network performance that will be adequate for video monitoring and surveillance of the proposed system, including compression protocol, resolution, image ration, frame rate, compression ration and recommended bandwidth per camera and total bandwidth required per location.

Installation of all equipment hardware, software, wiring and all ancillary equipment and connectors must be installed, test verified, and delivered in operating and ready to use condition.

Allow users to capture still pictures.

Provide a date and time stamp option with ability to flag content for permanent storage.

Ability to record streaming video in an industry standard format that can be viewed on a standard DVD player or other common computer media.

All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed and deleted as needed.

Software shall allow for the viewing of multiple cameras on one screen and be web accessible.

Software shall provide for rapid search capabilities.

Training on software, hardware and cameras should be included in the costs of the proposal.

All warranty information on parts, hardware and software shall be specified in detail.

- Vendor shall indicate the following:
 - What are your support hours via phone or email?
 - What are your support hours for onsite support?
 - What is your support response time for callback, email response and onsite response?
 - How many technicians will be available to provide onsite support to the District?

Exhibit B

Questionnaire and Information Form

OFFEROR QUESTIONNAIRE AND INFORMATION FORM

Offeror MUST complete this form in its entirety. If a question is not applicable, Offeror should state "not applicable".

BUSINESS AND CONTACT INFORMATION

Business Name: _____ Federal Tax ID # _____

Address: _____ City/State/Zip: _____

Contact Name: _____ Phone #: _____ Fax #: _____

E-Mail: _____ Web Site: _____

Number of Years been in Business: _____

Type of Business Entity: Corporation LLC LP LLP Other _____

In What State & Year Did Business Organize in Your Current Structure: _____

Full Legal Name of Parent or Holding Company, if any: _____

(Note: if there are several tiers of ownership, attach a corporate organizational chart)

Services Provided by Business: _____

CONTRACT INFORMATION/PERFORMANCE

In the past three (3) years, has Business:

- (a) Been engaged in any litigation? Yes No If yes, attach explanation.
- (b) Completed all contracts it was awarded? Yes No If no, attach details.
- (c) Been awarded a bonus for early completion of work? Yes No If yes, attach details.
- (d) Defaulted on a contract? Yes No If yes, attach details.
- (e) Been assessed liquidated damages? Yes No If yes, attach details.

The undersigned Offeror declares: (a) that it has reviewed and agrees to the Terms and Conditions, Scope of Work, and all other documents herein; (b) that through its authorized personnel it has personally examined the location of the proposed work and has determined the amount and character of the proposed work and the supervision, labor, tools, material as identified, and equipment, necessary to complete the same in compliance with the specifications and contract documents (if applicable); and (c) that Offeror has no conflict of interest, as defined in the RFP.

SIGNATURE: _____ **TITLE:** _____

PRINTED NAME: _____ **DATE:** _____