

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



Response Deadline

Thursday, June 15, 2017

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 new Security System complete with warranty, ongoing maintenance, and support for the District’s Water Treatment Facility (“WTF”). 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.

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 security cameras installed at the WTF. This system is in need of replacement. It will be the responsibility of each proposer to inspect the District’s existing system and determine the most cost-effective approach to 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 replace the current sixteen (16) analog cameras and install sixteen (16) new HD, color cameras and suitable DVR 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 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 WTF should allow for future expansion.

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. Proposal 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 and ongoing maintenance and support of the new security cameras. Vendors shall be responsible for providing the equipment, installation, and maintenance that meets or exceeds all 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 security cameras, remote support, online support, etc. for the District's security camera system equipment to be installed and maintained at the WTF. Pricing should indicate both the separate pricing for each component of this RFP and complete (total) pricing should be listed.
4. Agreement - A sample of the standard agreement you would require, if any, if your company were awarded this project.
5. 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.
6. Conflict of Interest Statement –Vendor shall submit their response to the Conflict of Interest Statement in Section 6.0.
7. Vendor Questionnaire and Information Form - Exhibit B.
8. Completed and signed W-9 Tax Form.
9. Vendor's proposed Agreement for Services.

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) Thursday, June 8, 2017. The subject line shall read: ***“Questions for Security System”***. Answers, if any, made by the District will be sent in writing to all known proposal bidders and will be published on our website as an Addendum. (www.bcmud.org)

5.4. Timeline

Proposal package distributed to Vendors

Thursday, May 18, 2017

Water Treatment Facility Site-Visit

10:00 a.m., Wednesday, May 31, 2017

Meet at the

Brushy Creek Water Treatment Facility
2300 Great Oaks Dr., @ Sam Bass Road
Round Rock, TX 78681

Questions Due from Vendors

12:00 p.m. Thursday, June 8, 2017

RFP Response due from Vendors

12:00 p.m. Thursday, June 15, 2017

Staff Recommendation to Board of Directors

Thursday, June 22, 2017

Estimated Install Date

Late July 2017

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 Thursday, June 15, 2017** 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.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

2017
Board of Directors
Brushy Creek Municipal Utility District

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

District Staff

- Mike Petter, General Manager
- Jim Lamm, Chief Administrative Officer
- Saad Shaikh, IT Specialist
- Nora Dinsmore, Administrative Services Specialist