

City of Lynwood



REQUEST FOR PROPOSALS FOR AN IP SECURITY CAMERA SOLUTION AT MULTIPLE CITY FACILITIES

City Clerk's Office
Attn: City Clerk
11330 Bullis Road
Lynwood, CA 90262

Due Date for Proposals: May 10, 2018 by 5:00 p.m.

**CITY OF LYNWOOD
NOTICE REQUESTING PROPOSALS FOR AN IP SECURITY
CAMERA SOLUTION AT MULTIPLE CITY FACILITIES**

The City of Lynwood is requesting proposals from qualified vendors to procure, install, and configure an IP based security camera solution for multiple city facilities. This includes Lynwood City Hall, Bateman Hall, Community Center, Natatorium, Youth Center, and the Senior Center. Please submit an original and four copies as well as an electronic copy on a flash drive or CD-ROM of your proposal in a sealed envelope to the name shown below no later than 5:00 p.m. on May 10, 2018. Proposals received after said time will not be considered.

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You may direct all questions to Peter Han via email at phan@lynwood.ca.us until 5:00 p.m. on May 3, 2018.

GENERAL CITY INFORMATION

The City of Lynwood was incorporated on July 16, 1921, under the general laws of the State of California. The City operates under a Council-Manager form of government that provides the following services to the community: general administration, public works, community development services, recreation and community services, and public safety (fire and police services are provided by Los Angeles County).

The City operates in approximately a 4.8 square mile area with population of ~70,000. It has five Council Members, an elected City Clerk, elected City Treasurer, and an appointed City Manager. It has approximately 200 employees working for the following departments:

City Manager
City Clerk
City Treasurer
Community Development
Finance & Administration
Human Resources
Public Works
Recreation & Community Services
Technology and Media Support Services

BACKGROUND

The City is currently using various video surveillance solutions in multiple city facilities. New IP surveillance solutions were recently installed in the Avalos Community Center

and City Hall Annex within the past year. However, older analog and TVI camera systems are problematic and need to be replaced. Some building are lacking in coverage. The city is looking to add new IP cameras and upgrade older analog and TVI solutions to an IP based video surveillance system.

The systems are administered by respective departments at each facility. Systems range from 8 channel to 32 channel systems.

SCOPE OF SERVICES

The City is looking to add new IP cameras and upgrade all older analog and TVI cameras and recording systems to an IP based camera system with a minimum recording time of 30 days. Facilities that need surveillance cameras are:

<u>Location</u>	<u>Estimated Number of Cameras</u>
• City Hall	30
• Bateman Hall	19
• Community Center	15
• Natatorium	5
• Senior Center	8
• Youth Center	5

Camera locations can be found for each building in Appendix A.

Surveillance camera system shall be on its own network. Vendor will perform all cabling, setup and configure necessary IP cameras, networking equipment, switches, patch panels, conduit, recording systems, and related materials for a fully operational surveillance camera system in each of the facilities listed above. Vendor recommendations are welcome if it will aid in efficiency, coverage, management, and cost savings. System shall be warrantied for 3 years parts and labor with the option to purchase annual support thereafter.

Vendor must provide a minimum of two on-site staff training sessions.

Roof penetrations are not allowed at Bateman Hall. Roof penetrations at other locations are also discouraged. If absolutely needed, plans must be approved by Peter Han, Director of Technology. The City is looking for clean and professional work using conduit for outdoor runs.

Ruben Landeros will be conducting a tour of the facilities to go over specific location on May 2, 2018 at 10:00 a.m. Please RSVP to rlanderos@lynwood.ca.us. He may also be reached at 310-603-0220 Ext. 557.

TECHNICAL SPECIFICATIONS

All indoor and outdoor cameras shall have the minimum following specifications:

1. High definition video with a minimum of 4-megapixel resolution cameras.
2. IP66 rating for outdoor cameras to protect against dust and environmental elements.
3. Infrared illumination for night visibility
4. Defocus detection
5. RJ45 connectivity
6. Power over Ethernet (PoE)
7. Motion detection
8. Video management system with HTML web client
9. Ability to view video remotely
10. Provide email notifications of critical system events
11. Storage of a minimum of 30 days of video

PROPOSAL SUBMISSION REQUIREMENTS

Each company that responds to this Request for Proposals is required to submit the information listed below. Please submit an original and four copies of all requested materials as well as an electronic copy on USB drive or CD-ROM.

1. A cover letter introducing the company and the individual who will be the primary contact person
2. Describe the company's qualifications
3. Recent project references with names and telephone numbers of contact persons
4. Proposal must be a firm offer for a sixty-day period
5. Indicate the timeframe required from notice of award until services can be provided
6. Describe the maintenance and warranty information

SELECTION PROCESS

Each of the proposals received will be evaluated for compliance with the requirements stated in this RFP. Failure to meet these requirements will be cause for eliminating the Company for further consideration.

The City shall not be liable in any way for any cost incurred by any offer or in the preparation of its proposal in response to this RFP. The City reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of this proposal, and to be the sole judge of the suitability of the proposals offered. Evaluation of the proposals will be made by a panel of appropriate city staff. The eventual recommendation will be made by the City Manager, and the contract will be reviewed and approved by the City Council. Except for proprietary information, the winning proposal will be subject to disclosure on the City's website or upon written request.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

1. Overall cost of the surveillance camera solution to the City
2. A high level of professional competence and a proven track record in providing services
3. Quality of Proposal - The proposal should clearly demonstrate an understanding of the City's overall needs and objectives
4. Review of references

Firm selection will not be based solely on low bid. The City reserves the right to select a submission which is in the best interest of the City. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information and clarifications from the proposers or to allow corrections of errors or omissions.

PROPOSAL REVIEW AND AWARD SCHEDULE

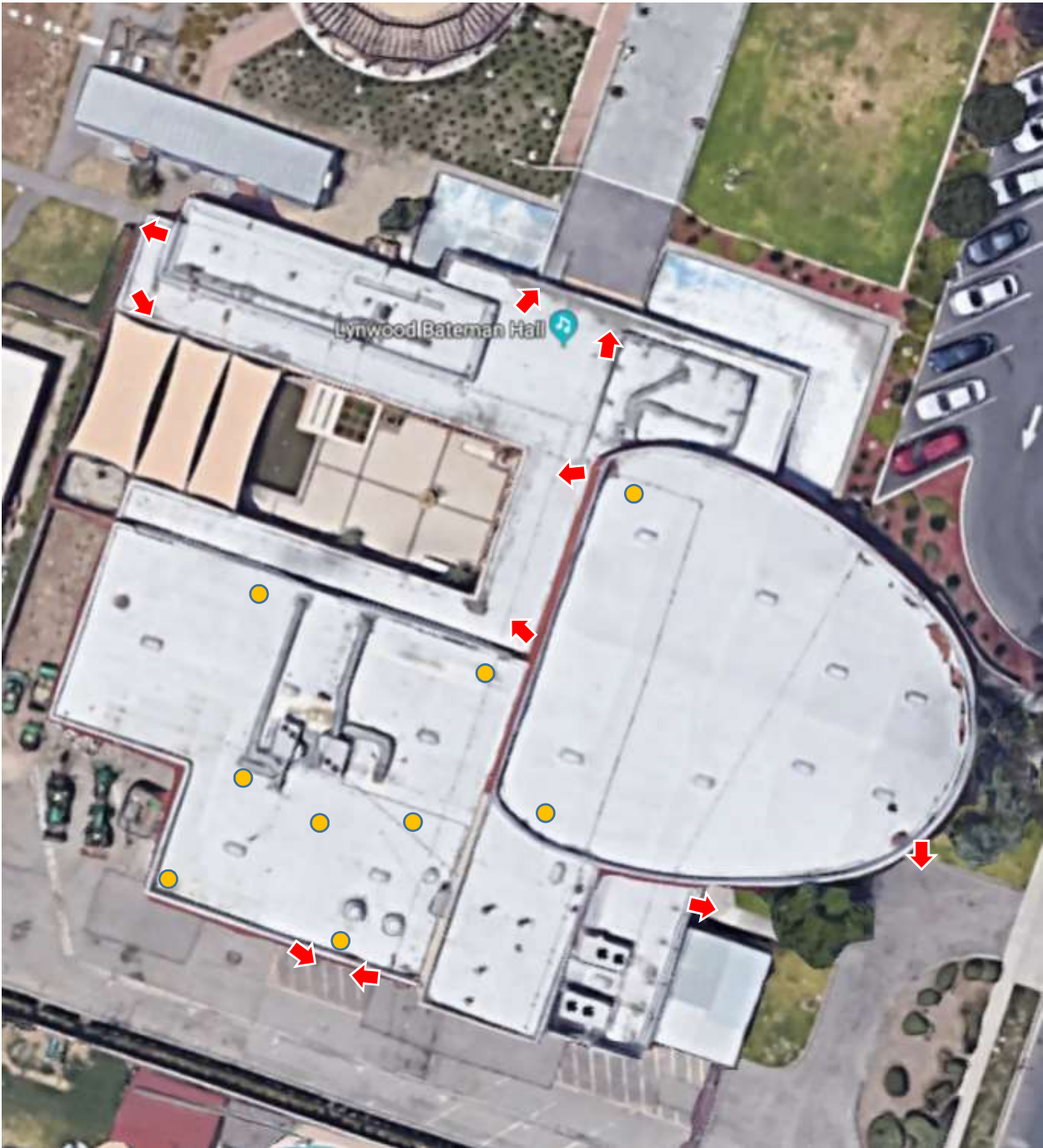
1. RFP Published on Website and local newspaper: April 19, 2018
2. Last Day for Questions Regarding RFP: May 3, 2018 at 5:00 p.m.
3. Proposals Due: May 10, 2018 at 5:00 p.m.
4. City Manager's Recommendation to Council: June 5, 2018
5. Anticipated Contract Execution Date: June 14, 2018

APPENDIX A (Pages 6-11)

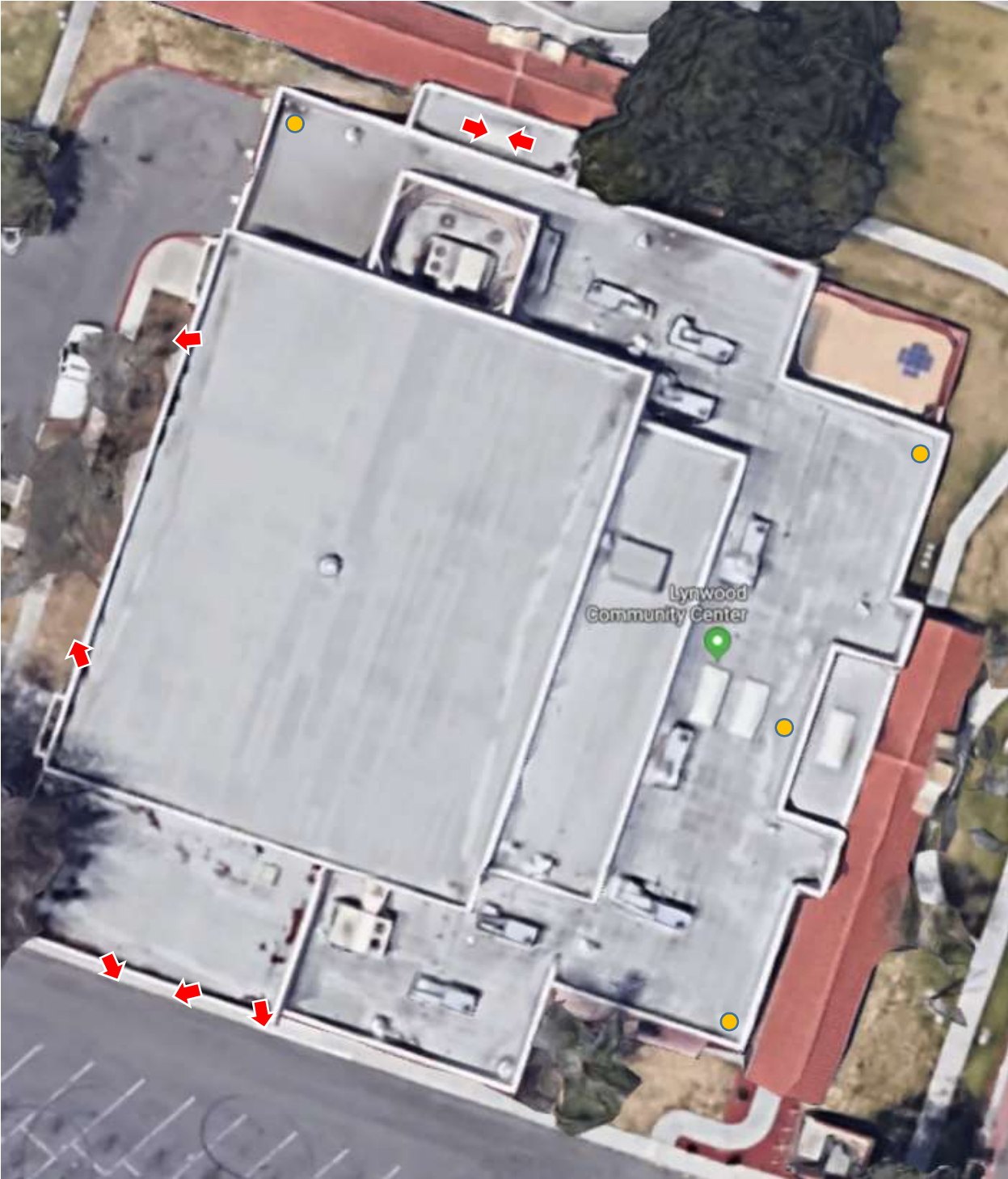
CITY HALL



BATEMAN HALL



COMMUNITY CENTER



NATATORIUM



SENIOR CENTER



YOUTH CENTER

