



Village of Richton Park

4455 Sauk Trail
Richton Park, IL 60471

**Request for Proposal for a
Turn-key Indoor/Outdoor
IP Security Camera System
RFP-IP SECURITY CAMERA**

Closing Date: July 5, 2018
Closing Time: 5:00 p.m. CST

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1. Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply an IP Security Camera to the Village of Richton Park’s Metra Lot and Village Hall.

1.2 Coverage and Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of Metra Lot and Village of Richton Park Buildings. The Village of Richton Park reserves the right not to enter into a contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2. General Information

2.1 Original RFP Document

The Village of Richton Park shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 The Organization

The Village or Richton Park is a local municipality that provides water, business licenses, community development programs, police services, fire services, public works services, and building inspections services.

2.3 Existing Technology Environment

There is no current technology at the Metra Station. The current CCTV system at Village Hall operates on our current network infrastructure. Currently, we use a CCTV system which is administered in the Community Center and Police Department. The system can be viewed from a computer via a web browser, has the ability to show historical video while recording, has several search-by features, has the ability to download video, and has video monitoring stations. We are looking to:

- Expand our current CCTV system.
- Have a scalable system for future growth.
- Have the ability of retaining video for longer periods of time.
- Implement a new CCTV system at the Metra Lot.

2.4 Schedule of Events

RFP Released	June 5, 2018 at 9:00 a.m. CST
Notice of Intention Due	June 21, 2018 5:00 p.m. CST
Proposal Due	July 5, 2018at 5:00 p.m. CST
Complete Initial Evaluation	July 16, 2018 at 5:00 p.m. CST
Final Award Notification	August 1, 2018

3. Proposal Preparation

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the Village of Richton Park as necessary to gain such understanding. The Village of Richton Park reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the Village of Richton Park reserves the right to determine, at its sole discretions, whether the vendor has demonstrated such understanding. The right extends to the cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost or liability whatsoever to the Village of Richton Park.

3.2 Good Faith Statement

All information provided by the Village of Richton Park in this RFP is offered in good faith. Individual items are subject to change at any time. The Village of Richton Park makes no certification that any item is without error. The Village of Richton Park is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1. Vendor's Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between the Village of Richton Park and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Village of Richton Park
Police Department
4455 Sauk Trail
Richton Park, Illinois 60471

Attention: Chief Elvia Williams
Telephone: 708/283-6393 ext. 219
Fax: 708/748-6133
Email: ewilliams@richtonpark.org

3.3.2. Informal Communications shall include, but are not limited to: requests from/to vendors or vendors' representatives in any capacity, to/from any Village of Richton Park representative of any capacity with the exception police administrative staff for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.3 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to July 5, 2018.
- **Errors and omissions in this RFP and enhancements.** Vendors shall recommend to the Village of Richton Park any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to the Village of Richton Park any enhancements, which might be the Village of Richton Park's best interests. These must be submitted and received prior to June 21, 2018.
- Inquiries about technical interpretations must be submitted in writing and received prior to June 21 2018. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- **Addenda to this RFP.** The Village of Richton Park will make a good faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers and addenda will be shared with all recipients by posting on the web site : <http://www.richtonpark.org>

3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must submit a Notice of Intention (Schedule A) by July 21 2018, 5:00 p.m. CST and a complete response to this RFP by July 5, 2018, 5:00 p.m. CST. Proposals must be signed by an authorized representative of the proposal and delivered sealed to:

Chief Elvia Williams
Richton Park Police Department
4455 Sauk Trail
Richton Park, Illinois 60471

On or prior to July 5, 2018at 5:00 p.m. CST. Vendors are to submit six (6) copies that must be individually bound. Please provide one electronic copy on flash drive or CD/DVD. The Village of Richton Park will not accept proposals received by fax or Email.

Proposals should be organized as follows:

1. Title Page-Show the RFP subject, the name of the vendor, local address, telephone number, name of the contact person, and the date.
2. Table of Contents-Show a clear identification of the material by section and by page number.

3. Profile of Vendor-Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete Copy of RFP-Show a complete copy of the RFP in the order of the requirements set forth in Section 4 or this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed NVR system.
5. Vendor Certification-Completed and signed Vendor Certification (Section 8).

All information requested in Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in low evaluation of the proposal. The Village of Richton Park may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to the Village of Richton Park. Oral presentations are an option of the Village of Richton Park and may or may not be conducted.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the Village of Richton Park with a network camera solution identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide IP Security Camera Solution;
2. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking Equipment, Camera Mounts, etc.);
3. Financial stability of the vendor;
4. Vendor's depiction average response times for support requests;
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system;
6. Ease of operations, management and support of the IP Security Camera solution;
7. Capability of vendor to provide administrator and/or end user training.
8. Cost effectiveness of the IP Camera Security Solution.

4. Scope of Work, Specifications, and Requirements

The Village of Richton Park is requesting proposal from qualified firms interested in providing Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware, a Network Voice Records (NVR) System, NVR Software, a Video Management System, Support, Maintenance,

Warranty, Cabling and Training. This system will replace or augment our current CCTV system in the Village Hall and be installed in the Metra Lot. Ten Cameras are to be mounted in the Metra Lot affixed to the newly installed light poles (See Exhibit A) and thirteen cameras are to be placed in the exterior and interior of Village Hall and the Community Center. Village Hall houses our Police Department, Fire Department, Village Manager's Office, Finance, Village Clerk's Office and Human Resources. The main objective of these departments is to provide quality service to the public.

4.1 Technical Specifications

4.1.1 Capacity and Scalability

The IP Security Camera solution should be capable of handling twenty- three (23) or more cameras in the Village Hall and the Metra Lot. The solution should have the capability of adding cameras as deemed necessary by the Village of Richton Park.

Indoor and Outdoor Camera

All outdoor cameras should be vandal proof, weather resistant and anti-vibration compliant. All indoor and outdoor cameras should have the following specifications at a minimum:

- A. Full High Definition (FHD)
- B. IP66 Rating to protect against dust and environmental elements
- C. IK10 Rating for vandal resistant housing
- D. Infrared Illumination for night visibility
- E. Defocus Detection
- F. View DR (12dB) for areas that have lighting differences
- G. Capability to produce 30FPS or more
- H. Image stabilizing to reduce blurring
- I. Day/Night capability
- J. Pan, Tilt, Zoom (PTZ) capability
- K. RJ45 Connectivity
- L. Power Over Ethernet (PoE)
- M. 4-megapixel resolution
- N. Must have tamper detection
- O. Must have motion detection
- P. Capability to record audio
- Q. Weather Resistant (protected against dust, water and temperatures ranging from - 10 degrees Fahrenheit to 105 degrees Fahrenheit)

4.2 Video Management System

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with our current systems, have an HTML client, have the ability to record on alarm, support video aging, and have the option to search by thumbnails. Additionally the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification for critical system events.
3. Has the capability to store 36TB or more.
4. Has the capability to provide video monitors.
5. Has the capability to view live video and review historical video up to 1 month.

4.3 Support and Maintenance

The Village of Richton Park requires 3-years support and onsite support with the option to continue annual support after the 3-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for support requests.

4.3.1 Service Provider

Please state name of the company which will be delivering service and onsite support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

4.3.2. Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

4.4 Engagement Methodology

The Village of Richton Park is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment that may be needed at Richton Park Village Hall. If equipment is needed, the vendor will be responsible for coordinating with the Village's Network Administrator in configuring the networking equipment to work with the Village's existing LAN.

5. Vendor Qualifications

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered including:
 - Full legal name of the company
 - Year business was established
 - Number of people employed
 - Completed Contractor Application for the Village of Richton Park
 - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.

4. Information on its current clients, including:
 - Total number of clients;
 - A list of clients with similar needs using similar products and/or services;
 - Evidence of successful completion of a project of a similar size and complexity
5. References: Contact information on five references (if possible) for projects similar in size, application and scope and a brief description of their implementation.

6. Budget and Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for The Village of Richton Park’s IP Camera Security solution project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 30 days as of July 5, 2018.

6.1 Total Cost Summary

For All available deployment models, provide a five (5) year cost summary as displayed below.

Three Year Total Cost Summary						
Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation and Training						
Project Management						
Miscellaneous						
Other (Specify)						
Total:						

- Hardware:** List, describe, and record the cost of each piece of hardware that is required.
- Software Licensing:** List, describe, and record the licensing, implementation, maintenance, support and training fees associated with your solution.
- Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.
- Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation and Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7. Additional Terms and Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, the Village of Richton Park may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondents should not submit as part of its response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

7.1.2. Requested Personal Information

Any personal information that is requested from each Respondent by the Village of Richton Park shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to the Village of Richton Park. The Village of Richton Park will consider that the appropriate consents have been obtained for the disclosure to and used by the Village of Richton Park of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate the Village of Richton Park to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of the Village of Richton Park, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of the Village of Richton Park including, but not limited to, all logos, registered trademarks, or trade names of Village of Richton Park, at any time without the prior written approval of the Village of Richton Park, as appropriate.

7.4 Respondent’s Responses

All accepted Responses shall become the property of the Village of Richton Park and will not be returned.

7.5 Governing Law

This RFP and the Respondent’s Response shall be governed by the laws of the State of Illinois.

7.6 No Liability

The Village of Richton Park shall not be liable for any Respondent, person, or entity for losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP, or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to the Village of Richton Park are normally exempt from State sales tax. State sales and use of tax certificates of exemption, will be issued upon request.

7.9 Entire RFP

This RFP, and addenda to it, and any attached schedules, constitute the entire RFP.

8. Vendor Certification

This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP-IP SECURITY CAMERA issued by the Village of Richton Park. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

Agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of July 5, 2018.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

Currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agree to notify the Village of Richton Park any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

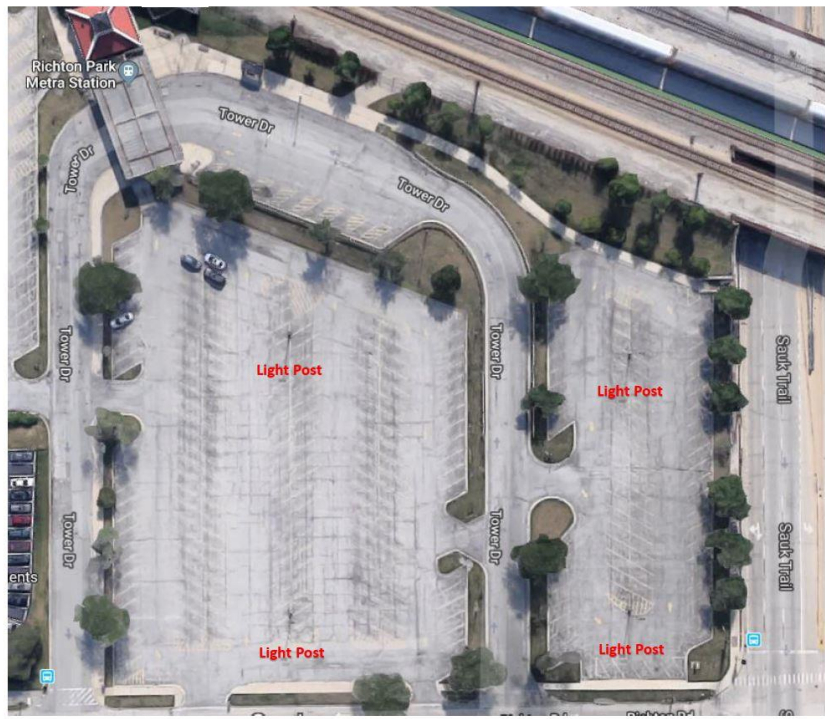
Signature: _____ Date: _____

Exhibit A

Richton Park
Daily Lot 1



Richton Park
Monthly Lot



Schedule "A" Notice of Intention
RFP-IP SECURITY CAMERA
NOTICE OF INTENTION
REQUEST FOR PROPOSAL

From:

VENDOR'S NAME
AUTHORIZED REPRESENTATIVE
TELEPHONE NUMBER
FAX NUMBER
E-MAIL

Please state your intention with regard to the Request for Proposal RFP-IP SECURITY CAMERA by selecting one of the following:

- Intends to respond to the Village of Richton Park Request for Proposal
- Does not intend to respond to the Village of Richton Park Request for Proposal

TO: Richton Park Police Department
Village President Rick Reinbold
4455 Sauk Trail
Richton Park, IL 60471
708/283-6393 ext. 101
708/481-8980 (fax)

Schedule "B" Contractor Affidavit
RFP-IP SECURITY CAMERA

Contractor Affidavit

By executing this affidavit, the undersigned contractor verifies its compliance, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Village of Richton Park has registered with, is authorized to use and uses the federal work authorization program commonly known as E-verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established,. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present the affidavit to the contractor with the information required. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number/E-verify User Number

Date of Authorization

Date of Contract between Contractor & Public Employer

Legal Name of Contractor (please print)

Legal Address of Contractor (city, state and zip code)

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on ____ of _____, 20____ in _____ (city), ____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer of Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS ____ DATE OF _____, 20____.

Notary Public

Commission Expires

**Schedule “C” Lawful Presence Affidavit
RFP-IP SECURITY CAMERA**

VILLAGE OF RICHTON PARK – LAWFUL PRESENCE AFFIDAVIT

Pursuant to O.C.G.A. § 50-36-1, all persons who – either on behalf of themselves or on behalf of an individual, business, corporation, partnership or other private entity – apply for certain public benefits must (1) be eighteen years of age or older and (2) submit an affidavit that they are lawfully present in the United States. Public benefits, as defined by O.C.G.A. § 50-36-1(a)(3)(A), include any grant, contract, loan, professional license or commercial license provided by an agency of State or local government or by appropriated funds of a State or local government.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Illinois, that I am 18 years of age or older and (check one):

- I am a United States citizen, or
- I am a legal Permanent Resident of the United States, or
- I am a qualified alien (other than as a permanent resident) or nonimmigrant in the United States pursuant to Federal law.

The secure and verifiable document provided with this affidavit can best be classified as:

I understand that this sworn statement is required by law because I have applied for a public benefit and/or a business license on my behalf as an individual or on behalf of a business, corporation, partnership or other private entity. I understand that State law required me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit as listed above. I further acknowledge that making a false, fictitious or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Illinois under O.C.G.A. § 16-10-20 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Title

*Alien Registration # for Non-citizens

Business Name

TIN or SSN

If this affidavit is not presented in person, applicant must submit a notarized copy of this affidavit.

Notarized this _____ date of _____, in the State of _____.

County of _____

Notary

Commission Expires

*Note: O.C.G.A. § 50-36-1(e) (2) requires that aliens under the Federal Immigration and Nationality Act, Title § U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

_____ Another Identifying Number