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## REQUEST FOR PROPOSALS RFP 2020-06 Security Camera System

The City of Dillingham is soliciting sealed proposals to replace existing outdated security cameras at our Public Safety Building with a single, unified, modern system across seven City locations. The Public Safety Building will require interior and exterior cameras; all other locations will be exterior cameras only. System requirements are listed in the scope of work. Required proposal contents are listed below.

Bid documents can be found at: [www.dillinghamak.us/projects](http://www.dillinghamak.us/projects).

Inquiries should be sent to Cynthia Rogers, Planning Director at 907-842-3785 or via email at [planner@dillinghamak.us](mailto:planner@dillinghamak.us).

Bid deadline is 4:00 p.m., Thursday, February 18, 2021, followed by the bid opening. A contract to award will be authorized at a subsequent City Council meeting.

### **SPECIFICATIONS**

#### **Submittal Requirements and Information**

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on Thursday, February 18, 2021.

Please mark the envelope as follows: **RFP 2020-06 Security Camera System.**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City of Dillingham – Planning Department  
PO Box 889  
Dillingham, AK 99576

#### **Required Proposal Content**

Include the following information in this proposal to the City of Dillingham by the due date:

- Description of system and all components, including confirmation that it meets system requirements, as well as provides information on specifications & options listed in the scope of work;
- Manufacturer's specifications for each system component;
- Cost estimate per location, including equipment, labor and materials;
- System coverage report by location;
- Cost for mobilization to Dillingham;
- Detailed work plan and schedule for installation;
- Cost for multi-year maintenance/service contract, annual amount through 2026;
- Proof of insurance and licensing/licensure.

**Electronic and faxed proposals will not be accepted.**

### **Proof of Insurance and Licensing**

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2020 City of Dillingham Business License;
- Current State of Alaska Business License;
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees;
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars;
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$500,000) dollars per occurrence combined single limit bodily injury and property damage.

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

### **Conditions of Offering and Acceptance**

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 60 days from the bid close date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

## Scope of Work

The vendor shall provide licensed, qualified personnel to design and install the security camera system according to the following specifications and conditions:

1. System requirements. The total number of cameras is not set. The City is looking for a reasonable recommendation based on the following system requirements:
  - a. Must provide full-color recording;
  - b. Must be fully functional in typical Alaska weather conditions and fluctuations of temperatures and humidity;
  - c. Must provide fields of view that cover specified areas in the attached figures;
  - d. Must provide camera fields of coverage of sufficient resolution and sensitivity to allow for recognition of individuals through facial features under normal weather conditions;
  - e. Must be scalable to allow for future expansion;
  - f. Must allow for secured remote access;
  - g. Must provide minimum retention times for footage of 270 days;
  - h. Must provide wireless on-site storage utilizing a central network video recorder;
  - i. Must minimally provide coverage of entrances, parking lots, and coverage specific to location figures provided;
  - j. Must include warranty on all system components;
  - k. Must include user training and documentation for the system.
2. System specifications and options. For the proposed system, the vendor shall also specify the following:
  - a. The resolution and frames-per-second rate capabilities;
  - b. The level of system cybersecurity;
  - c. Any additional server or hardware required;
  - d. Any options for tamper resistance, motion detection, night vision and the associated cost;
  - e. Any options for self-contained power supply back up and the associated cost.
3. Locations: Security cameras will be installed in the following locations:

Location	Address	Location Summary			
		Poles/Stand Pipes	Buildings	Existing Cameras	Existing Views
1) Boat Harbor	240 Harbor Road	9	2	-	-
2) Dock	307 West Main Street	8	1	-	-
3) Public Works	808 West 2nd Avenue	-	4	-	-
4) Public Safety	404 West D Street	2	1	20	28
5) Lagoon	826 Lil Larry Road	1	1	-	-
6) Water Plant	524 Central Avenue	2	1	-	-
7) Landfill Transfer Station	4900 Waskey Road	4	2	-	-
<b>Total</b>		<b>26</b>	<b>12</b>	<b>20</b>	<b>28</b>

#### 4. Installation Requirements:

The vendor will provide appropriate mounting hardware (as needed) for the manufacturer's recommended installation of the equipment.

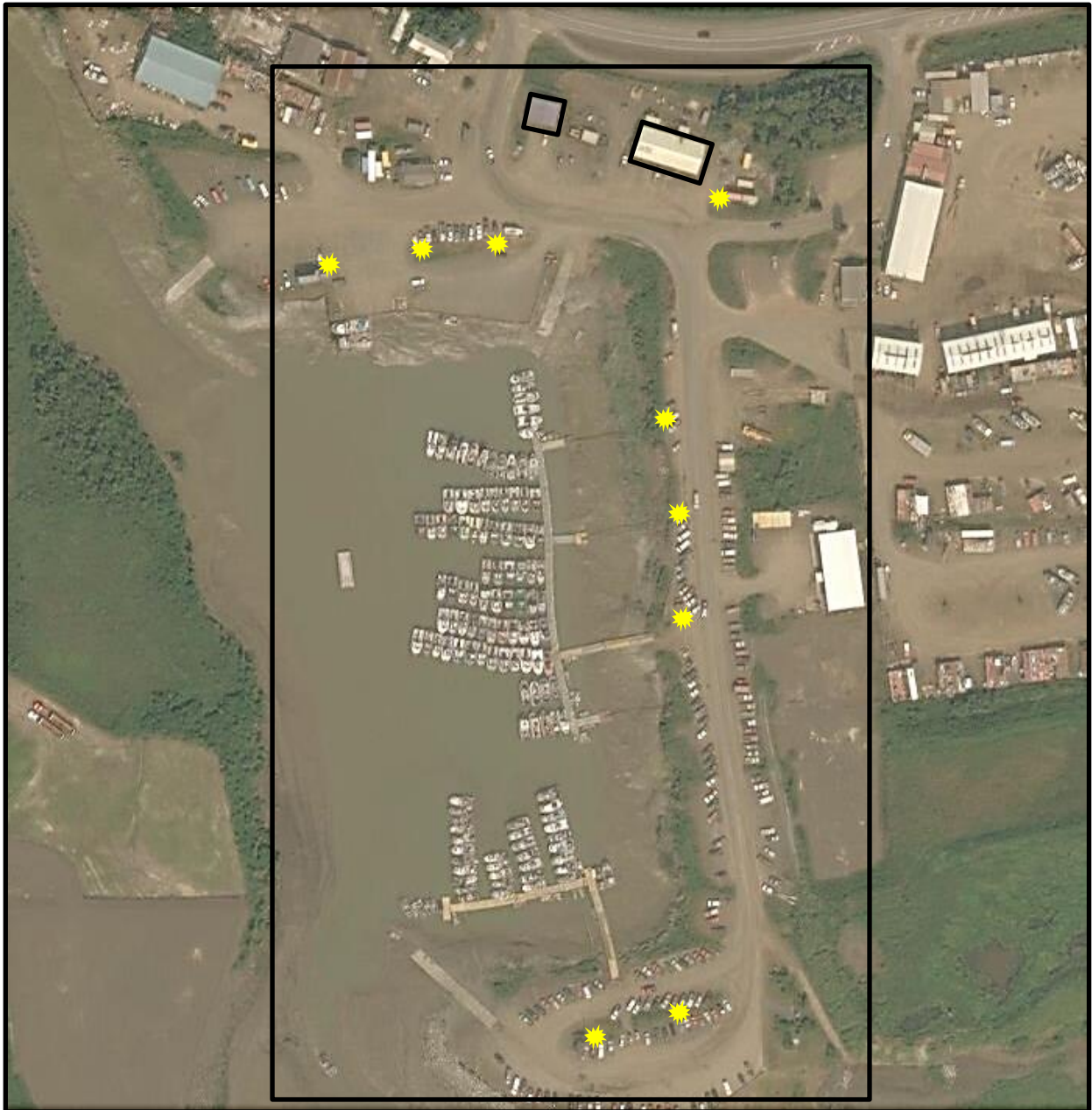
The vendor is required to determine circuit availability wherever circuitry may be required on existing facilities and is not to assume that any drawing or documentation exist to aid.

The vendor will provide all superintendence, labor, materials, tools, equipment, technologies, and specialized techniques necessary for installing equipment as described above.

5. Time To Completion:

Project must be completed within 90 days of contract execution, or no later than June 30, 2021.

6. Locations: See Attached Figures.



**Figure 1 – Harbor.**

**Harbor Security Module Summary.** The large box is the approximate area requiring video camera coverage. The harbor has nine (9) poles as depicted above by the yellow stars suitable for mounting cameras. The buildings with a solid black lined box around them are City buildings available to attach the cameras system to. The rectangle building on the right side is the City Harbor Headquarters and the location for the recording device. The building has internet available for secured camera system usage.

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**Figure 2 – Dock.**

**Dock Security Module Summary.** The large box is the approximate area requiring video camera coverage. The dock has eight (8) poles as depicted above by the six (6) yellow stars (regular sized telephone poles) and two (2) red stars (300' metal poles). The building with a solid black lined box around it is a City building (City Dock Headquarters) available to attach the camera system to and the location for the recording device. The building has internet available for secured camera system usage.

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**Figure 3 – Public Works.**

**Public Works Module Summary.** The large box is the approximate area requiring video camera coverage. Public Works area does not have any poles adequate for camera mountings. The buildings with a solid black lined box around them are City buildings available to attach the camera system to. The largest building is the Public Works Headquarters and the location for the secured recording device. The building has internet available for camera system usage.



**Figure 4a – Public Safety.**

### **Public Safety Building Module Summary.**

Exterior System - The large box is the approximate area requiring video camera coverage. Public Safety has two (2) poles as depicted above by the yellow stars that are adequate for mounting cameras. The building with a solid black lined box around it is the Public Safety Headquarters available to attach the camera system to and the location for the secured recording device. The building has internet available for camera system usage.

Interior System – Contact the Chief of Police for information for the interior camera system. The system is beyond its useful life and requires replacement. Figures 4b through 4d shows the locations of the current system.



**Dillingham Department of Public Safety  
Memorandum**

To: City Manager Tod Larson  
From: Chief Dan Pasquariello  
Date: 6-19-20  
RE: Police Station Cameras

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There are currently 20 cameras, with 28 views in the police station building. These are:

- 8 **single lens** cameras on the outside of the building
- 1 **dual lens** camera in the building lobby
- 1 **dual lens** camera in the sally port (garage)
- 2 **single lens** cameras in the jail dayroom
- 2 **dual lens** cameras in the jail booking area
- 2 **dual lens** cameras in the jail holding cells
- 2 **single lens** cameras in the downstairs hallway
- 1 **dual lens** camera on the interior stairwell
- 1 **dual lens** camera in the dispatch center

Our computer system and server are capable of storing the camera footage for at least 270 days. The existing wiring for the cameras is cat5.

I have attached building layouts with locations of the cameras. On the layouts **Orange** designates a single lens camera. **Blue** designates a dual lens camera.

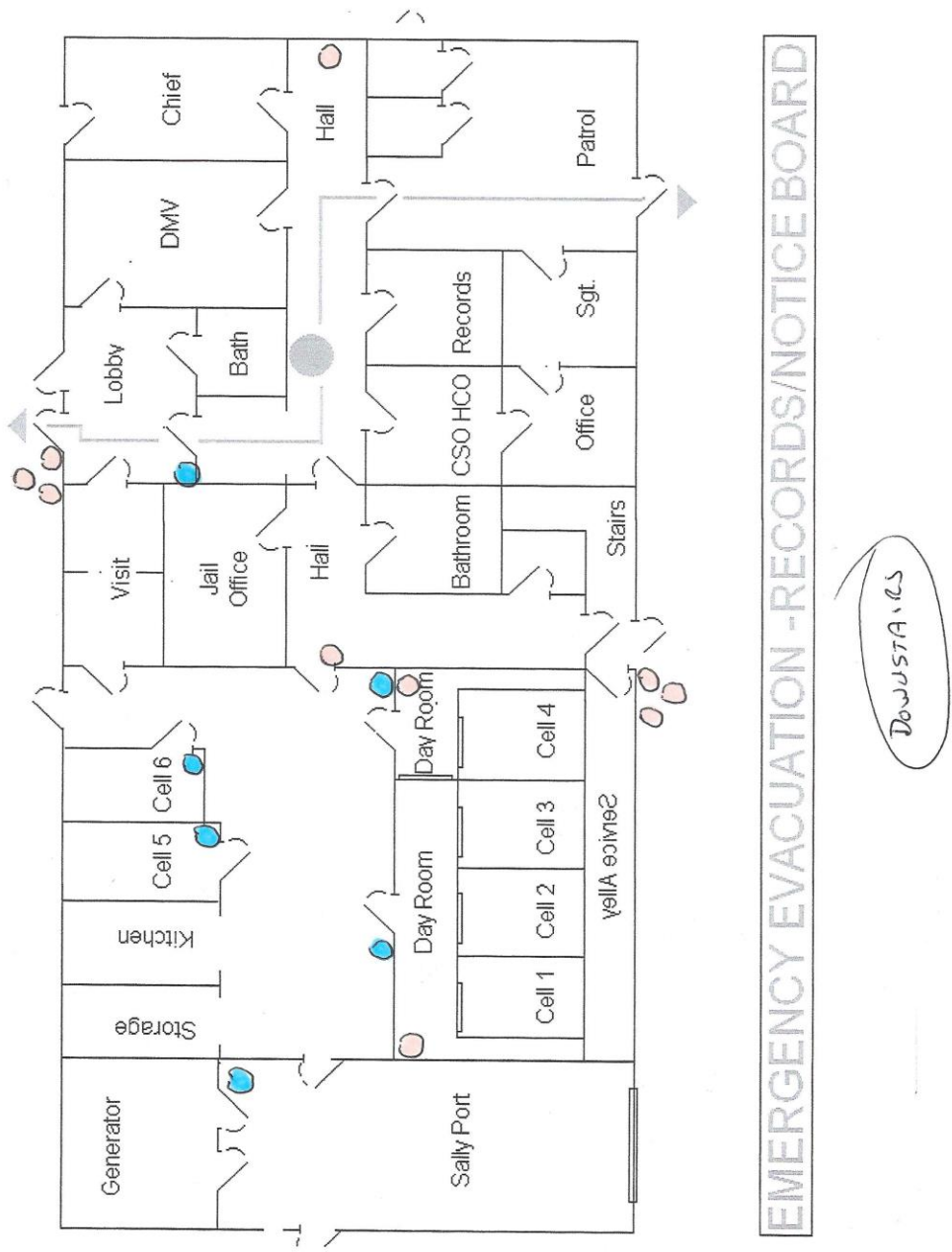
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**Figure 4b  
Public Safety Interior Camera System Summary.**

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**Figure 4c**  
**Public Safety First Floor Interior Camera System Summary.**



**Figure 4d**  
**Public Safety Second Floor Interior Camera System Summary.**

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**Figure 5 – Lagoon.**

**Lagoon Module Summary.** The large box is the approximate area requiring video camera coverage. The Lagoon has one (1) pole as depicted above by the yellow star that is suitable for camera mounting. This overhead doesn't depict the elevation difference, but the pole is located on top of the small ridge above the lagoons that provides a great vantage point for the cameras to see the entire area. The building with a solid black lined box around it is the Public Works Lagoon building available to attach the camera system to and the location for the secured recording device.



**Figure 6 – Water Plant.**

**Water Plant Module Summary.** The large box is the approximate area requiring video camera coverage. The Water Plant does not have any poles available to mount cameras on. The best place for height would be the tall water stand pipe (the smaller diameter circle in the diagram). The two circles are the pipe stand water reservoirs and are available to secure camera system components to. The building with a solid black lined box around it is the Water Plant building available to attach the camera system to and the location for the secured recording device.

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**Figure 7 – Landfill Transfer Station.**

**Landfill Transfer Station Module Summary.** The large box is the approximate area requiring video camera coverage. The Landfill Transfer Station has four (4) poles as depicted above by the yellow star that is suitable for camera mounting. The buildings with a solid black lined box around them are City buildings available to attach the camera system to. The smaller building on the left is the location for the secured recording device.

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