



KANAWHA COUNTY
POLICE | FIRE | EMS

METRO EMERGENCY OPERATIONS CENTER OF KANAWHA COUNTY

200 Peyton Way
Charleston, WV 25309
(304) 746-7911

Request for Proposals

Re: Metro 911 Cameras and Security for 9 Tower Sites

Date: April 14, 2021

Bid Opening: Bids must be received on or before May 14, 2021 at 9:00 am at the Metro Emergency Operations Center of Kanawha County (the "Center"), 200 Peyton Way, Charleston, WV 25309.

INSTRUCTIONS TO VENDORS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the name and address of the vendor. The envelope must also show "Proposal for Cameras and Security at 9 Towers Sites" with the date and time that bids are due on the outside of the envelope. Faxed bids or electronically-submitted bids will not be accepted.
2. Bids must include original and two copies.
3. Bids must be F.O.B. Delivery Point, unless otherwise indicated in bid. **The Bid amount shall be all-inclusive, including, but not limited to, shipping and handling. All other costs will be considered non-compliant.**
4. Bids must be signed in ink, showing all facts and the total amount.
5. The Center reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Center.
6. Bid expiration will be July 14, 2021.
7. Any necessary addendums will be posted on the Center's website at metro911.org.

Item No.	Description	Amount
1	Metro 911 Cameras and Security for 9 Tower Sites	\$.

Written Bid Amount: _____ Dollars _____ Cents

Vendor Name: _____

Address: _____ Date: _____

Telephone: _____

Signature: _____ E-Mail: _____

Vendor Name _____

Metro Emergency Operations Center of Kanawha County Request for Proposals

- ITEM:** Metro 911 Cameras and Security for 9 Tower Sites
- LOCATION AND TIME IN WHICH WORKED WILL BE COMPLETED:** The Center -- 200 Peyton Way, Charleston, WV 25309 -- during its regular business hours of Monday-Friday 8:00 am to 4:30 pm, excluding Kanawha County Commission holidays
- CONTACT:** David Armstrong
Metro Emergency Operations Center of Kanawha County
(304)357-0966 or rfp@metro911.org
- BID DUE DATE:** **Bids must be received in a sealed envelope on or before May 14, 2021 at 9:00 am at the Center -- 200 Peyton Way, Charleston, WV 25309. Faxed or electronically-submitted bids will not be accepted.**
- MANDATORY PRE-BID:** The Center will hold a mandatory pre-bid at 9:00 am on April 30, 2021 at the Center's facility located at 200 Peyton Way, Charleston, WV. Questions regarding the Center's expectations will be addressed during the mandatory pre-bid. No bid will be accepted from a Company who did not have a representative present at the pre-bid, and no Company representative will be admitted after the start time; thus, late arrival to the pre-bid will disqualify the Company from bidding.
- SPECIFICATIONS:** The below-listed specifications (see "Breakdown of Price") are intended to describe the requested work for the Center; the details contained in these specifications are not designed to exclude any vendor from bidding but, rather, are offered as a means of describing the needs of the Center. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements. Only new, in-box equipment will be deemed compliant. Quoting used or refurbished equipment will not be accepted and will result in the bid being rejected. The bid response must include pricing for the option allowing the Center to either increase or decrease the part quantities as desired.
- OTHER:** The Center will not be responsible for any expenses incurred in the preparation and/or presentation of bid or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.
- Bids may be withdrawn prior to the scheduled date and time, or postponement thereof, of the opening of bids. Bids will not be accepted after the scheduled date and time. No vendor may withdraw a bid after bid opening. Once bids are unsealed, all bid documents become public record. The Center reserves the right to reject any and/or all bids, with or without cause, and to waive any informality in bidding. The Center further reserves the right to resolicit proposals.
- Payment will be released within 30 days of completion of work that is satisfactory to the Center.

Vendor Name _____

**SHIPPING AND
OTHER INCIDENTAL
CHARGES:**

Unless explicitly stated in amount on the submitted bid, the Center assumes that shipping and all other incidental charges are included in the bid price. Additional costs beyond the amount stated in the bid will be considered non-compliant.

Breakdown of Price	Price
<p><u>Malden Tower Site:</u> 4 - LTE – Cell based mobile security cameras 2 - Security panels with camera option with multiple user codes 4 - Motion detectors 2 - Audible sirens</p> <ul style="list-style-type: none"> • Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken • Desk top accessibility • Cell phone application capable of multiple simultaneous users • Monthly monitoring to call 911 • Installation services of all of the above 	
<p><u>Cross Lanes Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none"> • Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken • Desk top accessibility • Cell phone application capable of multiple simultaneous users • Monthly monitoring to call 911 • Installation services of all of the above 	
<p><u>Clendenin Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none"> • Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken • Desk top accessibility • Cell phone application capable of multiple simultaneous users • Monthly monitoring to call 911 • Installation services of all of the above 	

Vendor Name _____

<p><u>Edens Fork Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above	
<p><u>Dry Ridge Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above	
<p><u>Bee Mountain Tower Site #1:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above <p><u>Bee Mountain Tower Site #2:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p>	

Vendor Name _____

<ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above	
<p><u>Knollwood Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above	
<p><u>Sumerco Tower Site:</u> 2 - LTE – Cell-based mobile security cameras 1 - Security panel with camera option with multiple user codes 2 - Motion detectors 1 - Audible siren</p> <ul style="list-style-type: none">• Cell phone application capable of allowing user to lock and unlock site, view pictures as they are being taken• Desk top accessibility• Cell phone application capable of multiple simultaneous users• Monthly monitoring to call 911• Installation services of all of the above	
<p>TOTAL:</p>	

Vendor Name _____

Options (*note if included in price above)	Total Price
3-year extended warranty (beyond manufacturer warranty) on cameras	
3-year extended warranty (beyond manufacturer warranty) on security panels	
5-year extended warranty (beyond manufacturer warranty) on cameras	
5-year extended warranty (beyond manufacturer warranty) on security panels	

Options, if applicable, must include price to purchase additional items at price per additional item.

Affirmations:

1. The Center requires only new, in-box materials.

Does your proposal comply? Yes: _____ No: _____

1. The Center requires shipping costs to be included in the proposal.

Does your proposal comply? Yes: _____ No: _____

2. The Center requires installation services be included in the proposal.

Does your proposal comply? Yes: _____ No: _____

DOCUMENTATION REQUIREMENTS:

Real Estate and Personal Property Taxes: No bid contract will be awarded to a vendor who is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Center will accept bids from vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to award of said contract.

Required Forms: Vendor shall complete and submit, or have on file with the Center, a Vendor Registration and Disclosure Statement Form and a State of West Virginia No Debt Affidavit, both of which can be found on the Center’s website at metro911.org, as well as a completed IRS Form W9.

Before any work begins, the vendor must provide the Center with a current Certificate of Insurance with proof of minimum one million-dollar-liability coverage and proof of workers’ compensation insurance as well as a copy of the vendor’s current WV Contractor’s License.

Required Forms Checklist

___ Vendor Registration Form, if not already on file with the Center

___ State of WV No Debt Affidavit

___ IRS Form W9, if not already on file with the Center

___ Certificate of Insurance with proof of minimum one-million-dollar liability coverage

___ Certificate of Insurance with proof of workers’ compensation insurance

___ Copy of WV Contractor’s License

Vendor Name _____

Bid Documents: All documents and information submitted in response to this solicitation shall, pursuant to the WV Freedom of Information Act, become public record.

References: Please include the name, address, and contact information for three business-type references.

Conflict of Interest – Mandatory: Affirm that your firm and all individuals that will be assigned to this transaction are free from all obligations and interest which conflict with the interest of the Center.

Signature _____ Date _____