



**REQUEST FOR PROPOSALS
DESIGN AND INSTALLATION SERVICES
FOR THE**

COMMUNITY CENTER SECURITY CAMERAS

Project No. CR23005

Issued by:

City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, CA 95202

Date Issued: Friday, December 8, 2023

**Non-Mandatory
Job Walk:** Tuesday, December 12, 2023, at 8 AM
& Wednesday, December 13, 2023, 8 AM

Written Questions Due: ~~Friday, December 15, 2023~~
Tuesday, January 16, 2024

Date Proposals Due: ~~Wednesday, January 10, 2024, at 3:00 p.m.~~
Monday, January 29, 2024, at 3:00 p.m.

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting proposals from qualified contractors to provide security camera system installation, monitoring, maintenance & repair, inspection, and testing services. These services should be efficient and economical, adhere to industry standards and best practices, and utilize the latest available non-proprietary technology. The City intends to select a contractor who is registered and licensed in the State of California to provide the above-listed services to the City. The City will award a Contract to the contractor whose proposal represents the “best value” to the City, price and other factors considered for the **Community Center Security Cameras, City Project No. CR23005**.

2.0 BACKGROUND

The City currently obtains services from several companies to provide security alarm monitoring and system maintenance services. Alarm systems vary widely throughout the City in age and manufacturer. Various City of Stockton community centers and sports complexes have outdated security cameras systems that may not be functioning properly. Vandalism to these facilities has resulted in costly damage and the need to increase security at indoor and outdoor locations of these centers. The security cameras will serve multiple City departments, including the Community Development Department, Community Services Department, Fire Department, Municipal Utilities Department, Police Department, and Public Works.

3.0 PROJECT DESCRIPTION

This project will install security cameras inside and outside at each community center listed below. Security cameras will be viewed by community center staff members on their workstations. See **Attachment A - Vicinity Map**, for project locations.

1. Arnold Rue Community Center – 5758 Lorraine Ave, Stockton, CA 95210
2. Oak Park Senior Center – Oak Park, 730 E Fulton St, Stockton, CA 95204
3. Seifert Community Center – 128 W Benjamin Holt Dr, Stockton, CA 95207
4. Stribley Community Center – 1760 E Sonora St, Stockton, CA 95205
5. Van Buskirk Community Center – 734 Houston Ave, Stockton, CA 95206
6. Misty Holt-Singh Softball Complex - 9820 Ronald E. McNair Way, Stockton, CA 95210
7. Louis Park Softball Complex - 3121 Monte Diablo Ave, Stockton, CA 95203
8. Stockton Soccer Complex - 10055 CA-99, Stockton, CA 95212

4.0 SCOPE OF WORK

The Contractor shall provide all labor, tools, equipment, materials, hardware, and consumables necessary for the complete installation, monitoring, inspection, testing, maintenance, and repair services, for all security camera systems covered under this request for proposal (RFP). Inspection, testing, maintenance, and repair work is to be performed on an as-needed basis. The Contractor shall respond to all requests for unscheduled emergency repairs as required, 24 hours per day, 365 days per year, including holidays within warranty phase. The costs for labor and materials for these calls shall be included in the proposal.

Contractor shall prepare a detailed scope and services based, in part and at the minimum, on information presented in this RFP. The contractor shall provide a cost proposal (**separate sealed envelope**) and an anticipated schedule, which accomplishes the objectives of the project. It is anticipated that the contract will be awarded to the selected contractor tentatively in **May 2024**. The selected contractor will provide, but not limited to the following services:

- Evaluate any existing security camera systems and recommend indoor and outdoor locations in and around the city community centers listed in this RFP to determine the most effective camera placement.
- Prepare floor plans of the camera locations and wiring diagrams for each community center.
- Provide and install all hardware and accessories including but not limited to:
 - CCTV system that is modern, robust and compatible with existing City network.
 - Security cameras that meet industry standards for resolution and low light conditions.
 - All cabling and wiring that meets all building and fire codes.
- Configure, program, and provide training for newly installed camera equipment and programming.
- Provide, at a minimum of 30 days of onsite data storage capacity of security footage.
- Provide a one-year warranty on the installation of all components and devices.
- Provide an annual support option for maintenance, monitoring, and repair of the system.
- Provide cabling to designated location for live view monitoring system.

4.1 Installation

Floor plans for new security cameras installations and monitoring services can be found in **Attachment B**. Contractor will provide up to 8 hours of training at no cost to the City on newly installed systems. Training may require multiple training sessions of equal time totaling no more than 8 hours.

4.2 Security Cameras

The City currently has 2 types of camera systems, 1) CCTV systems at various locations to record events and assist staff in monitoring the facility and 2) motion activated monitored video systems that protect City assets such as pools, HVAC systems, and storm and sewer pump stations. The City desires a contractor that will be able to maintain and repair current systems, upgrade outdated systems, install new complete systems as requested. Submittals of all materials to be used during construction shall be approved by City Staff prior to starting construction. Submittals must meet current industry standards.

4.2.1 Inventory and Assessment

Upon issuance of the Notice to Proceed, contractor will review each facility and catalog, in a form and format acceptable to the City, the existing security camera components with appropriate identifying information. Provide an electronic copy of the catalog to the City and maintain the catalog current throughout the life of the warranty. The catalog will be the sole property of the City and all copies of the catalog shall be provided to the City upon written demand and none retained by the Contractor in any form. Provide recommendations and associated budgets for upgrades to equipment and/or systems where appropriate. This is an alternate item to be performed at the City's sole option.

4.2.2 Contractor Responsibilities

The Contractor shall appoint a Project Manager who shall be responsible for the performance of the work and alternate(s) who shall act for the Contractor when the Project Manager is absent. The names of these persons shall be designated in writing to the City. For this work, the term "Project Manager" shall include the alternate as specified above. The Project Manager, or their designee/alternate, shall be available during normal business hours to meet with City representative(s) to discuss any problem areas. The Contractor shall employ only workers who are competent and skilled for work under this Contract. The City shall, throughout the term of the Contract or any extension thereof, have the right of reasonable rejection and/or approval of staff assigned to the work by the Contractor. If the City's Contract Manager rejects one of Contractor's staff, the Contractor must provide replacement staff satisfactory to the City at no additional cost to the City. If, in the opinion of the City, any Contractor employee who is incompetent, disorderly, refuses to perform in accordance

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with the contract specifications, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, shall be removed immediately from work under this contract upon request of the City.

Contractor personnel shall check in with designated City staff before performing services. Contractor acknowledges it is an independent contractor and shall not for any purpose be deemed to be an employee, agent, or other representative of the City.

Contractor shall not assign, sublet, transfer or otherwise substitute its interest in this work, or any of its obligations, without the prior written consent of the City. It is the intent of these specifications that all work is to be performed by Contractor's forces.

Contractor shall employ a sufficient number of staff to ensure performance of the work described. All work shall be performed by experienced staff directly employed by the Contractor.

Each employee of the Contractor shall be identified by a photograph identification badge and uniform readily identifying the worker as an employee of the Contractor's contractor. Each employee must be so identified at all times while performing work in any City facility.

No unauthorized person or persons not employees of the Contractor (i.e., spouse, children, brother, sister, friends, etc.) shall be allowed within the immediate work area during the performance of services under this contract.

Contractor shall keep the premises free from the accumulation of waste materials, rubbish, and other debris resulting from the work. At the completion of the work, the Contractor shall remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment, machinery, surplus material, and leave the site clean and ready for occupancy.

Contractor will be responsible for the removal, packaging, transportation and proper disposal of all materials deemed as waste per all applicable local, state, and federal regulations. Disposal of contractor project waste in City containers or at City facilities is not allowed.

Contractor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.

The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on

the work site and other persons including but not limited to the general public who may be affected thereby.

4.2.3 Contractor Qualifications

Bidder shall be regularly and continuously engaged in the business of providing security camera alarm monitoring services for at least warranty phase of the project.

Bidder's monitoring facility shall be Underwriters Laboratories (UL) listed and certified under Underwriters Laboratories UUFX Guidelines.

Bidder shall possess a C-7 Low Voltage Systems Contractor license through the State of California at the time of proposal submittal.

Bidder shall possess a C-10 Electrical Contractor license through the State of California at the time of proposal submittal.

Bidder shall possess an Alarm Company Operator (ACO) license issued through the State of California Bureau of Investigative Services at the time of proposal submittal.

Bidder shall possess an Alarm Company Qualified Manager (ACQ) license at the time of proposal submittal.

Bidder shall possess and maintain throughout the term of the contract all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

4.2.4 As-built Drawings

The selected contractor will prepare as-built drawings to document changes during installation.

5.0 Non-mandatory Job Walk

A non-mandatory job walk will take place on the following days below. There will be a sign in sheet at the meeting sites to be filled out by participating Contractors.

Day 1

Contractors shall meet in front of the Van Buskirk Community Center on **Tuesday, December 12, 2023, at 8:00 a.m.** at 734 Houston Ave, Stockton, CA 95206. Parking is available for all sites.

The job walk will visit the following sites in this order:

1. Van Buskirk Community Center

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2. Stribley Community Center
3. Louis Park Softball Complex
4. Oak Park Senior Center

Day 2

Contractors shall meet in front of the Arnold Rue Community Center on **Wednesday, December 13, 2023, at 8:00 a.m.** at 5758 Lorraine Ave, Stockton, CA 95210. Parking is available at all sites.

The job walk will visit the following sites in this order:

1. Arnold Rue Community Center
2. Seifert Community Center
3. Misty Holt-Singh Softball Complex
4. Stockton Soccer Complex

Contractors will be required to provide their own transportation to each site. During the job walk, the project manager will show the group around the building. Fifteen (15) minutes will be the average time spent at each site (at the discretion of the project manager) before the group moves on to the next location on the list in numerical order. The project manager will meet the group at the front entrance of each building, in the order listed above, and will wait up to 5 minutes after meeting time before moving the group into the building.

Please contact Jessie Garcia at (209) 937-8410 or jessie.garcia@stocktonca.gov if you have questions about the job walk.

6.0 PROJECT GENERAL INFORMATION, PROPOSAL REQUIREMENT & EVALUATION

6.1 Proposal Submissions

Monday, January 29, 2024,

Proposals shall be submitted no later than ~~Wednesday, January 10, 2024,~~
at 3:00 p.m. to:

JESSIE GARCIA
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**Community Center Security Cameras**” for the City of Stockton (CR23005). **The cost proposal must be in a sealed envelope separate from the proposal.** Late Proposals will not be accepted. Also, an electronic copy of the proposal should be emailed to

Dawn Clement at Dawn.Clement@stocktonca.gov and Jessie Garcia at Jessie.Garcia@stocktonca.gov. This Electronic submittal should **not** include the cost proposal.

6.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the contractor submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all the requested information could be grounds to reject the proposal. The city at its discretion can award either all or partial sites listed.

6.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Jessie.Garcia@stocktonca.gov

CC: Dawn.Clement@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) calendar days (see below) prior to the proposal due date. If a response warrants an addendum to the RFP, such an addendum will be provided at least two days prior to the proposal due date. It is the Contractor's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

6.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/bid submittal and considered non-responsive.
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

- No person, contractor, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.
- Any exceptions to the insurance requirement may result in a nonresponsive proposal.

6.5 Licensing Requirements

Contractor shall possess a City of Stockton business license. Contractor shall maintain the licenses seen under **Contractors Qualifications** for the duration of the work. A copy of your company's License must be submitted with your proposal.

6.6 Insurance Requirements

The Contractors must obtain and maintain the required insurance. Contractors should review **Attachment D**, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

7.0 PROPOSAL REQUIREMENTS

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Cost Proposal

The Proposal shall be no more than twenty-five (25) pages (8½" x 11"), with a minimum font size of 10. Contractors shall submit one (1) electronic pdf copy, and four (4) bound sets of the proposal.

7.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the contractor with the City of Stockton. Provide name,

title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

7.2 Table of Contents

The proposal should include a table of contents.

7.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Project Manager and key personnel. The summary should convey an understanding of the purpose of the project and the services required for performance.

7.4 Project Team

Describe your team organization including the qualifications of the prime Project Manager and any other key personnel related to the project. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the company's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes and applicable license(s)

7.5 Detailed Work Plan

Provide a proposed work plan for implementation of the monitoring program to transition each facility without interruption of service from the current provider to the Contractor. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes.

Provide a full, itemized description of items and services included in routine maintenance which are covered by the monthly fee.

7.6 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project.

7.7 References

Provide three references from clients your contractor has served in the past three years, including one client that has newly engaged the contractor in the past 36 months and one long-term client. This shall include the name, company, contact information, and description of related work that was provided to the client. No City of Stockton elected officials, appointed officials, or employees may be provided as a reference for this Proposal. Provide two letters of reference for the company, who are familiar with the project manager and other key personnel that will be assigned to the project.

7.8 Cost Proposal

Contractor is encouraged to attend the job walk to inspect areas prior to submitting proposal in order to be fully aware of the scope of contractor's services required. Failure to do so will not relieve the successful bidder from performing in strict accordance with the specifications at no additional cost to the City.

The cost proposal must be in a sealed envelope separate from the proposal.

8.0 PROPOSAL EVALUATION

The selection process will follow the anticipated timeline shown below, but is subject to change:

<u>Event</u>	<u>Date</u>
Advertise request for proposals	Friday, December 8, 2023
Written Questions submitted by	Friday, December 15, 2023 Tuesday, January 16, 2024
Response to Written Questions	Friday, December 22, 2023 Friday, January 19, 2024
Proposals Due	Wednesday, January 10, 2024 Monday, January 29, 2024
Negotiations	February 2024
City Council Approval	May 2024

8.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualification and cost-based selection, so ranking will be in accordance with the attached **Evaluation Scoring Sheet (Attachment C)**. Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after

other categories have been evaluated. Local preference will also be a factor, so Stockton contractors are encouraged to propose. Also, non-Stockton contractors should make an effort to use Stockton consultants whenever possible.

8.2 Negotiations

City staff will begin negotiations with the highest-ranked contractor. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the highest-ranked contractor and proceed with the second-ranked contractor. The compensation discussed with one prospective Contractor will not be disclosed or discussed with another Contractor. The selected Contractor will be expected to enter into a Professional Services Contract with the City. Contractors should direct their attention to **Attachment D - Instructions to Proposers**, for the most current insurance and indemnification language. It is expected that the successful Contractors will accept these terms without modification. The contract shall not be in force until the Council approves the contract and the City Manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Vicinity Map

Attachment B – Floor Plans

Attachment C – Evaluation Scoring Sheet

Attachment D – Instructions to Proposers