



**CITY OF SUNSET VALLEY
3207 JONES ROAD
SUNSET VALLEY, TEXAS 78745
REQUEST FOR PROPOSALS (RFP)**

RFP NO: 20220322	DATE ISSUED: 3/24/2022
ITEMS/SERVICES: SURVEILLANCE AND ACCESS CONTROL SYSTEMS	DATE CLOSED: 04/21/2022

The City of Sunset Valley is accepting proposals for SURVEILLANCE AND ACCESS CONTROL SYSTEMS. Late bids will not be accepted. The work shall consist of furnishing all labor, materials, tools, equipment, appurtenances, and incidentals for providing SURVEILLANCE AND ACCESS CONTROL SYSTEMS in accordance with the specifications for the agreement. Proposals must be received by 3:00 p.m. Thursday, April 21, 2022. Copies of the RFP are available electronically at <https://www.sunsetvalley.org/government/public-notices-information/rfp-rfq> and for pickup at the Sunset Valley Police Department, 3207 Jones Road, Sunset Valley, Texas 78745 during normal business hours 8:00 a.m. to 5:00 p.m., Monday through Friday.

GENERAL INSTRUCTIONS

1. Submit ONE original proposal via email to lcarter@sunsetvalley.org

2. All submissions should be titled "Quotation for SURVEILLANCE AND ACCESS CONTROL SYSTEMS (Bid No.20220322)."
3. Interested vendors MUST schedule an on-site visit of facilities and system equipment, in accordance with **Section 14. ON SITE VISITS** of this RFP. All visits must be scheduled in advance by contacting the City Point of Contact.
4. Email proposal packages to **City Point of Contact:**

Lenn Carter
Police Chief
City of Sunset Valley
512.892.1384
lcarter@sunsetvalley.org

Proposals must be received no later than **3:00 p.m. on Thursday April 21, 2022.**

1. INTRODUCTION

The City of Sunset Valley (City) is requesting proposals from qualified, professional surveillance and access control system vendors. The qualified vendor would enhance the City's existing surveillance and access systems which would enable the City to address security and safety concerns.

2. BACKGROUND INFORMATION

The City of Sunset Valley is in Travis County, Texas. The City is a general law city located approximately six miles from downtown Austin. It is a Mayor-Council municipality with a strong mayor form of government. The City is a residential community anchored by a mix of retail businesses.

The City employs 27 staff members who occupy three separate campuses, a Police Facility, City Hall, and Public Works. The Police Department and Public Works campuses have functioning surveillance and access control systems that are failure prone and are unable to operate to their full capabilities. City Hall has an access control system and an outdated surveillance system that needs replacement.

Staff conducted a threat assessment of these facilities and determined that installing surveillance systems would assist in addressing safety concerns. Therefore, staff identified the need to both modernize existing surveillance and access control systems at the Police Department and Public Works and add surveillance capabilities to City Hall. Staff further recognizes the financial costs associated and is requesting a separate bid for each of the three identified campuses.

3. OBJECTIVES

The City of Sunset Valley seeks an enhanced public safety surveillance system for the following City campuses; Police Department, City Hall, and Public Works. General goals and objectives expected to

result from the new system include:

- A. Modernization of existing surveillance system at Public Works facility to address security concerns and protect staff against potential threats.
- B. Modernization of existing surveillance system at the Police facility to address security concerns and protect staff against potential threats.
- C. Installation of a surveillance system at City Hall to address security concerns and protect facilities from after-hours threats.
- D. Ability for surveillance systems at each of the three facilities to function via power over Ethernet or via Wi-Fi or a combination of both.
- E. Ability for information to be stored on either a local server or on the cloud for up to a year.
- F. Ability for cameras at all the campuses to be monitored at the Police Department
- G. Ability for the cameras at City Hall and Public Works to be monitored within each building to address security concerns.

The City reserves the right to reject all proposals, disqualify nonconforming or incomplete proposals at its sole discretion, waive deviations from the RFP, and determine whether proposers are qualified, or to make no award. The City reserves the right to issue addenda to the RFP, to modify the RFP, to modify the franchise agreement, or to withdraw the RFP. The City may request clarification or additional information from any of the proposers at any point in the RFP process. Proposals must comply fully with the requirements detailed in this RFP. Required supporting documentation must be included as attachments and be appropriately identified. All proposers should take whatever steps they believe are necessary to reasonably establish the actual existing service information when preparing their proposals.

4. SUBMISSION REQUIREMENTS AND CONDITIONS

Vendors wishing to be considered in the selection process must email ONE complete proposal package to the Point of Contact no later than 3:00 p.m. Thursday, April 21, 2022. The submission must be titled “Quotation for SURVEILLANCE AND ACCESS CONTROL SYSTEMS (Bid No.20220322).”

This RFP is available online at <https://www.sunsetvalley.org/government/public-notices-information/rfp-rfq> and available for pickup at the Sunset Valley Police Department at 3207 Jones Road, Sunset Valley, TX 78745 Monday – Friday from 8:00 a.m. through 5:00 p.m.

The City requests that the submitted proposal address the points outlined in **3. OBJECTIVES (A – G)** with specificity. The evaluators are looking for content, organized effort, and solution-oriented proposals.

Each proposal shall provide the following information:

5. LETTER OF TRANSMITTAL

The letter of transmittal must contain the following statements and information:

- A. Legal company name, address, telephone number(s) and website.
- B. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the company and to whom correspondence should be directed.
- C. Complete a W-9 that includes Federal taxpayer identification numbers of the company.
- D. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
- E. The letter must be signed by an officer of the firm, or the person authorized to bind the vendor to the proposal and cost schedule.
- F. A statement indicating that the proposal and cost of service schedule will be valid and binding for ninety (90) days following the proposal date.

- G. At least 5 vendor references from projects similar in scope and size to the proposed project.

6. COMPANY PROFILE

Provide a brief profile of the company including at a minimum:

- A. Length of time in business
- B. Length of time providing the proposed services
- C. Number of clients in the public sector
- D. Number of full-time employees and area of involvement; Technical Support, Sales Support, Administrative Support.
- E. Location of offices to service the account.
- F. Historically Underutilized Business (HUB) statements, if applicable.

7. PROPOSAL

- A. Description of the approach the vendor will use in providing the services requested.
- B. Provide a system overview.
- C. Discuss system requirements
- D. Describe the implementation process.
- E. Explain system warranty, maintenance, and support.
- F. Discuss user licenses, annual fees, and any services not under the fixed fee.
- G. Provide individual price quotations for: City Hall, Public Works, and Police Department.
- H. Include a pricing summary.
- I. Include, if applicable, any information about why the company is uniquely qualified to perform the services.

8. DRAFT CONTRACT LANGUAGE

The vendor shall submit a draft contract.

9. CONFIDENTIAL INFORMATION

To the extent permitted under Texas law, all proposals will be kept confidential. In the event any proposed vendor believes that any information submitted with its proposal is confidential, classified, or proprietary business information, such information should be explicitly identified and marked. The reason for such designation should also be stated. Proposals will only be accepted from vendors authorized to do business in the State of Texas

10. REQUIRED ATTACHMENTS AND CERTIFICATIONS

The following attachments to this RFP are required to be submitted with your proposal:

- Certificate of Non-Discrimination (Attachment B)
- Ethics Affidavit (Attachments C and C-1)
- Drug and Alcohol-Free Workplace Certification (Attachment D)

11. EVALUATION CRITERIA and SELECTION PROCESS

The selection will be made by City Council on recommendations from staff. The City requires that the vendor direct any questions to the City Point of Contact. The City established minimum standards for responsible prospective contractors are:

- Have a satisfactory record of performance;
- Have adequate financial resources, or the ability to obtain such resources as required;
- Be able to comply with the required or proposed schedule;
- Have a satisfactory record of integrity;
- Have a positive reputation for quality goods or services;
- Positive past relationship with the City (if any).

Vendors may be asked for additional information to demonstrate they meet minimum standards. The

evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. Each proposal will be evaluated using the criteria and rating system shown below:

- A. Responsiveness to the RFP (5 points)
- B. Approach and Methodology (20 points)
- C. Experience of the Firm (15 points)
- D. Staffing and Experience (15 points)
- E. Satisfaction of Clients/End Users (25 points)
- F. Pricing (20 points)

The award of contract will be made to the firm, whose proposal receives approval of the City Council. Following selection of the recommended vendor, a letter will be sent to all bidders informing them of the City's selection and the date of anticipated City Council meeting to award the contract. Award will be made to the vendor whose proposal best complies with the RFP and will be the most advantageous to the City. The City will negotiate contractual terms of services with the selected vendor and, upon successful negotiation; complete the contract award. The City is not liable for any costs for work or services performed by the selected Vendor prior to completion of an executed contract and contract start date.

The following is the proposed schedule for selecting a vendor:

March 24, 2022- Issue RFP

April 21, 2022 @ 3:00 P.M. - Deadline for Receipt of Proposals

May 3, 2022 - City Council Award

May 26, 2022 - Start of Contract

12. LATE PROPOSALS

Proposals emailed after the designated time will not be considered in the selection process and will be retained unopened. Complete proposals are due 3:00 p.m. April 21, 2022.

13. QUESTIONS AND ADDENDUMS TO THE RFP

Bidders having questions concerning specifications to this RFP should submit them in writing (email) to the attention of the City Point of Contact. Questions should be submitted not later than close of business, Monday, April 11, 2022, so that appropriate information may be researched and made available to all bidders. If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued by the City. Unauthorized contact regarding this request for proposal with employees may result in disqualification. Any oral communication will be considered unofficial and non-binding.

14. ON SITE VISIT

All prospective vendors must schedule an on-site visit to review facilities and equipment. Visits must be scheduled in advance of arrival; please no drop ins. Appointments can be scheduled Monday-Friday during normal business hours 8:00 A.M. to 5:00 P.M., beginning Monday, March 28, 2022, at 10:00 A.M. To schedule a visit, email or call the Point of Contact.

15. MISCELLANEOUS

The City reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City's sole judgment best meets the requirements of the program. The RFP creates no obligation on the part of the City to award a contract or compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The City reserves the right to award a contract based on proposals received without further discussion or negotiation or interview the higher rated bidders. If

the City intends to hold interviews, the vendor(s) to be interviewed will be contacted to schedule an interview. Vendors should not rely upon the opportunity to alter their qualifications during any discussions. Submit your proposal as your best and final offer.

16. LEGAL RELATIONS AND RESPONSIBILITIES

A. CONTRACT

A contract equally binding between the CONTRACTOR and the CITY shall be produced, if and when, CONTRACTORS proposal is accepted by the CITY. The CONTRACTOR shall not sell assign, transfer, or convey this contract in whole or in part without the prior written consent of the CITY.

B. DRUG FREE WORKPLACE

It is the policy of the City of Sunset Valley to maintain a drug-free workplace. CONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work. CONTRACTORS must complete and adhere to Drug and Alcohol-Free Workplace Certification, **Attachment D**, and submit with this proposal for consideration.

C. ETHICS/CONFLICTS OF INTEREST

No public official or CITY employee shall have a personal or financial interest in this contract. CONTRACTOR shall not offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the CITY during the procurement period or life of the contract. CONTRACTORS must disclose any prior or existing business relationship with CITY employee, officials, or agent; and submit Ethics Affidavit with proposal **Attachments C and C-1**.

D. HOLD HARMLESS

The CONTRACTOR shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bids award. CONTRACTOR indemnifies and will indemnify that save harmless the CITY from liability, claim or demand on their part, agent's servants, customer, and or employees

whether such liability, claim or demand arise from the event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. CONTRACTOR shall pay any judgment with costs, which may be obtained, against the CITY growing out of such injury or damages.

E. HOLIDAYS AND HOURS OF WORK

No work shall be allowed on designated holidays unless specific prior arrangements have been made. Work will be scheduled around major City events and holidays.

F. INSURANCE

The CONTRACTOR responsible for services performed at the site will provide proof of Worker's Compensation Insurance, General Liability Insurance, and Umbrella Liability Insurance. The CONTRACTOR should not include such insurance costs in its proposal. Insurance requirements are located in **Attachment E**.

G. NON-DISCRIMINATION AND EMPLOYMENT

The CITY encourages equal employment opportunity practices on the part of private businesses and persons seeking to do business with the CITY are expected to comply with applicable Federal and Texas State laws, regulations and orders relating to equal employment and non-discrimination, with regard to, employees and subcontractors. Bidders must complete **Attachment B** and return with proposal.

H. PAYMENT

Invoices must be fully itemized and provide sufficient information for approving payment and for auditing purposes. Invoices must be billed on a monthly basis including all services and supplies provided during the month. Invoice should be addressed to City of Sunset Valley Accounts Payable. Invoices will be paid net 30 days.

END

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ATTACHMENT B
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY
CERTIFICATION OF NON-DISCRIMINATION

The CONTRACTOR hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

Contractor

Signature

Title

Date

ATTACHMENT C
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY
ETHICS AFFIDAVIT

STATE OF TEXAS

COUNTY OF TRAVIS

Date: _____

Name of Affiant: _____

Title of Affiant: _____

Business Name of Bidder: _____

County of Bidder: _____

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Bidder to make this affidavit for Bidder.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Bidder has received the list of key contracting persons associated with this invitation for bids, which is attached to this affidavit as Exhibit C-2.
5. Affiant has personally read Exhibit C-1 and C-2 to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "C-1" with whom Bidder is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Request for Proposals.

Signature of Affiant

Address

ATTACHMENT C-1
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY

Bidder acknowledges doing business or has done business during the 365 day period immediately prior to the date on which this bid is due with the following key persons and warrants that these are the only such key persons:

If no one is listed above, Bidder warrants that Bidder is not doing business and has not done business during the 365-day period immediately prior to the date on which this bid is due with any key person.

Signature

Print Name

EXHIBIT C-2
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
LIST OF KEY CONTRACTING PERSONS
City of Sunset Valley

<u>Position Held</u>	<u>Name of Individual</u>
Mayor	Marc Bruner
Mayor Pro-Tem	Alfonso Carmona
Councilmember	Rudi Rosengarten
Councilmember	Robert Johnson
Councilmember	Wanda Reetz
Councilmember	Justin Litchfield
City Administrator	Sylvia Carrillo
Director of Public Works	Carolyn Meredith
Chief of Police	Lenn Carter
Accountant	Suzanna Fleegal

ATTACHMENT D
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
AT THE SUNSET VALLEY CITY HALL
DRUG-FREE WORKPLACE CERTIFICATION

It is the policy of the City of Sunset Valley to maintain a drug-free work place. CONTRACTORS, SUBCONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work; and are not to report to or remain at work under the influence of intoxicants. For the purpose of this policy, intoxicants include abused inhalants such as glue or paint thinner, alcoholic beverages, and any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained or not used for their prescribed purposes. In order to have a drug-free workplace, CONTRACTOR shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the CONTRACTOR'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this proposal a copy of the statement specified in Subsection (1).
4. Notify the employees that, as a condition of working under this proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to, of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction. CONTRACTOR will impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation.
5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this CONTRACTOR complies fully with the above requirements.

Signature

Date

Print Name and Title

ATTACHMENT E
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY INSURANCE REQUIREMENTS

Insurance Provided by the CONTRACTOR

For any Contract resulting from this request for proposals, the CONTRACTOR shall, prior to Notice to Proceed, provide the CITY with a Certificate of Insurance in the below listed minimum amounts and shall maintain such coverage in effect for the full duration of the Contract, unless such Contract specified different coverage or amounts. Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the CITY by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

1. Workers' Compensation	\$500,000	
2. Employer's Liability	\$500,000	
3. Bodily Injury Liability:	\$500,000	per each occurrence
Except automobile	\$1,000,000	aggregate
4. Automobile Bodily Injury Liability	\$500,000	per each person
	\$1,000,000	per each occurrence
5. Automobile Property Damage	\$500,000	per each occurrence
6. Excess Umbrella Liability	\$500,000	per each occurrence