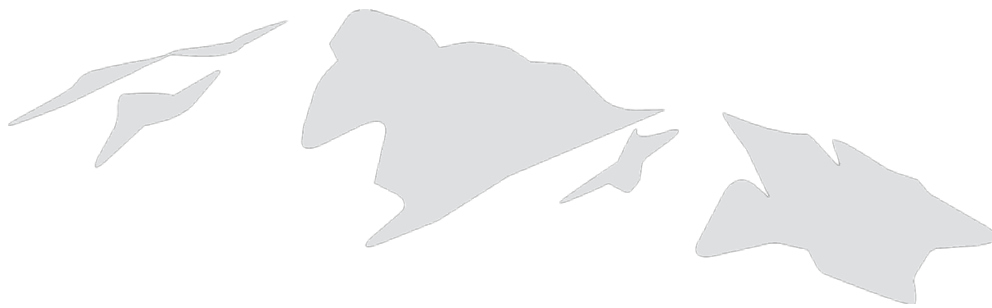




**REQUEST FOR BID
(RFB)
CAMERA INSTALLATION AND HARDWARE**



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Management Services

05/14/2021

REQUEST FOR BID

OGDEN CITY CORPORATION
CAMERA INSTALLATION AND HARDWARE

Ogden City is requesting sealed bids from a qualified individual(s) or firm(s) to provide camera hardware and installation and/or MSRP discounted pricing on Avigilon cameras, Axis Cameras, Avigilon Card Access (ACM), Ubiquity Wireless Antennas and installation hardware at various locations within the City.

Bid packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

Two copies of the sealed bid shall be submitted to: Ogden City Purchasing, c/o the Info Desk at the 1st floor of the Municipal Building located at 2549 Washington Blvd. Ogden, Utah 84401 by **June 3, 2021, no later than 2:30 PM**. On the same date, 30 minutes later at 3 PM, bids will be opened and read aloud via an online platform. **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

Published: May 15 & 22, 2021

REQUEST FOR BID

OGDEN CITY CORPORATION

CAMERA INSTALLATION AND HARDWARE

I. INTRODUCTION

The purpose of this Request for Bids (RFB) is to solicit competitive sealed bids from qualified and experienced individual(s) or firm(s) to provide camera hardware and installation and/or MSRP discounted pricing on Avigilon cameras, Axis cameras, Avigilon Card Access (ACM), Ubiquity Wireless Antennas and installation hardware at various locations within the City.

Goals/Objectives

The overall objective of this project is to ensure the safety of Ogden City businesses, residents, and visitors. We have security cameras located throughout the city at various locations. This is an ongoing project, and we will be needing installation of cameras at various locations throughout the city on an as needed basis.

II. SCOPE OF SERVICE

The work to be performed consists of furnishing camera hardware and installing equipment necessary for specific projects within City boundaries. For standardization purposes, camera type will be specific to Avigilon and Axis cameras including Avigilon Card Access (ACM) and Ubiquity Wireless Antennas.

It is anticipated that this bid will result in a single contract award. A not-to-exceed services agreement will consist of a one (1) year term with the option to renew for two (2) additional one (1) year term extensions. *Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

Ogden City reserves the right to cancel the RFB without awarding a contract.

III. OUTLINE OF EXPECTATIONS AND QUALIFICATIONS

- A. Minimum and demonstrated five (5) year experience in installation of Avigilon and Axis cameras. The successful bidder shall clearly possess an understanding of the scope of service required.
 - 1. Tiered technicians' requirement – Level I, II, III
- B. Must possess the applicable required licenses & insurance coverage.
 - 1. Insurance – Attach copy of Certificate of Insurance per insurance requirements.
- C. Good experience in project completion documentation.
- D. If applicable, contractor will assure that all permitting, demolition, and debris removal will comply with applicable City, State and Federal regulations and procedures covering camera installation.
- E. Operating Hours: Work shall be performed between Monday Friday 7am-5pm. No work shall be performed on Sundays unless authorized in advance by the City Project Manager.

IV. BID SUBMITTAL, DEADLINE AND VIRTUAL BID OPENING

- A. Bid Submittal** – Bidders shall provide two (2) copies of the documents required in this RFB in a sealed envelope. At a minimum, the following must be submitted and included in the bid submittal:
 - 1. Exhibit A - Completed Contractor Information Sheet with required attachments.
 - 2. Exhibit B - Completed Bid Form
 - 3. Exhibit C – Completed Addenda Acknowledgement, if applicable
- B. Bid Deadline** – Sealed bids must be submitted no later than 2:30 PM, Jun e3, 2021. On the outside of the envelope, indicate firm's name and Camera Installation and Hardware RFB.

Submit Sealed Bid To:

Ogden City Corporation

ATTN: Purchasing Office

2549 Washington Blvd, Suite 510

c/o 1st Floor Information Desk

Ogden, UT 84401

LATE BIDS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk at the same address. It is the sole responsibility of those responding to this RFB to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

C. Virtual Bid Opening – On the same date, 30 minutes later at 3 PM; bids will be opened and read aloud by City employees via an online format.

Details regarding the virtual bid opening are listed below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 385-419-1681,365756136#](tel:+13854191681365756136) United States, Salt Lake City

Phone Conference ID: 365 756 136#

V. INSURANCE REQUIREMENTS

The successful Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

VI. OTHER TERMS AND CONDITIONS

- A. Fees - Contractor is responsible for all application permits, fees, inspections, certifications, and approvals necessary to perform the required work.
- B. Background Check - For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. Safety - Public Safety must be considered at all times. The Contractor must take precautions at all times, to utilize and store materials and equipment needed to conduct the work in a way that will prevent injury to citizens. Contractor must ensure that proper

signs, caution tape or physical barriers or other devices are utilized as needed to signal a hazard or restrict public access. In addition, the Contractor must ensure the safety of their workers by adhering to industry best practices, OSHA safety, traffic safety guidelines as applicable for the work being performed. The City Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.

- D. Cost of Developing Bids - All costs related to the preparation of proposals/bids and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- E. The City reserves the right to request clarification of information submitted, and to request additional information from any bidder.
- F. Ogden City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- G. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- H. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.
- I. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion from prospective service providers. The winning bidder shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Bids. Ogden City

reserves the right to reject any or all bids received. Furthermore, Ogden City shall have the right to waive any informality or technicality in bids received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

VII. GOVERNING INSTRUCTIONS

This RFB will constitute the governing document for submitting bids and will take precedent over any oral representations.

VIII. CONTACT PERSON

For any questions related to this RFB, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3PM on May 28, 2021.

EXHIBIT A

**OGDEN CITY CORPORATION
COMPANY INFORMATION SHEET**

A. Business name: _____ Year Est. _____

Owner or Parent Company: _____

Business address: _____

Business Tel.: _____ FAX: _____ Mobile Tel.: _____

Federal I.D. # _____

If you do not have a federal I.D. #, please list your Social Security Number:

→ Attach a completed IRS W9 Form.

B. List at least three (3) recent clients who can attest to the quality of your work related to Avigilon and Axis hardware and camera installation:

Name

Address

Phone Number

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>

D. Number of full-time employees: _____ Number of part-time employees _____

F. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: _____ Title: _____

G. Insurance Info - Limits of your insurance coverage:

General Liability: _____

Automobile: _____

Workman's Compensation: _____

→ Attach certificate of insurance.

I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this application.

Name & Title

Authorized Signature:

Date

**EXHIBIT B
 BID FORM**

NAME OF BIDDER _____ **Date** _____

The **Contract** is defined as Ogden City Camera Hardware and Installation.

For the work defined in the Scope of Services section of the RFB, I/we agree to provide and perform the necessary hardware and services based on the proposed fees/rates below; to include the required Insurances.

<u>Technician Rates</u>			
	Hourly	Daily	Week
Level I	\$	\$	\$
Level II	\$	\$	\$
Level III	\$	\$	\$

<u>Avigilon Equipment</u>	
MSRP Price	
Cameras – % or \$ off MSRP =	
Hardware - % or \$ off MSRP =	
<u>Axis Equipment</u>	
MSRP Price	
Cameras – % or \$ off MSRP =	
Hardware - % or \$ off MSRP =	

This bid shall remain in effect for 60 days after bid-opening.

Respectfully submitted,

Seal (If a corporation)

Name & Title

Address

Authorized Signature:

Date

**EXHIBIT C
ADDENDA ACKNOWLEDGEMENT**

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) _____

2.(Date) _____

Name of Bidder

Authorized Signature