



ALGER TRANSIT AUTHORITY

REQUEST FOR PROPOSAL (RFP) FOR A SURVEILLANCE SYSTEM

(RFP: SUR2018-1)

Release date: February 19, 2018

**DEADLINE: May 31, 2018**

Jennifer Heyrman, Executive Director

Contact Information:

Paige Eaton, Administrative Assistant: [altranfinance@jamadots.com](mailto:altranfinance@jamadots.com)

***No phone calls will be accepted!!***

Request for proposals issued	April 16, 2018
Recommended site visit	May 14, 2018 @ 10:00a.m.
Questions due	May 21, 2018
Question responses issued	May 23, 2018
Proposal due date	May 31, 2018 @ 5:00p.m.
Anticipated award	June 15, 2018

Background:

Alger Transit Authority, 530 E. Munising, Munising MI, 49862, (hereafter referred to as the “agency”) is seeking proposals for a Surveillance System at and for the agency’s new facility at the above physical location.

Please submit proposals by mail to: Paige Eaton, Administrative Assistant, Alger Transit Authority, PO Box 69, Munising, MI 49862, or hand delivery in an envelope marked “Surveillance System” to Alger Transit Authority, 530 E. Munising Ave., Munising, MI 49862. All proposals must be received by May 31, 2018, at 5:00p.m. Late submissions will not be accepted. Proposals may be withdrawn by written request prior to the due date.

Purpose of Project:

The requesting agency is seeking an indoor and outdoor surveillance system to monitor:

- Vandalism/Theft
- Slip/Falls in parking area, bus garage, maintenance shop and wash bay
- Indoor surveillance of: Real time monitoring of Dispatch, main entry, hallway, break area, bus garage, maintenance shop and wash bay
- Outdoor surveillance of: Real time monitoring of parking area, cold storage and perimeter of building

The surveillance system must monitor the areas described in Attachment C – Alger Transit Authority Camera Locations.

Scope of Work:

The project requirements are:

- HD POE Cameras – data shall be of high enough quality to be used as legal evidence, for training and for employee corrections
- Digital Zoom
- Night vision with light & low light capabilities
- Record 24/7
- Weatherproof rating for indoor/outdoor application
- NVR
- Backup storage and ability to pull video onto USB drive or portable hard drive
- User friendly Graphical Interface
- Capable for 2-3 Agency Users
- Video search by time, calendar, event
- Mobile viewer including iPhone, iPad, Android, Blackberry and Windows Mobile
- Backup Power Supply

Submitted proposals must include a plan to meet the Purpose of the Project requirements. Submitted proposals must also include the cost of all materials, equipment, delivery, installation, configuration, testing and training to get the system fully operational. All equipment must be new, able to perform to the manufacturer’s specifications, and must be warranted against defects in material and workmanship with the product warranty fully described. Proposals must include the training provided to agency staff and training manuals. On-site training is preferred. Post-install support requires same-day response time by telephone. Due to the nature of the agency’s business, we receive on-demand calls

for rides, a suitable time schedule will need to be in place before work starts. Work will need to be performed with minimal disruption to our daily services.

Proposal Content:

Proposals must include: business name, address and primary contact person; price; experience with this type of project; qualifications of individuals performing the work; three references with the business's name, address, contact person and that person's email and phone number; and proof of bonding and insurance. The contractor must submit a written certification on company letterhead, signed by an authorized representative, accepting the terms and conditions of this solicitation. Proposers must submit one (1) original and two (2) copies of the proposal.

Proposal Conditions:

Submitted proposals become the agency's property. Proposal contents are considered valid for one hundred and twenty (120) days after the submission deadline. The agency reserves the right to waive any informalities or minor defects and to accept or reject any or all of the submitted proposals, and to postpone the proposal due date for sound, documentable, business reasons. Conditional proposals will be considered non-responsive and may be rejected unless the agency gives specific approval to a written request received at least ten (10) working days prior to the proposal due date. All other interested parties will be notified of any changes to the project requirements. Changes will be posted on the Alger Transit Authority's website at: [www.altranbus.com](http://www.altranbus.com). This RFP does not commit the agency to award a contract, to pay any cost incurred in the preparation of a proposal, or to preclude the agency from cancelling, in part or in its entirety, this RFP, for sound, documentable, business reasons.

This is a firm fixed price contract. Payment will be by lump sum with a 10% retention. Final payment will not be made until the project is completed to the agency's satisfaction.

Questions about this RFP must be submitted in writing by mail, delivered to the agency, or emailed to [altranfinance@jamadots.com](mailto:altranfinance@jamadots.com). Phone calls involving the RFP or related questions will **NOT** be accepted. All questions and answers related to this RFP will be sent to vendors who were sent an RFP or who have submitted questions and will be posted on the Alger Transit Authority's website at: [www.altranbus.com](http://www.altranbus.com). All questions and/or comments must be received at least ten (10) working days prior to the proposals due date. Verbal comments are **NOT** part of this solicitation.

**An optional site visit will be held on: May 14, 2018 @ 10:00a.m. at the agency's physical address.**

Evaluation Criteria:

**The selection criteria for this solicitation are following and listed in order of importance**, although the third and fourth criteria are equally weighted. Price is relatively less important than the non-price factors as a whole.

- ✓ Ability of the submitted plan to meet the Purpose of Project
- ✓ Price, which will be evaluated by the following formula: lowest price divided by the vendor's price being evaluated times available points
- ✓ Training offered
- ✓ Technical support
- ✓ Warranty

The selection panel members are the agency's Executive Director, Administrative Assistant, and Maintenance Supervisor. Any proposer falling within a competitive range as determined by the selection panel may be asked to give a presentation to the selection panel. Presentations are to clarify any issues with the submitted proposal. The original scoring of the non-price criteria may be modified based on the results of the presentation. The agency reserves the right to award to other than the lowest price proposal and to the proposal providing the best value to the agency. The award will only be made to a responsive and responsible vendor.

Terms & Conditions:

This project is funded by the Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT). It is subject to the guidance in the Procurement Guidelines for Grantees Receiving Federal Transit Administration (FTA) Funds via MDOT, 3182, Revised 03/17, and all subsequent editions, as available on the internet. The federal requirements for this project are the Michigan Department of Transportation 3162A (12/17) CONSTRUCTION LESS THAN \$150,000, as attached and available on the internet.

This is a Davis-Bacon prevailing wage project and the prevailing wages are attached. Prevailing wages must be paid and certified payrolls must be submitted weekly.

The selected vendor will contract with the agency and may have to have a third party subcontract approved by MDOT. The awarded subcontract serves as the vendor's Notice to Proceed. The agency reserves the right to cancel the contract with thirty-(30)-days written notice. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over installation of the project shall apply to the contract. The selected vendor must adhere to all OSHA rules and regulations.

The selected vendor must provide the agency and its authorized representatives safe access to the work at all times. The selected firm must provide the agency and its authorized representatives with the information and assistance necessary for them to make complete and detailed inspections. The selected vendor is not entitled to a time extension or compensation for reasonable delays, inconvenience, or any other cause attributed to the agency's reasonable inspection of the work area.

The firm agrees to indemnify and hold the agency, its officers, agents, employees and/or trustees, harmless from and against any and all claims or causes of action brought against the agency and from any and all damages, losses, expenses, attorney fees, costs and liabilities sustained by the agency arising out of any claimed defect in the goods and services provided by the vendor. The vendor's obligation under this paragraph shall include the obligation to indemnify and hold the agency harmless for negligence, whether active, passive, or concurrent, in the performance of the agency's duties and obligations pursuant to this project and agreement.

**Attachments:**

Attachment A - Davis-Bacon prevailing wages

Attachment B - Michigan Department of Transportation 3162A (12/17) CONSTRUCTION LESS THAN \$150,000

Attachment C – ALTRAN Camera Locations