

**ADVERTISEMENT
FOR THE USE AND BENEFIT OF
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive, sealed bids in the Office of the Chancery Clerk of Board of Supervisors of Neshoba County, Mississippi at the Neshoba County Courthouse, 401 Beacon Street, Suite 107, in Philadelphia, Mississippi until 11:00 AM on Monday, the 21st day of May, 2018 in response to a Request for Proposals (RFP) for the following equipment and services:

Surveillance Video System

Detailed specifications for the above described software, hardware, services and bid forms may be obtained from the Board of Supervisor's Office at the Neshoba County Courthouse, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350 or by calling 601-656-6281 or on our website at www.neshobacounty.net. Neshoba County will determine if compliance with the specifications exist before accepting any bid.

INSTRUCTIONS TO BIDDERS

All bids shall be placed on the Neshoba County Bid Form with proposals included therewith, and be placed in a sealed envelope marked "Proposal for Surveillance Video System", and filed with the Neshoba County Board of Supervisors C/O Chancery Clerk Guy Nowell, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350.

It shall be incumbent upon each bidder to understand the specifications and requirements as listed herein and to obtain clarification when necessary, including visiting the facility and staff to inspect and determine necessary information. It is not the intent of the specifications to limit the bidding to any particular brand or provider of services, but rather to select such equipment and services to fill specific needs. Any reference to name-brand materials, equipment or services is intended to establish standards only and bids submitted on materials, equipment or services thereto shall be considered. Proposals and Bid Submitted may not be withdrawn for a period of 90 days.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 2nd day of April, 2018.

GUY NOWELL, CLERK
BOARD OF SUPERVISORS
NESHOPA COUNTY, MISSISSIPPI

Request for Proposals (RFP)

Surveillance Video System

for the

Neshoba County Jail

Neshoba County Board of Supervisors

Neshoba County, Mississippi

April 2, 2018

Proposals Due

May 21, 2018 – 11:00 AM CST

BACKGROUND INFORMATION

The Neshoba County Board of Supervisors is accepting proposals for the Neshoba County Jail for a new Surveillance Video System that will monitor and record various locations inside and outside the Law Enforcement Facility. This new system will replace the current analog system employed, expand the number and locations of cameras and enhance the visual acuity of cameras to updated higher resolution/megapixel devices. The system to be provided will be IP based and utilize POE to minimize the required cabling to the cameras. Each proposal must conform and be responsive to the specifications contained herein.

RFP OVERVIEW

The Neshoba County Board of Supervisors invites qualified providers to submit a proposal in response to this Request for Proposals, for exclusive install of a surveillance video system for the Neshoba County Jail / Neshoba County Law Enforcement Center.

The Neshoba County Jail is seeking to upgrade its current surveillance video system with a new IP surveillance video system throughout the Jail and Law Enforcement Center including outside areas. In addition to replacing all existing analog cameras the Neshoba County Jail is seeking to place additional cameras for enhanced surveillance for both internal and external areas of the facility.

The IP Cameras to be installed will operate via POE and the selected provider will provide suitable POE switches no more than 300 feet from each new IP camera location. It is anticipated that rack mounting of the switches in the existing server room will be less than 300 total feet to each area but the vendor may choose to mount one switch remotely in the jail portion of the facility to reduce the cabling needs to the various cameras in the jail portion of the facility.

The IP Network Video Recorder (NVR) to be provided will have a 64 channel capacity and eight (8) hard disk drives of eight terabytes (8 TB) each for a total storage capacity of 64 Terra Bytes exclusive of operating system and program use requirements. The NVR will be rack mountable and occupy no more space than two rack units.

This proposal is being competitively bid and will be awarded to the company that, in the opinion of the Neshoba County Board of Supervisors, is best qualified to serve the Jail and Law Enforcement Center and best responds to this request for proposal. The County will offer the award based on the following factors:

- Commitment to service to our Jail / Law Enforcement Center

- Commitment to deliver as promised in regards to installation, equipment, services, training, and maintenance to said systems
- Experience, reputation in the industry, and references
- Feasibility, innovation, communication, specific ideas, resources and solutions identified to support the mission critical function of the Neshoba County Jail.
- Ability to deliver a complete surveillance video system for the facility.

Vendor must state that, if selected, vendor will furnish and install all equipment, cable, miscellaneous hardware and materials in compliance with all applicable codes, whether local, state or federal, and that all permits or licenses required for installation will be obtained without cost to the County.

This RFP does not commit the County to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies.

The Neshoba County Board of Supervisors reserves the right to reject any and all proposals, to waive formalities, informalities, or irregularities contained in a said proposal and to award a contract for items herein if it is deemed to be in the best interest of the County to do so. Additionally, the County reserves the right to negotiate optional items and/or services with the successful firm.

Offers by vendors shall be firm for a minimum of ninety (90) days following the proposal opening.

Prime Contractor Responsibility

The selected Vendor awarded this contract will be required to assume prime contractor responsibility for the contract and will be the sole point of contact with regard to the systems, installation, maintenance and training. The selected vendor will be required to assume responsibility for all services obtained under contracts resulting from this RFP. The County will only contact the selected vendor awarded this contract for all matters involving providing the services solicited hereunder.

REQUEST FOR PROPOSALS – SURVEILLANCE VIDEO SYSTEM- SPECIFICATIONS

SECTION 1 – DEFINITION OF TERMS

Neshoba County has made every effort to use industry-accepted terminology in this RFP and it will attempt to further clarify any point or item in question.

- The words "facility" or "Jail" shall mean the Neshoba County Jail / Neshoba County Law Enforcement Center.
- The words "bidder", "vendor", and "contractor" may be used synonymously in this document.
- The word "system" or "systems", unless otherwise qualified, means the proposed surveillance video system for the Neshoba County Jail / Neshoba County Law Enforcement Center described in the context of this solicitation.
- The words "must", "shall" or "will" mean that compliance with the intent of the statement is mandatory and failure by the vendor to satisfy that intent may cause the proposal to be rejected.

SECTION 2 - TERM

- A. The term of the warranty contract is to be a minimum of one (1) year from date of installation for the network video recorders.
- B. The County may terminate the agreement for cause by providing a show cause letter to the contractor citing instances of non-compliance.
- C. The contractor shall have thirty (30) days to cure non-compliance to the satisfaction of the facility.

SECTION 3 - MODIFICATION

- A. Modifications to the terms of the agreement may be made by mutual agreement in writing between the parties.

SECTION 4 – TAXES, PERMITS, LICENSES AND FEE

- A. Vendor agrees to assume complete liability for all taxes, permits, licenses and fees applicable to its property, income and business arising out of or in connection with the performance of this agreement.
- B. Vendor shall obtain all necessary permits and licenses for the installation and

operation of all equipment in its name and at its expense.

- C. Vendor will not be reimbursed by the County for any direct or indirect tax imposed on it by reason of this agreement.

SECTION 5 – TECHNICAL SPECIFICATIONS SURVEILLANCE VIDEO SYSTEM

5.0 Scope of Work – Network Video Recorders, Video Management System, and IP Cameras

The purpose of this procurement is to upgrade the surveillance video system at the Neshoba County Law Enforcement Center / Neshoba County Jail to a new IP camera based system with advanced functionality to ensure the mission critical function for said facility. The system furnished shall be of advanced technology with state-of-the-art equipment provided. The network video recorder provided will have a unified video management software system that provide ease of management for accessing all cameras, software updates, and provide a user interface to log in to view any camera. Multiple IP cameras will be installed in identified areas to expand current analog camera coverage.

5.1 Facility Location, Number of Video Recorders, and IP cameras

The location and number of Network Video Recorders and IP cameras presumably required are listed below. Exact location of cameras may vary during installation due to various issues or requirements and the actual number of cameras may vary depending on the solution presented by the offering vendor.

FACILITY LIST AND NUMBER OF NVRs AND IP / PTZ CAMERAS REQUIRED

Neshoba County Law Enforcement Center / Neshoba County Jail
920 Chestnut Street
Philadelphia, Mississippi 39350

One (1) Network Video Recorder (NVR)

Approximate Number of Cameras Required:

30 – Fixed IP Cameras

Or

Five (5) – Fixed Fisheye Cameras in lieu of Eight (8) IP Cameras with a revised total of 22 IP Cameras – The Fixed Fisheye Camera in the booking room will be placed or will be substituted with one (1) additional fixed IP camera.

Six (6) – Outside PTZ Cameras

Ten (10) – **Optional** Additional IP Cameras – Priced Separately for inclusion or exclusion option of County – to be placed on the bid form in the Optional Price Amount – This includes installation and cabling of said additional optional cameras.

5.2 Additional Requirements

The County requires that the NVR and POE switches to be installed are rack mounted in the existing server room of the facility. If one of the POE switches is remotely mounted it may be wall mounted or mounted at the direction of the Jail Administrator.

5.2.1 Formulation of System

In formulating the solution to be provided to the facility the vendor shall consider the best available setup for the mission critical function of the facility in consultation with the Jail Administrator as to the different solutions and hardware available.

5.3 Server / Network Video Recorder Hardware

5.3.1 Server / NVR Features

The server / NVR shall be in a rack-mount chassis and shall fit in an EIA-standard rack utilizing no more than two units rack space. The existing rack is a two post rack and the vendor shall supply four post adapter brackets if required for said mounting. The operating system shall be specified by offering vendor but shall be of the latest OS offered in said platform. The server / NVR shall have front accessible, hot swappable hard-disk trays.

5.3.2 Server / NVR System Features

The server / NVR shall meet or exceed the following system component specifications:

- Server / NVR shall have at least 32GB of DDR3 system memory if Windows Server OS
- Server / NVR shall provide eight (8) hot swappable eight (8) Terrabyte (TB) hard drives for internal storage of video event data

- Server / NVR shall have a minimum of two (2) Gigabit network ports
- Server / NVR shall have the ability to support IP cameras and PTZ cameras

5.4 Video Surveillance Software

The following items outline the minimum specifications required but not limited to the surveillance software that will operate on the Network Video Recorder.

- Cross-browser support for both Windows and Mac platforms
- Mobile app software available for both iOS and Android devices
- Ability to record, playback, live view, and export any camera on the network.
- Advanced search capabilities; smart search and thumbnail search
- Remote software updating
- Dynamic resolution scaling
- One time, per camera license fee, no server/client license fee – if required

5.4.1 Remote View Control

The system provided shall provide remote live view and control capability for all IP and PTZ cameras in the Detention Center Control Room of the facility. If specialized equipment beyond a normal PC is required for this function it shall be specified and included herewith in said proposal. Further, the Jail Administrator shall have the option to configure which cameras are show on the Control Room view workstation.

The system provided shall provide remote live view, control, archive search and review and recording/export functions for all IP and PTZ cameras from both the NVR and the Jail Administrator's Office PC. If specialized equipment beyond a normal PC is required for this function it shall be specified and included herewith in said proposal.

5.5 IP Cameras & Fisheye IP Cameras

The following items outline the minimum specifications required but not limited to the IP cameras that will be installed as part of this proposal.

- 3 megapixel resolution, fixed lens
- Up to 30 meters of Infrared range
- Indoor/outdoor vandal dome
- IP 66 or IP67 Weather Protection Rating
- 1 RJ45 Ethernet Interface for Connectivity and POE

Fisheye Cameras solicited under this request shall meet the minimum specifications for the type of installation and location being considered in conjunction with required use.

5.6 PTZ Cameras

The following items outline the minimum specifications required but not limited to the PTZ cameras that will be installed as part of this proposal.

- 2 megapixel resolution, 4X motorized optical zoom
- Outdoor vandal dome & Proper Mounting Platform
- IP 66 Weather Protection Rating
- 1 RJ45 Ethernet Interface for Connectivity and POE

5.7 Site Visit Required

To properly understand the requirements, specifications and installation environment a Site Visit to the Neshoba County Law Enforcement Center / Jail is required. The site visit may be arranged by contacting Jail Administrator Jonathan Dearing at 601-656-1414. No vendor will be awarded the bid without making a site visit verified by said Jail Administrator.

An Approximate camera layout on the building blueprint will be provided to those vendors making a site visit to enable planning and pricing for the surveillance system.

SECTION 6 – MAINTENANCE AND SUPPORT

6.0 Maintenance and Support Commitment

6.1. System Maintenance and Support Plan

Vendor shall describe in detail how the systems are maintained and supported to ensure, for the duration of the warranty, reliable and consistent access to system controls and reporting capabilities by the Jail. The vendor's service and support plan must address at a minimum the following topics:

6.1.2 Trouble Help Desk

Vendor shall provide a helpdesk phone number where Jail staff can call to get assistance in troubleshooting and repairing hardware problems with the network video recorder or management software.

6.1.3 Trouble Ticket Tracking and Escalation

Vendor must have and describe in the proposal a well-defined process for logging, tracking, and resolving issues related to the proposed systems and services. Define the proposed emergency-priority levels and proposed response and resolution times for each level. Provide the escalation plan for dealing with issues that are not resolved within the agreed upon time frame.

SECTION 7 – IMPLEMENTATION

7.0 Implementation

The awarded contractor shall provide and be responsible for the installation of all equipment and all necessary cabling related to the required system and IP cameras.

7.1. Risk of Loss

The risk of loss and/or damage of vendor's equipment will be fully assumed by the vendor during shipment, unloading, and installation.

7.2. Delivery and Unloading

The vendor must provide transportation to and unloading of equipment at the facility's designated location. The County will not be liable for any charges related to packaging, delivery, or storage of equipment or materials required for proper implementation of the required services. All packing crates, boxes, paper, packing materials, and all other such extraneous material shall be removed from the premises by the vendor after installation.

7.3. Implementation Plan

Vendors must submit with proposal a detailed implementation plan that indicates the time and activities required for installation, training, cut-over and testing. The system must be installed in a manner and under a time-frame designed to minimize disruption of the normal functioning of the Jail and security concerns. Any delay in contractor's implementation schedule that is caused by Jail personnel will increase the contractor's time allowed to cut-over by the length of such delay.

7.4. Training

At no additional cost to the County, hands-on training is to be provided on-site for all personnel authorized to access the surveillance video system. At no charge, the contractor must provide, upon, completion of training, one (1) set of appropriate

documentation. Describe, in the proposal, the training program for Jail staff, including a description of topics covered and any applicable documentation.

SECTION 8 – COMPANY PROFILE AND REFERENCES

8.0 Experience, Expertise and Qualifications

Provide an overview of Vendor’s experience with providing surveillance video systems.

8.1 Staff Experience and Qualifications

Vendor shall provide summaries of experience and qualifications of key personnel who will be assigned to the project in the event of award, including a description of anticipated roles in the project. Summaries must clearly indicate skills commensurate with the technical and professional requirements of this RFP.

8.2 Government Contracts

Please explain if Vendor or any of its officers are presently the target or subject of any investigation, accusation or charges by any federal, State or local law enforcement, licensing or certification body.

8.3 References – Surveillance Video System

Provide at least three (3) reference accounts that the County may contact to verify the bidder’s level and reliability of services. References should be comparable in size to the Law Enforcement Center, or larger, where the surveillance video system installed is of the same or similar configuration as proposed under this RFP. For each reference, the bidder must be the current prime contractor, and not a subcontractor. Contact information for each reference should include a contact person’s name, telephone number, and email address. Vendors are advised that references will be contacted without further consent or approval of the Vendor.

SECTION 9 – VALUE ADDED SERVICES

9.0 Value Added Services

Please list and describe any additional value added features or services that are offered to the Jail staff who will be responsible for managing the new surveillance system.

9.1 Are there any other value added features available at a negotiable cost that may benefit Jail and those who will have access to the system?

SECTION 10 - SCHEDULE FOR RFP PROCESS

April 2, 2018	Notification of RFP availability
Advertising RFP	April 11 th & April 18 th , 2018
Upon Request	Distribution of RFP to all interested Vendors.

May 21, 2018 **Proposal due by 11:00 a.m. to:**

Marked "Proposal for Surveillance Video System",

Returnable To: Neshoba County Board of Supervisors
C/O Chancery Clerk Guy Nowell
401 Beacon Street, Suite 107
Philadelphia, Mississippi 39350

Review & Award of Contract to Follow

SECTION 11 - INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Availability of Proposals:

Detailed specifications for the above described RFP may be obtained from the Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or via our website at www.neshobacounty.net.

Proposal:

Bidder proposes and agrees to provide the equipment, materials, services and related documentation required for the proposal described as, "Proposal for Surveillance Video System", in the amounts listed on the proposal submitted. The Bidder confirms that it has checked all of the above figures and understands that neither the County nor any of its employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Proposal.

Proposal Submittal:

Submit one (1) original proposal and two (2) copies. Proposals must be addressed and delivered no later than 11:00 AM on May 21, 2018. Please plan deliveries accordingly. Mailing and Physical Address: Neshoba County Board of Supervisors C/O Chancery Clerk Guy Nowell, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350. Proposal responses not received by the County by the closing date and time indicated above will not be accepted. Electronic proposals will not be accepted as this solicitation is anticipated to be less than the threshold amount. Proposals shall be placed in a sealed envelope bearing on the outside the submitter's company name and address, along with "Proposal for Surveillance Video System". The County, nor any of its employees will be responsible for bids improperly or not marked, which are opened in error, and which will nullify the bid. Further, the County will not be responsible for any delivery errors or issues.

Presentation of Proposal:

All information requested should be submitted. Failure to submit all information requested may result in a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected. Failure to follow the instructions herein will be considered a reflection of the respondent's ability to perform the requirements of the contract. Any supplemental information the respondent wishes to include to enhance its response may be attached to the submission.

Proposals should be presented in a neat, business-like manner. Disorderly submittals, or those that are illegible or otherwise unreadable, will receive a lower evaluation or be subject to rejection. Disorganized or unreadable submissions will be considered a reflection of the respondent's ability to perform the requirements of the contract.

Any and all costs incurred by the respondent in the preparation and delivery of the proposal or subsequent requests for information are those of the respondent and will not be reimbursed by Neshoba County.

Request for Information:

All questions and inquiries should be made in writing and e-mailed by 12:00 noon, May 16, 2018 to: Jeff Mayo at jmayo@neshobacounty.net. Any resultant changes will be issued in the form of an addendum to the RFP. No changes will be made or issued within 48 working hours of the submission date.

Changes to the Proposal:

Vendors should verify their proposals prior to submission. No proposal can be corrected, altered, or signed after opening. An unsigned proposal will be grounds for automatic rejection. The County will not be responsible for errors or omissions on the part of the vendor in making up its proposal. Once a proposal has been opened, it is subject to acceptance by the County as submitted. No verbal changes to a proposal will be accepted.

If the proposer must take exception to any portion of this proposal or has suggestions on how to better serve the facility herein, please provide your suggestions and exceptions to an Addendum to this RFP.

Proposal Validity:

No bidder may withdraw any proposal for a period of ninety (90) calendar days after the date set for the opening of proposals. All withdrawals must be in writing.

Public Information:

All materials received in response to this Request for Proposals shall be made available to the public and become part-of the public record upon submission. If any part of a Bidder's materials is proprietary or confidential, it should not be included. Any Bidder information used to aid in proposal selection will not be restricted from the public.

Proposal Costs:

The County will not pay the Bidder or agents for any costs incurred by the Bidder in the preparation, presentation, demonstration or negotiation of this proposal.

Proposal Response Format:

The vendor's proposal shall include at a minimum the following tabbed sections:

- **Letter and Executive Summary:** A letter of transmittal signed by an official authorized to bind the vendor to a resultant contract must be included in the original proposal. The letter must be limited to two pages. The letter shall be followed by an executive summary that briefly summarizes the vendor's proposed solution for the required services and the vendor's ability to provide such services. Executive summary must be limited to three pages.

- **Technical Specifications:** Vendor shall acknowledge and indicate compliance (e.g. Understands and Complies) with each **Technical Specification**, followed by any information specifically required. The bidder is encouraged to provide concise responses that respond to the specific requirement. Bidders are cautioned not to provide additional information beyond what is requested. Some specification paragraphs simply introduce the requirements that follow or provide information for the bidder. For such non- technical paragraphs, a simple acknowledgement of the vendor’s understanding and compliance is sufficient.
- **Maintenance and Support:** Vendor shall describe in detail how the proposed systems are maintained and supported for the duration of the contract term, to ensure covered warranty of hardware replacement. At a minimum the description shall address the topics listed in the **Maintenance and Support** section.
- **Implementation Plan:** Provide a narrative description and proposed timeline for the implementation of the required surveillance video system and IP cameras. At a minimum the implementation plan shall include the topics identified in the **Implementation** section of the RFP.
- **Company Profile and References:** This section of the proposal must include a brief history and overview of the vendor’s company and all information required in the **Company Profile** section. Only vendors with proven experience in this field will be considered.
- **Value Added Options:** Describe any value added features or services offered to Neshoba County at no cost or at a negotiable cost that may benefit Neshoba County.
- **(only if applicable) RFP Addenda:** Should it become necessary for the County to issue one or more addenda to the RFP, the vendor is required to acknowledge receipt of each addendum issued. **RFP changes per addenda should be noted within the responses as well.**

NESHOBA COUNTY BOARD OF SUPERVISORS
SURVEILLANCE VIDEO SYSTEM
OFFICIAL BID FORM

For: Neshoba County Board of Supervisors
401 Beacon Street, Suite 201
Philadelphia, Mississippi 39350

Date: May 21, 2018

Time: 11:00 AM

We are pleased to submit the following bid for:

with all items and equipment to provide a complete surveillance video system for the Neshoba County Law Enforcement Center / Neshoba County Jail.

For the Complete Price of \$ _____

Ten Additional Optional Cameras for the Price of \$ _____

BID IS: _____ as per specifications, taking no exceptions.

_____ taking only those specifications exceptions listed by letter attached and referenced to page numbers specified (no alternate bids accepted).

The following questionnaire shall be completed by the bidder with the understanding that false or misleading information shall be grounds for rejection of your bid.

Delivery, Installation and Functional Operation of said system shall be made in _____ calendar days, upon acceptance of the bid and receipt of Purchase Order.

Terms of Payment: _____

Have you provided a detailed proposal in compliance with the specifications? Yes _____ No _____

Is a detailed materials list with quantity, description and cost information attached? Yes _____ No _____

Have you completed the required site visit? Yes _____ No _____

Have you provided the responsibilities for Neshoba County for this project? Yes _____ No _____

Will you provide a 100% Performance and Payment bond if requested? Yes _____ No _____

Selling Company Name: _____

Manufacturer of Solution: _____

Address: _____

Signature: _____ Title: _____