

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

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive, Reverse Auction Bids to be submitted electronically via the Neshoba County website at www.neshobacounty.net with said reverse auction occurring via invitation, based upon pre-qualification of proposals, on a date and during a time to be specified from qualified vendors in response to this solicitation for acquiring the following equipment and services:

Surveillance Video System for Neshoba County Facilities

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 responses to the solicitation for said Surveillance Video System for Neshoba County Facilities shall be returned, with detailed proposals included therewith, LESS THE FIXED PRICE AMOUNT TO BE BID, in a single PDF document format and submitted electronically at www.neshobacounty.net under the correct bid solicitation, by 12:00 PM, local time on Wednesday, May 29, 2024 or alternatively the detailed proposal 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 Gidget Tate, 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 facilities 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 Proposals and Bid Submitted may not be withdrawn for a period of 60 days.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 14th day of August 2023.

GIDGET TATE, CLERK
BOARD OF SUPERVISORS
NESHOBA COUNTY, MISSISSIPPI

Request for Proposals (RFP)

Surveillance Video System

for

Neshoba County Facilities

Neshoba County Board of Supervisors

Neshoba County, Mississippi

April 26, 2024

Proposals Due

May 29, 2024 – 12:00 PM CST

Reverse Auction

Via Invitation Based on Pre-Qualification

BACKGROUND INFORMATION

The Neshoba County Board of Supervisors is accepting proposals for an integrated and comprehensive new Surveillance Video System for various Neshoba County facilities, which will monitor and record various locations inside and outside the various facilities. This new system will replace current systems employed, expand the number and locations of cameras and enhance the visual acuity of cameras to updated higher resolution / higher 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 various Neshoba County facilities delineated herein.

Neshoba County is seeking to upgrade and expand its current surveillance video systems throughout various facilities including outside areas. In addition to replacing existing surveillance cameras Neshoba County is seeking to place additional cameras for enhanced surveillance for both internal and external areas of the facilities.

The IP Cameras to be installed will operate via POE and the selected provider will install new cameras no more than 300 feet from each POE switch. It is anticipated that existing rack mounted switches in the existing server rooms or network equipment locations at each facility will be less than 300 total feet to each area. However, the vendor, in cooperation with and upon advance approval of the County, may choose to mount one switch remotely in a facility to reduce the cabling needs to the various cameras in the other portions of the facility if necessary and in consultation with and approval of the County Administrator on placement. Meraki POE switches (NO EXCEPTION) will be provided by the Vendor for any remote mounted switches to be included on the County's network with vendor responsible for cabling, mounting and equipment installation thereof to ensure a functional surveillance system. Any new Meraki POE switch shall have a five (5) year license to the County for inclusion on the existing network, existing architecture of the network and management thereof.

Because of the various technologies available to implement this video surveillance solution the vendor may submit up to two (2) proposals in response to this RFP – one for each solution type. One (1) proposal may be submitted for an on-premises IP Network Video Recorder (NVR) based solution with IP POE Cameras. One (1) Proposal may be submitted for a hybrid cloud-based and cloud-managed platform with IP POE

Cameras with on-board storage. The vendor is allowed to submit one proposal for each solution type and may not submit two proposals for the same solution type, which will be disqualified. The vendor may submit only one proposal of a solution type. In choosing the system and equipment offered, the vendor shall choose their best solution to meet the needs of Neshoba County based upon the specifications herein and provide an effective long-term solution. It is not the intention of Neshoba County to specify each individual component but is the vendor's responsibility to propose and implement a comprehensive solution to meet the needs solicited.

The IP Network Video Recorder (NVR) to be provided will have a minimum 16 channel capacity per facility (some facilities require more) with expansion available of at least 4 channels for future upgrade and minimum storage capacity of eight terabytes (8 TB) and/or minimum storage to achieve no less than 30 days storage at each facility. The storage is exclusive of operating system and program use requirements. The NVR will be rack mounted and occupy no more space than two rack units. The NVR will be of the latest design with a significant processor and minimum of 32 GB Ram to achieve functional and capable operation of the system. The NVR specifications must be included with the proposal provided.

The NVR solution will provide the capability for remote management, an app for remote access, with no special network configuration requirements, and remote viewing with multiple simultaneous users in various configurable roles of access. Any licensing, access or other fees beyond an initial term (five years) for the system shall be specified in the response. It is the desire of the County to have a complete proposal for a period of five years from implementation without additional cost.

The hybrid cloud-based solution will be of the Verkada or Meraki solution type with IP POE Cameras that have on-board storage and are cloud managed with the same minimum capabilities of the NVR solution to include remote management, monitoring and simultaneous users in various configurable roles of access. It is the desire of the County to have a complete proposal for a period of five years from implementation without additional cost to the County. Continued licensing or other fees must be specified with the proposal beyond the five-year term for continuity of service.

Verkada and Meraki hybrid cloud-based solutions are the standard and any other hybrid cloud-based solutions proposed shall provide the same features and capabilities of the specified systems. The determination of same shall be made by the County based on the proposal information submitted by vendor.

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

needs of Neshoba County and best responds to this request for proposal. The County will offer the award based on the following factors:

- Commitment to service to Neshoba County facilities with a modern, functional, and advanced system at the most efficient cost possible.
- 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 various Neshoba County facilities.
- Ability to deliver a complete surveillance video system for the County.

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 the included items, optional items and/or services with the successful firm.

Offers by vendors shall be firm for a minimum of sixty (60) 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 "facilities" shall mean the Neshoba County facilities being solicited for installation of surveillance systems including the Neshoba County Courthouse, Neshoba County Emergency Operations Center, Neshoba County Justice Court, Neshoba County Unit Facility, Neshoba County Coliseum and Burnside Auditorium.
- 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 (either on-premises NVR or hybrid-cloud based) for the Neshoba County facilities 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. Neshoba County expects a functional use of the system for a minimum of five (5) years without further cost.
- 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

The technical specifications described herein primarily describe a Network Video Recorder (NVR) configuration with Video Management System and IP Based Cameras. The technical specifications will not seek to completely describe both NVR and hybrid-cloud based systems independently and the vendor proposing a hybrid-cloud based system will match or exceed the requirements of the NVR system described to their closest comparable equipment i.e. if a 16 MP IP Camera is specified for the NVR system the vendor for the hybrid-cloud based solution shall propose a 16 MP or higher IP Camera.

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

The purpose of this procurement is to upgrade or implement surveillance video systems at the various Neshoba County facilities to a new IP camera based system with advanced functionality to ensure the mission critical function for said facilities. 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 across the system based on user defined roles. Multiple IP cameras will be installed, in some cases of varying types, in identified areas to expand or implement camera surveillance coverage.

It is not the intent of the County to purchase or acquire discontinued items, equipment or same that has end of life already planned.

Further, each individual aspect of installation of each camera shall not be specified herein and it is assumed that the proposing vendor will mount cameras and equipment according to acceptable standards using the correct vendor/manufacturer equipment components. Camera mounts and housing shall be professionally installed according to use and be pleasing and appealing to sight and the environment installed in.

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 that meets or exceeds the specification herein. The proposed camera setup shall also be considered by the vendor to serve the needs of the County if there is a better alternative it shall be considered. For example – fisheye cameras specified may not be functional or practical for the specific installation and may require a different consideration in consultation with the County.

FACILITIES LIST AND NUMBER OF NVRs AND IP CAMERAS (ALL TYPES) REQUIRED

5.1.1 Neshoba County Courthouse
401 East Beacon Street
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – One (1)

Approximate Number of Cameras Required:

Outside Fixed IP Cameras:	8
Outside PTZ Cameras:	2
Inside Fixed IP Cameras:	8

5.1.2 Neshoba County Courthouse Annex – Justice Court
200 Byrd Avenue
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 0

**To Be Included with Courthouse NVR and Sized Appropriately for Same

Approximate Number of Cameras Required:

Outside Fixed IP Cameras: 2
Inside Fixed IP Cameras: 3
Inside Fisheye Cameras: 1

5.1.3 Neshoba County Emergency Operations Center
911 Chestnut Street
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 1

Approximate Number of Cameras Required:

Outside Fixed IP Cameras: 5
Inside Fixed IP Cameras: 6

5.1.4 Neshoba County Emergency Management Storage Building
911 Chestnut Street
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 0 **To Be Included with EOC NVR
and Sized Appropriately for Same

Approximate Number of Cameras Required:

Outside Fixed IP Cameras: 8
Inside Fixed IP Cameras: 2

5.1.5 Neshoba County Coliseum
12000 Hwy 15 North
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 1

**Addendum 1 (May 9, 2024) – The Number of Remote Mounted
Switches, Inside and Outside Fixed Cameras are revised as show
herein:**

Meraki POE Switch (Remote Mounted) – Likely ~~2~~ **1**

Approximate Number of Cameras Required:

Outside Fixed IP Cameras:	10 9
Inside Fixed IP Cameras:	13 11
Inside PTZ Cameras:	3
Inside Fisheye Cameras:	2

5.1.6 Neshoba County Unit Facility
11901 Hwy 15 North
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 1

Approximate Number of Cameras Required:

Outside Fixed IP Cameras:	8	
Outside PTZ Cameras:	1	
Inside Fixed IP Cameras:	3	
Inside Fisheye Cameras:	5	(open shop environment)
Outside Fisheye Cameras:	1	

5.1.5 Burnside Park Auditorium
10120 Burnside Park Road
Philadelphia, Mississippi 39350

Network Video Recorder (NVR) – 1

Approximate Number of Cameras Required:

Outside Fixed IP Cameras:	8
Inside Fixed IP Cameras:	1

5.2 Additional Requirements

The County requires that the NVRs to be installed are rack mounted in the existing server room / IT Equipment Location of the facility. If a POE switch is to be remotely mounted it may be mounted at the direction and placement of the County Administrator.

5.2.1 Formulation of System

In formulating the solution to be provided for the facility the vendor shall consider the best available setup for the mission critical function of the facility in consultation with the County Administrator as to the different solutions and hardware available to achieve the most effective solution at the least cost.

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. Most existing racks are two post racks 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. Windows 11 Pro or Windows Server is preferred for the OS. 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 RAM.
- Server / NVR shall provide a minimum of eight (8) Terrabyte (TB) hard drives for internal storage of video event data or enough storage capacity to achieve and maintain a minimum of 30 days of storage for the facility.
- 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 / Cloud System.

- 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
- Configurable user access based on roles for all facilities on the network. i.e. the Neshoba County Road Manager will be able to access all Unit Facility

Cameras – the Neshoba Co EOC will be able to access various cameras at various facilities based on the configured user role.

5.4.1 Remote View Control

The system provided shall provide remote live view and control capability for all IP and PTZ cameras based on user role as previously mentioned. If specialized equipment beyond a normal PC is required for this function it shall be specified prominently in the response to this solicitation. Further, the County Administrator shall have the option to configure which cameras are available based on user roles across various facilities.

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 via the Neshoba County network. If specialized equipment beyond a normal PC is required for this function it shall be specified prominently in the response to this solicitation as same is not being solicited.

Any special requirements to ensure functionality of the mobile app software shall be provided in response to this solicitation.

5.5 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. The cameras selected for the specific application at the specific location may require greater capability.

- 4 megapixel resolution, AF Lens
- Up to 40 meters of Infrared range with auto switch
- Indoor/outdoor vandal dome – vandal resistant to IK 10
- IP66 or Higher Weather Protection Rating
- 1 RJ45 Ethernet Interface for Connectivity and POE

5.6 Fisheye IP Cameras

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. The specific application at the specific location may require a different configuration for functional use due to depth and field of view. The vendor is expected to consider same to ensure a functional system that meets the needs of the county for the specific application.

- 12 MP 360-degree fisheye camera
- Infrared with auto switch
- Indoor/outdoor vandal resistant to IK 10
- IP66 or Higher Weather Protection Rating
- 1 RJ45 Ethernet Interface for Connectivity and POE

5.7 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 (1080p), 10x optical zoom
- Color Night Vision
- Durable Pan/Tilt Gear Mechanism
- Outdoor vandal dome & Proper Mounting Platform
- IP66 or Higher Weather Protection Rating
- Indoor/outdoor vandal resistant to IK 10
- 1 RJ45 Ethernet Interface for Connectivity and POE

5.8 Site Visit Required

To properly understand the requirements, specifications and installation environment a Site Visit to the Neshoba County Facilities is required. The site visit may be arranged by contacting County Administrator Jeff Mayo at 601-656-6281 or via email to jmayo@neshobacounty.net. No vendor will be considered for invitation to bid without making a site visit.

An approximate camera layout on the buildings will be provided to those vendors making the site visit to enable accurate preparation of a proposal and pricing. The information provided shall be deemed "Security Information" of Neshoba County and shall not be disseminated to any unnecessary party not connected with the project. By making a proposal in response to this solicitation the proposing vendor assures County that if their proposal is not accepted, the camera layout information will be destroyed so as to prevent dissemination thereof.

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 and a minimum of five years from installation, reliable and consistent access to system controls and reporting capabilities by the County. 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 County staff can call to get assistance in troubleshooting and repairing hardware problems with the network video recorder, cameras and/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, cameras, mounts 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 various facilities and security concerns thereof. Any delay in contractor's implementation schedule that is caused by County 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 administrative 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 County administrative 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. Please explain if Vendor has been debarred from bidding on any projects.

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 Neshoba County project, 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 County for the proposed system.

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

SECTION 10 - SCHEDULE FOR RFP PROCESS

April 26, 2024	Notification of RFP availability
Advertising RFP	May 1 st and May 8 th , 2024
Upon Request	Distribution of RFP to all interested Vendors.

May 29, 2024 **Proposal due by 12:00 p.m. to:**

Marked “Proposal for Surveillance Video System”,

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

Review and Acceptance or Rejection of Bids and 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 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 either via sealed envelope or electronically. Proposals must be addressed and delivered no later than 12:00 PM on May 29, 2024. Please plan deliveries accordingly. Mailing and Physical Address: Neshoba County Board of Supervisors C/O Chancery Clerk Gidget Tate, 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 are encouraged and can be submitted in response to this solicitation via single file PDF format uploaded to www.neshobacounty.net/bids. Paper 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 24, 2024 to: County Administrator 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.

The County reserves the right to negotiate with the vendor concerning the project in the event the proposal exceeds the budget available. Thus the need for submission for the pricing of all components of the system at the various facilities.

Proposal Validity:

No bidder may withdraw any proposal for a period of sixty (60) 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, beyond any vendor submitted layouts which shall be deemed "Security Information" of the County, 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.**

* * * The Official Bid Form should not be returned with the Proposal – It Should be submitted with your reverse auction bid. The invitation to bid will be based on pre-qualification of the proposal presented at the determination of the County. * * *

NESHOPA COUNTY BOARD OF SUPERVISORS
SURVEILLANCE VIDEO SYSTEM
OFFICIAL BID FORM

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

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 Facilities described.

For the Complete Price of \$ _____

Please attach to this bid form the costs for the complete system broken down and priced by individual component clearly grouped together by facility.

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 (Payment in Advance will not be considered): _____

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: _____