



**CITY of NOVI CITY COUNCIL**

**Agenda Item J  
May 23, 2016**

**SUBJECT:** Approval to award a contract in the amount of \$48,821 to Actron Integrated Security Systems, Inc. to provide, upgrade, install and service a security camera system for multiple City of Novi facilities.

**SUBMITTING DEPARTMENT:** Information Technology

**CITY MANAGER APPROVAL:** 

<b>EXPENDITURE REQUIRED</b>	101-265.00-986.000 \$ 6,480 101-301.00-986.000 \$29,265 101-442.00-986.000 <u>\$13,076</u> Total: \$48,821
<b>AMOUNT BUDGETED</b>	\$93,081
<b>APPROPRIATION REQUIRED</b>	N/A
<b>LINE ITEM NUMBER</b>	101-265.00-986.000 \$8,600 101-301.00-986.000 \$63,500 101-442.00-986.000 \$20,981

**BACKGROUND INFORMATION:** The City of Novi currently has a security camera system, originally purchased in 2008. Cameras are in place at the Police Department (Internal and external coverage), Department of Public Services (External coverage), and the Police Department Fire Arms Training Center (External Coverage). The proposed Pelco based solution will leverage the existing infrastructure (network wiring and cameras) at these locations. The project will allow for the introduction of five high-definition cameras at the Police Department and expand the internal video coverage. The Department of Public Services will be expanding their coverage by adding seven internal cameras. Additionally, the Civic Center will expand its coverage by adding multiple external cameras and eight internal cameras.

An invitation for proposals was posted on the Michigan Intergovernmental Trade Network (MITN). This process resulted in seven vendor proposals. A team comprised of City Staff reviewed the proposals and rated them one through seven as noted below. The fee proposals were opened for the top two vendors Actron Integrated Security Systems, Inc. and Suntel Systems. After reviewing the fee proposals, a decision was made to recommend Actron Integrated Security Systems, Inc. the lower of the two top ranked proposals.

Cumulative Group Rankings:

<u>Actron</u>	<u>Suntel</u>	<u>PCT Security</u>	<u>D/A Central</u>	<u>Trendset</u>	<u>Peripheral Vision</u>	<u>RedGuard Fire</u>
1810	1650	1305	1260	1205	630	540

**RECOMMENDED ACTION:** Approval to award a contract in the amount of \$48,821 to Actron Integrated Security Systems, Inc. to provide, upgrade, install and service a security camera system for multiple City of Novi facilities.

	1	2	Y	N
<b>Mayor Gatt</b>				
<b>Mayor Pro Tem Staudt</b>				
<b>Council Member Burke</b>				
<b>Council Member Casey</b>				

	1	2	Y	N
<b>Council Member Markham</b>				
<b>Council Member Mutch</b>				
<b>Council Member Wrobel</b>				

CITY OF NOVI  
RFP Security Camera Project  
May 4, 2016 2:00 P.M.

	Actron	SunTel
Evaluation Rank	1	2
A. Police Department	\$ 29,265.00	\$ 31,930.90
B. Civic Center	\$ 6,480.00	\$ 10,800.36
C. DPS	\$ 13,076.00	\$ 16,406.02
<b>TOTAL A+B+C</b>	<b>\$ 48,821.00</b>	<b>\$ 59,137.28</b>
<b>Alternate #1-Library</b>	<b>\$ 10,355.00</b>	<b>\$ 12,990.14</b>
<b>Alternate #2-Meadowbrook</b>	<b>\$ 5,707.00</b>	<b>\$ 6,175.32</b>
<b>Time &amp; Materials</b>		
Hourly Rate	\$100.00/hour	\$60.00 - \$118.00
Materials - % markup over contractor's cost	36%	blank
Lead Time	2 weeks	3 weeks +/-
Days required to perform A - C	2 weeks	3 week, standard hours
Guaranteed completion date (if awarded 5/23/16)	6/27/16	6 weeks +/-, July 7
Days required to perform Alternate #1	3	4 days, standard hours
Days required to perform Alternate #2	2	2 days, standard hours
Acknowledged addenda	Yes	Yes
Exceptions	No exceptions	See comment on bid form regarding licenses
Comments		Lift expenses are not included, estimate \$1,500 - \$3,000.

# ACTRON INTEGRATED SECURITY SYSTEMS, INC

• BURGLAR ALARM SYSTEMS • FIRE ALARM SYSTEMS • ACCESS CONTROL • CCTV • VIRTUAL PRESENCE SECURITY • TETHERS •

15. Being a Pelco dealer since January of 1982, Actron is very familiar with the best that Pelco has to offer when it comes to technology. Also being a Certified RS2 Technologies dealer, this gives us the ability to integrate the Access Control with the new Pelco Camera Systems for instant, live camera feed on demand. This combination makes for a powerful, customized security solution.



 ORIGINAL

**NOTICE - CITY OF NOVI  
REQUEST FOR PROPOSALS**

**SECURITY CAMERA PROJECT**

The City of Novi will receive sealed proposals for **Security Camera Project** according to the specifications of the City of Novi.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **2:00 P.M.** prevailing Eastern Time, **Wednesday, May 4, 2016**. *Fee proposals will not be opened at this time.*

Proposals shall be addressed as follows and delivered to:

**CITY OF NOVI  
CITY CLERK'S OFFICE  
45175 Ten Mile Rd.  
Novi, MI 48375-3024**

**OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED "SECURITY CAMERA PROJECT RFP" AND MUST BEAR THE NAME OF THE PROPOSER.**

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti  
Purchasing Manager

Notice dated: April 19, 2016

**NOTICE TO PROPOSERS:**

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.mitn.info](http://www.mitn.info) and obtain an official copy.



**CITY OF NOVI**  
**SECURITY CAMERA PROJECT**

**INSTRUCTIONS TO PROPOSERS**

This RFP is issued by the Purchasing Office of the City of Novi.

**IMPORTANT DATES**

RFP Issue Date	April 19, 2016
Last Date for Questions	Wednesday, April 27, 2016 by 12:00 P.M. Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
<b>Response Due Date</b>	<b>Wednesday, May 4, 2016 by 2:00 P.M.</b>
Anticipated Award Date	May 23, 2016

**QUESTIONS**

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam.

**TYPE OF CONTRACT**

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

**PROPOSAL SUBMITTALS**

Provide **two (2)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL, and **one (1)** copy of the original proposal, clearly marked as COPY. Original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling. FEE PROPOSALS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL. No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

### **CHANGES TO THE RFP/ADDENDA**

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at [www.mitn.info](http://www.mitn.info). Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

### **SUBMISSION OF PROPOSALS**

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. The Clerk's Department time stamp will determine the official receipt time. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. *ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

### **CONSIDERATION OF PROPOSALS**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the proposer states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **RESPONSIVE PROPOSALS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

### **EXCEPTIONS**

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

### **CONTRACT AWARD**

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals,



and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at [www.mitn.info](http://www.mitn.info).

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

## **GENERAL CONDITIONS**

### **INSURANCE**

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer prior to commencement of work. Certificate must include an endorsement and be submitted to the City by the insurance agent. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

### **CLEAN UP**

The contractor shall keep the work area and surrounding area reasonable free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the City's designated representative(s). Before final inspection and acceptance of the work, the Contractor shall clean his portion of the work area. All materials removed/replaced shall be the responsibility of the contractor to properly dispose of.

### **SAFETY REQUIREMENTS**

The Contractor shall be solely responsible for the entire work site and provide all necessary protections as required by laws or ordinances governing such conditions and as required by the Owner. He shall be responsible for any damage to the Owner's property or that of others on the job, by himself, his personnel or his subcontractors, and shall make good such damages. He shall be responsible for and pay for any claims against the owner arising from such damages.

The Contractor shall provide all necessary safety measures for the protection of all persons on the work, and shall fully comply with all state laws or regulations and Michigan State building code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all necessary protective devices and signs throughout the progress of the work.

### **NO EXCLUSIVE CONTRACT**

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option.

**TAX EXEMPT STATUS**

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

**FREIGHT CHARGES/SHIPPING/HANDLING**

All bid/proposal pricing is to be F.O.B. destination.

**DOWN-PAYMENTS OR PRE-PAYMENTS**

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

**INVOICING**

Invoices must be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, or emailed to: [invoices@cityofnovi.org](mailto:invoices@cityofnovi.org)

**CONTRACT TERMINATION**

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

**TRANSFER OF CONTRACT/SUBCONTRACTING**

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

**NON-DISCRIMINATION**

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

### **ACCEPTANCE OF PROPOSAL CONTENT**

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

### **DISCLOSURE**

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

### **ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

### **INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the proposer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any other Competitor; and
- (b) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



**CITY OF NOVI**  
**SECURITY CAMERA PROJECT**  
**SPECIFICATIONS**

**SCOPE OF WORK**

The City of Novi is seeking the services of an experienced and qualified integrator of high tech security systems to provide, upgrade, install and service camera security systems at multiple City of Novi facilities using Pelco video surveillance and security solutions. Contractor shall provide hardware, installation, programming, documentation, maintenance and user training for all facilities. The City will be responsible for installing cable to the required camera positions as required. The City requires a minimum (60) day retention capacity for all video recorders. (Vendor may adjust hard drive quantity to meet this requirement.)

**REQUIREMENTS PER FACILITY**

- A. POLICE DEPARTMENT**  
 45125 Ten Mile Rd., Novi, MI 48375

The selected contractor will be tasked with replacing the existing camera system. The expectation is that the contractor will use the existing infrastructure (cabling and cameras). We are requesting that (8) of the existing cameras be upgraded as noted below.

<b>Description</b>	<b>Quantity</b>
Pelco Network Video Recorder with 4TB Drive	1
Western Digital 4 TB Enterprise Hard Drive	3
Pelco 16CH Rack Encoder	3
Pelco DS Series Camera License	53
Spectra Full HD 1080P camera with 20x optical zoom, pendant mount	5
Pelco IP Sarix™ Professional Range Environmental IR Surface Mount POE 24V Mini Dome Lens 3 to 9 MM 2.1MP	3

**B. CIVIC CENTER**

45175 Ten Mile Rd., Novi, MI 48375

This facility currently has a Pelco based camera system. The contractor will be tasked with adding (8) additional cameras inside the building and (2) external cameras.

Description	Quantity
Pelco IP Sarix™ Professional Range Indoor Surface Mount POE 24V Mini Dome Lens 2.8 to 10 MM 9.0MP Resolution 720P 30FPS Day Night Auto Focus Zoon DC Iris Audio SDXC White Body Clear Bubble	8
IP Sarix Professional Range Environmental Fixed Bullet IR POE 24V Camera Lens 3 to 9 MM 5.0MP	2
16' Steel Pole	1

**C. DEPARTMENT OF PUBLIC SERVICES**

26300 Lee BeGole Dr., Novi, MI 48375

This facility has (5) existing cameras. The contractor will be tasked with adding (12) additional cameras to meet the facility's needs.

Description	Quantity
Pelco Network Video Recorder with 4TB Drive	1
Pelco DS Series Camera License	5
Western Digital 4TB Enterprise Hard Drive	2
Pelco IP Sarix™ Professional Range Environmental IR POE 24V Camera Lens 3 to 9 MM 2.1MP Resolution	5
Indoor In Ceiling Mount POE 24V Mini Dome Lens 2.8 to 10 MM 0.9MP Resolution 720P	7
Pelco DS Series Camera License	6
Wireless Ethernet System Kit	1

**ALTERNATE 1: NOVI PUBLIC LIBRARY**

45255 Ten Mile Rd., Novi, MI 48375

This facility has an existing camera system but, is requesting that all of their existing cameras be replaced as indicated below.

<b>Description</b>	<b>Quantity</b>
Pelco Network Video Recorder with 4TB Drive	1
Pelco IP Sarix™ Professional Range Indoor Surface Mount POE 24V Mini Dome Lens 2.8 to 10 MM 9.0MP Resolution 720P 30IPS DayNight Auto Focus Zoon DC Iris Audio SDXC White Body Clear Bubble	11
IP Sarix Professional Range Environmental Fixed Bullet IR POE 24V Camera Lens 3 to 9 MM 5.0MP	2
Pelco DS Series Camera License	5

**ALTERNATE 2: MEADOWBROOK COMMONS**

25075 Meadowbrook Rd., Novi, MI 48375

This facility does not currently have a camera system in place.

<b>Description</b>	<b>Quantity</b>
Pelco Network Video Recorder with 4TB Drive	1
Pelco IP Sarix™ Professional Range Indoor In Ceiling Mount POE 24V Mini Dome Lens 2.8 to 10 MM 0.9MP Resolution 720P	4

**NORMAL WORKING HOURS**

Contractor working hours shall be during 8:00am – 5:00pm Monday through Saturday. Work required beyond normal working hours shall be approved and scheduled at least one (1) week in advance. This work should be coordinated with the City of Novi's Facilities Management Team.

**CLEANUP**

Contractor shall remove all debris and clean/vacuum the area at the end of each work day. All furnishings shall be left in area has they were found.

## **CONTRACTOR QUALIFICATIONS**

1. Each Contractor submitting a proposal for the Work shall be regularly engaged in providing security equipment and security related services and shall have been engaged in such work for a period of not less than five (5) years prior to submitting his proposal.
2. Contractor must maintain an occupied local office. All trained installation and technical service support must work out of this local office. Installation, adjustments, and programming of all security devices must be done by personnel under full employment by the Contractor only.
3. Each Contractor shall be prepared, upon the award of the Work, to submit to a Novi Police Department criminal background check for each person employed to perform security systems work on this project.

## **TRAINING**

1. Three training sessions shall be held by the Contractor at the jobsite at times mutually agreed upon between the City of Novi and the Contractor.
2. Staff who will be responsible for day-to-day use/maintenance shall receive detailed training, including a complete review of the O&M manuals furnished to the City of Novi.
3. Staff who will be responsible for day-to-day maintenance of technology and telecommunications functions shall receive detailed training relevant to their roles in supporting system operation.
4. Field set-up time, start-up time, and testing time shall not be considered as training time.
5. At the City's discretion, the training may be videotaped for later use in training City personnel in operation and maintenance of the system. The Contractor must agree to the videotaping of the training sessions for in-house, non-commercial use by City personnel

## **WARRANTY**

The Contractor shall guarantee all equipment provided to be free of defects in workmanship and material for a period of twelve (12) months from the date of acceptance by the City or the Manufacturer's warranty period whichever is longer.

## **DRESS/UNIFORM REQUIREMENTS**

Contractor's employees shall maintain a neat and clean appearance at all times and shall wear uniforms which clearly show the name of the contractor. All work shall be performed in a professional, courteous, work person-like manner. When working on outdoor camera installation, contractor's trucks shall be clearly identified with the company name.

## **PERMITS**

Where required by code, permits and all required inspections must be obtained by the Contractor. Fees for permits and inspections obtained from the City of Novi will be waived by the City for work on City buildings. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

## **SELECTION PROCESS**

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

## **PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria:

1. Municipal experience
2. Experience installing Pelco video surveillance and security solutions
3. Timeframe to complete the project
4. Ability to provide timely and qualified maintenance and support.

## **BID BOND**

A Bid must be accompanied by Bid security made payable to OWNER (City of Novi) in an amount of 5% of Proposer's maximum Bid price. The required security must be in the form of a Bid bond by a surety licensed to conduct business in the State of Michigan and named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department or a certified or bank cashier's check made payable to the City of Novi. Attorneys-in-fact who execute the Bid Security or Bid Bond on behalf of the Surety shall affix to the bond a certified copy of the power of attorney. The Bid security of the successful Proposer will be retained until the Agreement has been executed and the successful proposer has furnished the required Contract security, whereupon Bid Security will be returned. If Proposer fails to execute and deliver the Agreement and furnish the required Contract security within ten days of receipt of the Notice of Award, Owner may annul the Notice of Award and the Bid security of that Proposer will be forfeited. The Bid Security of any proposer whom owner believes to have a reasonable chance of receiving the Award may be retained by the OWNER until the earlier of the seven (7) days after the effective date of the Agreement or 90 days after the bid opening. Bid Security of other Proposers will be returned within seven (7) days of the Bid Award.





**CITY OF NOVI  
INSURANCE REQUIREMENTS  
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance

limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

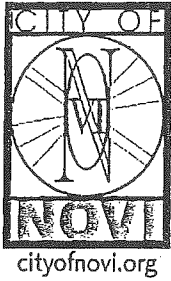
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

### **ADDITIONAL REQUIREMENTS**

#### **HOLD HARMLESS/INDEMNITY**

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
  - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
  - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
  - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



**CITY OF NOVI**  
**SECURITY CAMERA PROJECT**

**FEE PROPOSAL FORM**

We the undersigned, as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

**A. POLICE DEPARTMENT**

Description	Quantity	Cost
Pelco Network Video Recorder with 4TB Drive	1	\$ 3,915.00
Western Digital 4 TB Enterprise Hard Drive	3	\$ 1,005.00
Pelco 16CH Rack Encoder	3	\$ 3,885.00
Pelco DS Series Camera License	53	\$ 5,565.00
Spectra Full HD 1080P camera with 20x optical zoom, pendant mount	5	\$ 13,050.00
Pelco IP Sarix™ Professional Range Environmental IR Surface Mount POE 24V Mini Dome Lens 3 to 9 MM 2.1MP	3	\$ 1,845.00
<b>TOTAL COST</b>		<b>\$ 29,265.00</b>

**B. CIVIC CENTER**

Description	Quantity	Cost
Pelco IP Sarix™ Professional Range Indoor Surface Mount POE 24V Mini Dome Lens 2.8 to 10 MM 9.0MP Resolution 720P 30FPS DayNight Auto Focus Zoon DC Iris Audio SDXC White Body Clear Bubble	8	\$ 3,160.00
IP Sarix Professional Range Environmental Fixed Bullet IR POE 24V Camera Lens 3 to 9 MM 5.0MP	2	\$ 1,570.00
16' Steel Pole	1	\$ 1,750.00
<b>TOTAL COST</b>		<b>\$ 6,480.00</b>

**C. DEPARTMENT OF PUBLIC SERVICES**

Description	Quantity	Cost
Pelco Network Video Recorder with 4TB Drive	1	\$ 3,915.00
Pelco DS Series Camera License	5	\$ 525.00
Western Digital 4TB Enterprise Hard Drive	2	\$ 670.00
Pelco IP Sarix™ Professional Range Environmental IR POE 24V Camera Lens 3 to 9 MM 2.1MP Resolution	5	\$ 3,075.00
Indoor In Ceiling Mount POE 24V Mini Dome Lens 2.8 to 10 MM 0.9MP Resolution 720P	7	\$ 3,136.00
Pelco DS Series Camera License	6	\$ 630.00
Wireless Ethernet System Kit	1	\$ 1,125.00
<b>TOTAL COST</b>		<b>\$ <del>13,571.00</del> 13,076</b>

**TOTAL A + B + C**

**\$ ~~49,316.00~~ 48,821.00 LUMP SUM**

*Sue Morante*

**ALTERNATE 1: NOVI PUBLIC LIBRARY**

Description	Quantity	Cost
Pelco Network Video Recorder with 4TB Drive	1	\$ 3,915.00
Pelco IP Sarix™ Professional Range Indoor Surface Mount POE 24V Mini Dome Lens 2.8 to 10 MM 9.0MP Resolution 720P 30FPS DayNight Auto Focus Zoon DC Iris Audio SDXC White Body Clear Bubble	11	\$ 4,345.00
IP Sarix Professional Range Environmental Fixed Bullet IR POE 24V Camera Lens 3 to 9 MM 5.0MP	2	\$ 1,570.00
Pelco DS Series Camera License	5	\$ 525.00
<b>TOTAL COST</b>		<b>\$ 10,355.00</b>

**ALTERNATE 2: MEADOWBROOK COMMONS**

Description	Quantity	Cost
Pelco Network Video Recorder with 4TB Drive	1	\$ 3,915.00
Pelco IP Sarix™ Professional Range Indoor In Ceiling Mount POE 24V Mini Dome Lens 2.8 to 10 MM 0.9MP Resolution 720P	4	\$ 1,792.00
<b>TOTAL COST</b>		<b>\$ 5,707.00</b>

**TIME & MATERIALS - For additional work requested beyond project scope**

Hourly Rate	\$ 100.00
Materials - % markup over contractor's cost	36 %

Lead time 2 Weeks

Days required to perform the work for A+B+C: 2 Weeks

Guaranteed completion date (if awarded 5/23/16) 6/27/2016

Days required to perform the work for Alternate 1: 3 Days

Days required to perform the work for Alternate 2: 2 Days

We acknowledge receipt of the following Addenda: Addendum 1  
(please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on an additional sheet):

No exceptions.

COMMENTS: \_\_\_\_\_

**NON-IRAN LINKED BUSINESS**

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**THIS PROPOSAL SUBMITTED BY:**

Company (Legal Registration) Actron Integrated Security Systems, Inc.

Address 1056 Dix Hwy

City Lincoln Park State MI Zip 48146

Telephone 313-383-0770 Fax 313-383-7795

Representative's Name Richard Ruddell

Representative's Title Vice President of Operations

Authorized Signature 

E-mail rruddell@actronsystems.com

Date 04/29/2016