



REQUEST FOR PROPOSALS GVR-23-02

for

Security Camera Project

**Issued by:
Green Valley Recreation
1070 S. Calle de las Casitas
Green Valley, AZ 85614
(520) 625-3440**

Issue Date: **February 3, 2023**

Submittal Due Date: **February 22, 2023 by 2:00 PM**

Green Valley Recreation, Inc. ("Corporation", "Organization", or "GVR") invites proposals for contracted security camera provision and installation. Copies of the RFP package, including a scope of work, submission requirements, and affidavits, may be downloaded from the website under the News and Info tab.

The Organization seeks services encompassing a typical scope of work associated with the procurement and installation of a campus-wide security camera system. This will include a mixture of indoor and outdoor cameras capturing points of entry, parking lots and some walkways.

For questions, contact the Director of IT, Randy Cheatham, by phone, 520-625-3440 or email randyc@gvrec.org.

Delivery: Proposals may be mailed, emailed, or hand-delivered to Green Valley Recreation, Inc., attention Randy Cheatham, Director of IT.

Communications: Restrictions on communications and requests for information are delineated within the RFP package.

Minimum Qualifications:

(a) Bidding contractors must be licensed by and in good standing with, or otherwise authorized to conduct this type of business, in Pima County.

(b) A minimum of 10 years of verifiable experience related to commercial security systems will be required.

GVR is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, gender identity, disability, or any other legally protected characteristic.

GVR reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the organization.

Overview

Introduction

For information about GVR, visit www.gvrec.org and <https://www.gvrec.org/about/centers-and-facilities/> for specific information about GVR centers.

GVR is a non-profit (501c4) organization serving the leisure and social needs of its 23,000 plus members, primarily made up of retired adults, in Green Valley, Arizona, which is located 25 miles south of Tucson, Arizona. GVR owns and operates Administrative Offices, a Facility Management Building and 15 recreation centers. GVR provides many services and activities to a private membership of over 13,700 households.

GVR members, as well as potential members, guests, and visitors, may visit one or more of the facilities on any given day. The installation of security cameras and a video recording system has become vital in an effort to provide the safest possible environment for GVR members, guests, visitors, and staff.

Each site at GVR is different. Larger centers have multiple entry points and offset parking lots while other smaller centers may have one way in and a small parking lot. Each will require an individual assessment to determine the best use of cameras at each facility.

Scope of Work

1. Complete a comprehensive review of all 17 GVR sites and work with staff to determine the optimum location for security cameras.
2. Ensure infrastructure needs are either in place or explain how they will be addressed, (e.g., power, UPS, networking, racks, trenching, supports, poles, etc.).
3. Provide and install each camera at the agreed location.
4. Provide and install all network equipment needed for connectivity. This will include all cable, cable runs, connectors, switches (POE if applicable), etc.
5. Provide and install all video recording equipment necessary to ensure connectivity and storage in accordance with the required specifications.
6. Install any software necessary and train GVR staff on its use and maintenance.
7. Update all software and firmware to the latest production version.
8. Activate any license agreements and provide the license to GVR.

Specifications

1. Cameras shall be a combination of indoor, outdoor, and parking-lot infrared cameras with a minimum resolution of 1080p, wide-angle field of view, and optical zoom.
2. All ethernet runs shall be a minimum of CAT6 certified cabling.

3. Provide specs for each camera including manufacture warranty and available extended warranties.
4. Provide conditions of any available optional service plans and the annual cost.
5. Explain all licensing requirements. If non-perpetual licenses, provide the annual costs for renewal for camera licenses and software licenses.
6. All network video recorders, or other storage solutions, must be network accessible and capable of storing a minimum of 30 days of video.
7. All video feeds shall be accessible from a single interface.
8. Total project is not to exceed \$200,000.

Material Contract Terms

Insurance

During the term of this Contract, the contractor shall maintain the amounts and types of insurance described herein. The contractor shall provide Green Valley Recreation, Inc. with certificates evidencing all insurance coverages in place, which shall at a minimum meet the coverages required hereunder and shall name the following as additional insureds: Green Valley Recreation, Inc. and its successors and assigns, directors, officers, managers, trustees, trust beneficiaries, agents, and employees (collectively, "Additional Insureds"). Insurance coverage consists of Workman Compensation insurance in the amount required by Arizona Law, Commercial General Liability insurance in an amount no less than \$1,000,000 per occurrence, \$1,000,000 Personal Injury and Advertising Injury, and \$1,000,000 General Aggregate and a deductible of no more than \$5,000 per occurrence; Excess Liability insurance in an amount no less than \$1,000,000.

Indemnification

To the fullest extent permitted by law, the contractor shall indemnify, protect, defend and hold harmless the Green Valley Recreation, Inc, its respective directors, officers, partners, agents, employees, managers, trustees, and any successors or assigns of any of the foregoing for, from and against any and all claims, suits, actions, proceedings, losses, liabilities or expenses (including without limitation attorneys' fees and all court costs and other expenses) arising out of or in connection with any negligent or intentional act or omission of the contractor (or any of its employees, agents, contractors or subcontractors) otherwise pertaining in any manner to this Contract including but not limited to the installation, use, or functioning of the equipment. It is understood and agreed that the foregoing provisions of this paragraph shall survive the termination of this agreement or the installation of the equipment.

Dispute Resolution

If either party brings legal action to enforce the terms of this Contract, the action shall be brought in Superior Court in Pima County, Arizona. The prevailing party shall be entitled to its attorneys' fees and costs, and any monetary damages awarded by the Court.

Contract Term

The Corporation anticipates a five-year contract, with options for two five-year renewals. Renewal of the contract will require Board of Director reauthorization.

Either party may terminate this Agreement at any time with or without cause by sending the other party at least thirty (30) days' prior written notice of termination.

Limitation of Damages

There shall be no contractual limitation of damages that either party may seek from either party to this Contract.

Schedule

GVR provides the following schedule. This is for information only and will be adjusted as needed.

RFP Release Date: February 3, 2023

RFP Submission: February 22, 2023

Interviews: TBD if needed

Board Consideration: March 1, 2023

Anticipated Start Date: ASAP

How to Respond

1. Proposals may be mailed, emailed, or hand-delivered to:
Green Valley Recreation, Inc.,
Attention Randy Cheatham, Director of IT:
1070 S. Calle de las Casitas Green Valley, Arizona 85614
randyc@gvrec.org
 - a. Bidder can submit the entire bid package hard copy and electronic copy in a sealed envelope. Bidder must include any, and all addenda with the bid package or faxed bid proposal. Proposals received after the bid date or time may be rejected without consideration. Extensions may be granted by permission of GREEN VALLEY RECREATION, Inc management only.
 - b. The Bidder shall legibly fill out the bid proposal in ink complete with the total and sign the proposal.
 - c. Any proposed bid shall include a proposed Contract that specifically includes the list of Material Contract terms included with this Proposal.
 - d. The Bidder shall complete the list of subcontractors and suppliers and submit with their bid packages.
2. Documents to be submitted with Proposal include an original, two copies, and one electronic copy of each of the following:

- a. Bid Proposal Form - An authorized representative who can make a binding commitment for the firm must sign the Bid Proposal Form.
- b. Information Regarding the Bidder Form, including three references with complete contact information for three different construction projects completed within the past five years.
- c. A written proposal outlining the recommended process and anticipated schedule for completing the above tasks.
- d. A budget for the project based on the tasks listed or proposed. The budget should clearly indicate the cost for distinct parts of the project and the total cost of the project.

Evaluation and Selection

Evaluation Process

The following steps are anticipated.

Step 1: Receipt and review of minimum qualifications

Step 2: Review and scoring of written proposals

Step 3: Initial reference and information checks

Step 4: Staff review and recommendation.

Step 5: Board of Directors Confirmation process

Contract Negotiations: GVR reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. GVR representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the Proposer may offer, and the Corporation may accept, revisions to the proposal.

Authority of Corporation

GVR reserves the right to accept proposals that are submitted late and further reserves the right to extend the deadline. Furthermore, GVR reserves the right to reject all proposals and cease the selection process at any time.