

## City of Sanibel, Florida

### Invitation for REQUEST for QUALIFICATIONS: INTEGRATED VIDEO AND SECURITY SYSTEM

The City of Sanibel, Florida is releasing a Request for Qualifications (RFQs) to Render Professional Services, related to the design and implementation of an Integrated Video and Security system for the City of Sanibel.

RFQ's will be evaluated by a selection committee. The RFQ will be available on May 28, 2012 and will be due and opened on July 20, 2012.

For further information, you may visit the City's website at:  
<http://www.mysanibel.com/Departments/Management-Information-Systems-MIS/Request-For-Proposal>

To receive a copy of the complete RFQ please make contact in writing by mail, or email to the following:

#### **CITY OF SANIBEL FINANCE DEPARTMENT**

RFQ to Render Professional Services - Integrated Video and Security  
System

800 Dunlop Road

SANIBEL, FL 33957

239 - 472 - 3700

[proposals@mysanibel.com](mailto:proposals@mysanibel.com)

REQUEST FOR QUALIFICATIONS TO RENDER PROFESSIONAL SERVICES RELATED TO  
DESIGN AND IMPLEMENTATION OF AN  
INTEGRATED VIDEO AND SECURITY FOR THE CITY OF SANIBEL

EXHIBIT A

**TENTATIVE TIME FRAME**

The following is the current schedule of critical dates and deadlines for the contract award. Dates are subject to change at the sole discretion of the City of Sanibel.

May 28, 2012	Issue RFQ.
June 6, 2012, 2:00 PM	Mandatory Pre-bid (RFQ) meeting Mackenzie Hall, 800 Dunlop Rd, Sanibel, FL 33957 (teleconferencing acceptable)
June 15, 2012	Deadline for City's receipt of RFQ questions.
June 22, 2012	Answers to questions posted on City Website and forwarded to "intent to propose" respondents.
July 20, 2012, 2:00 PM	RFQ'S responses due (deadline)
July 23, 2012	RFQ's responses disbursed to City Committee Members.
July 27, 2012	Committee meeting to rank firms
August 1, 2012	Executive Staff Meeting discusses Committee's rankings.
August 3, 2012	Schedule firm presentations by number of ranked respondents deemed appropriate by City.
August 10, 2012	Committee meeting for final recommendation.
August 13, 2012	Contract negotiations with administrative staff and top ranked respondent (then in order of ranking, as necessary). Contract document preparation and review by City Attorney.
September 8, 2012	City Council meeting to award contract.



City of Sanibel

REQUEST FOR QUALIFICATIONS TO  
RENDER PROFESSIONAL SERVICES FOR  
INTEGRATED VIDEO AND SECURITY  
SYSTEM FOR SYSTEM OF SANIBEL

MIS Department  
**May 28, 2012**



# City of Sanibel

## **REQUEST FOR QUALIFICATIONS** RENDER PROFESSIONAL SERVICES FOR INTEGRATED VIDEO AND SECURITY SYSTEM FOR CITY OF SANIBEL

### **NOTICE INVITING SUBMITTALS**

The City of Sanibel is seeking sealed responses to this request for qualifications (RFQs) from experienced firms to design and implement a single, integrated video and security system.

The following RFQ defines the parameters, project objectives and process, submittal requirements, and submission procedures. Evaluation criteria for assessing the responses that are submitted are also included in this RFQ

The selected firm shall be responsible for the design, purchase of system components, implementation, and training of users, complete documentation and framework for a process to provide continued support, maintenance and repair for 3 – 5 years.

**Please be advised that this is a REQUEST for QUALIFICATIONS. Although information or descriptions of pricing and/or costs of services or products is not prohibited as part of the responses submitted by interested parties, pricing and cost will not be evaluated or taken into account in ranking successful respondents.**

**There will be a mandatory pre-bid meeting. Prospective vendors will be permitted to participate remotely.**

### **DESCRIPTION OF PROFESSIONAL SERVICES DESIRED**

The services desired by the City pursuant to this RFQ and provisions related to it are described in the following exhibits, which are incorporated herein by this reference.

- EXHIBIT "A" – TENTATIVE SCHEDULE
- EXHIBIT "B" – DESCRIPTION OF CITY AND GOVERNMENT ORGANIZATION
- EXHIBIT "C" – SCOPE OF SERVICES
- EXHIBIT "D" – SUBMITTAL FORMAT
- EXHIBIT "E" – SUPPLEMENTAL DATA

### **SUBMITTAL AWARD/REJECTION**

An award, if awarded, will be made to the most responsible professional services provider whose submittal complies with the City's requirements as set forth herein. The City may interview selected firms. The City reserves the right to make award(s) by individual services or products, group of services or products, all or none, or a combination thereof; to reject any and all submittals or waive any minor irregularity or technicality in submittals received. The City also reserves the right, in its sole discretion, to reject any submittal which fails to meet the requirements of this RFQ in any respect, in whole or in part, and to reject any or all items if in the City's judgment the services or products do not meet the needs of the City, or for any reason it deems suitable.

### **SUBMITTAL REQUIREMENTS**

All submittals shall be in compliance with the following requirements. Failure to comply with the requirements shall be grounds for the rejection of a submittal.

1. The original submittal ("The Request for Qualifications Form") must be signed, in ink, by a corporate officer, partner or proprietor.
2. Submittal may be hand delivered, mailed, or delivered via courier service. Faxed or emailed submittals will not be accepted.
3. The submittal must be submitted in a sealed envelope plainly marked on its outside with "SUBMITTAL NUMBER 12MIS01 & CLOSING DATE JULY 20, 2012 (2PM)"

4. Submit an original and four (4) complete copies of the response at the Office of the MIS Director, City of Sanibel, 800 Dunlop Road, Sanibel, FL 33957, until 2:00 PM (EST), July 20, 2012.
5. This is a Request for Qualifications. For this submittal, pricing information is neither needed, nor to be submitted. Language regarding submittals and submittal price can be ignored for purposes of the response to Request for Qualifications, however, the submitter should take note of these references. They will be incorporated as elements in the contract to be negotiated and it will be up to the selected firm to comply with those provisions.

**CITY OF SANIBEL - REQUEST FOR QUALIFICATIONS TO  
RENDER PROFESSIONAL SERVICES FOR  
INTEGRATED VIDEO AND SECURITY SYSTEM**

**EXHIBIT "B"**

**DESCRIPTION OF CITY AND GOVERNMENT ORGANIZATION**

Located on the Gulf Coast of Southwest Florida and linked to the mainland by the Sanibel Causeway, the City of Sanibel is a small barrier island sanctuary of an estimated 6,329 residents. The population lives in harmony with the island's wildlife and natural inhabitants. More than half of Sanibel Island is preserved in its natural state as wildlife refuges. The City was founded in 1974 with a Council-Manager type of government.

As a barrier island, Sanibel faces unique technology challenges. City of Sanibel Government will evacuate during hurricane emergencies, taking some technology off island, while turning the remaining technologies totally off. The City of Sanibel's goal is to locate all mission critical applications and data storage off inland in hardened data centers and to utilize Cloud technology.

The City's website is [www.mysanibel.com](http://www.mysanibel.com).

**Existing Software and Hardware Platform**

The City has several video and access control systems located at various remote sites. All remote sites are connected to the City through Comcast Fiber Services and CenturyLink DSL. The DSL will be replaced by Comcast Fiber Services in the near future. There is a GE access Control System at the Recreation Center, and a very small scale access control system at City Hall.

While it is preferable that the City reuse as much of the existing hardware and software platform as possible, the selected vendor will be allowed to recommend components and applications that need to be completely replaced.

A complete inventory of current video and access control systems can be found at the end of this RFQ.

NOTE: The selected firm may be required to obtain competitive bids for hardware or software at the discretion of the City. At these times, the selected vendor shall write the submittal specifications, which must be approved by the City, and then proceed with the bid process.

To date, the City of Sanibel has experienced difficulties getting timely technology and information systems support. The system manufacturers deal directly with only the authorized vendors, so we have to go through the vendor for support. This causes delays. It will be highly preferable for the selected firm to have significant in-house knowledge and experience so that the City can, at its discretion, directly contact the manufacturers for advanced support needs.

Further, the selected firm MUST be able to provide a commitment to provide timely service and upgrade support post system delivery.

## EXHIBIT "C"

### SCOPE OF SERVICES

The City desires the integrated video and security system to include the capabilities and objectives as detailed in Form 6, attached hereto. The selected firm must be able to develop a reliable and robust system incorporating as many of the capabilities shown in Form 6 as possible.

The selected vendor will be fully responsible for all sub-contractors and all sub-contracting work.

1. Identify the optimum Video Management System (VMS) to attain the goals of this project.
2. Identify the storage system needed.
3. Identify if the current GE access control system is appropriate. If so, how to upgrade the system. If not, what is the best replacement? Any replacement must be compatible with Vermont System's RecTrack, which is used to manage membership information at the City's Recreation Center. Currently, RecTrack sends data to a GE custom developed API for importing into the GE access control system.
4. Determine if any of the existing access control system and video hardware are appropriate with the new VMS.
5. Develop and fully implement the upgrade plan.
6. Develop a plan to provide timely routine and emergency support for the new system and, as needed, to provide upgrade, enhancements and routine preventative and corrective maintenance support.
7. Demonstrate significant in house expertise in the VMS, access control and systems proposed.
8. Develop and certify that systems are designed and implemented with appropriate consideration for lightning and power surge issues.
9. Deliver complete documentation to include, but not be limited to user manuals, specialized training manuals and guides, preventative maintenance and as-built drawings.
10. Identify, design and implement traffic counting capabilities. Whether or not traffic counting solutions can or would be integrated within the core VMS and Security systems will be determined at a later date

**IMMEDIATE SYSTEM UPGRADES (considered by the City to be necessary)**

1. Additional cameras at the City's Recreation Center.
2. Design and implementation of panic buttons, alarm events, access control, and video "pops" at the Recreation Center and City Hall. This includes additional cameras at City Hall and evaluation of the current City Hall Kantec based access control and separate, stand-alone zone based, panic button system
3. Additional cameras at the intersection of Causeway Blvd and Periwinkle Way. This will include replacement of the existing equipment cabinet.

## EXHIBIT "D"

### SUBMITTAL FORMAT

#### SELECTION PROCESS

The City of Sanibel will accept responses no later than Friday, July 20, 2012; 2:00 PM (EST). Responses will be reviewed by a City selection committee. The Committee shall select firms deemed to be the most highly qualified to perform the required services. Those firms will be invited to be interviewed by the Selection Committee and provide a presentation. After the interviews, the Selection Committee will rank the order of the firms and City staff will negotiate contract terms with the first ranked firm (with negotiations continuing with successively ranked firms in the event negotiations are unsuccessful). The contract will then be scheduled for consideration of approval by the City Council. The Selection Committee reserves the right to make its recommendation based on the Committee's determination of the best-qualified firm, which is also determined to be responsible and responsive to this RFQ.

#### Evaluation criteria

The primary criteria for vendor evaluation and consideration are:

- Use of Open Architect solutions
- Compliance with the requirements in Form 6.
- Stability (Financial Viability, Business Longevity, National Focus)
- Customer Service (References, Retention, Measured Service Rates, 24x7 Support)
- Ability to Provide a Comprehensive Integrated Solution to meet the stated requirements
- Ability to design and provide post delivery support processes

A City selection committee will evaluate submittals on a variety of quantitative and qualitative criteria. The submittal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price submittal will not necessarily be selected.

**The Selection Committee reserves the right to a) reject any or all submittals, or to make no award, or b) require modifications to initial submittals. The Selection Committee further reserves the right to excuse technical defects in a submittal when, in its sole discretion, such excuse is beneficial to the organization.**

The City Council may award a contract based on initial submittals received, without discussion of such submittals.

## **SUBMISSION AND RECEIPT**

The submittal must be prepared in the following format:

**Section 1** – Complete and Return “Form 1 - Request for Submittal Form” and Form 2 - Submittal Checklist. The email address in this form will be used for all official communications between the City and prospective submitters during this RFQ process.

### **Section 2** – Executive Summary

Provide a concise overview of the system proposed.

### **Section 3** – Company Background and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below. Keep the answers in this order.

Download from the City’s website a Word formatted copy of this section to use for your answers. Provide the requested information immediately below each line item.

1. Specify the number of years the Company has been in the business.
2. Provide a chronology of the company’s growth, heritage, staff size and ownership structure.
3. Indicate whether the business is a parent or subsidiary in a group of companies.
4. Has this company or product being proposed ever been purchased by another company or acquired because of a merger or acquisition?
5. If yes, provide details regarding the name of the companies involved, specific products affected and when such merger or acquisition(s) took place.
7. Provide a brief statement of the company’s background demonstrating longevity and financial stability.
8. Indicate if the company incurred an annual operating loss in the last 5 years.
9. Has the company had a workforce reduction during the past 5 years?
10. If so, provide details regarding workforce reductions: percentage or workforce, areas affected, senior management team changes, etc.
11. Provide details of past or pending litigation, liens or claims filed against the Company.
12. Describe the seniority, tenure and background of the senior management team.
13. Describe how your company measures customer satisfaction for software applications and customer service & support.
14. Describe internal performance metrics used to quantify key customer support responsiveness, such as: Issues resolved on first call, average call duration, average time to reach issue resolution, etc.

#### **Section 4 – Customer References**

Please provide at least five (5) customer references, preferably Public Sector, that are representative of the requested system. References should preferably demonstrate systems with over 200 cameras, and security systems with several different locations, all integrated.

#### **Section 5 – Software Descriptions**

Provide narrative descriptions of the proposed system and components. Include specific hardware and software. The City is seeking state of the art, enterprise grade technology.

#### **Section 6 – Implementation and Support**

Answer the following questions and provide the necessary documentation for each item listed below.

1. Describe the approach and resources needed to implement the proposed solution. Attach a proposed implementation schedule with key activities and estimated milestones.
2. Describe your overall user training approach.
3. Describe your company's service & support philosophy, how it is carried out and how success is measured.
4. Describe your company's ongoing services and support, such as a toll free customer service number, annual training classes, online customer service web site and software maintenance.
5. Provide a thorough description of help desk services including dial-in, web support and ongoing maintenance.
6. How do you service and troubleshoot problems for your current clients?
7. Provide the vendor's software updates and enhancements schedule.
8. Describe the procedures for installing and implementing updates and enhancements

#### **Section 7 – Cost Information**

No information needed that this time

## Section 8 – License Agreement

Provide a sample of the proposed Contract Agreement.

NOTE: The contract cannot include any language for indemnification of the firm or team

- All disputes will be handled in Lee County, Florida.
- Binding arbitration will not be used to settle disputes.
- Invoices may take up to 45 days to be processed
- Final invoicing will not be submitted to the City until at least 30 defect free days have elapsed from that date that the City formally accepts that the milestone is completed
- If additional work is needed on a repair issue that requires additional trips, and it was due to an issue that should have reasonably been identified on a previous trip, the City at its sole discretion will not be responsible for charges arising out of subsequent service calls. This does not include having to order non-standard parts. But, for example, if an encoder is down, and it is replaced, but the encoder was not fully programmed to 100 percent functionality, the City is not responsible for trip charges and labor charges to correctly complete this repair.
- Some employees and some subcontractors of the selected firm may need access to confidential information and secure areas. In these cases, the City will be conducting background checks. Individual employees of the selected firm or their subcontractors must individually submit signed authorization for background checks to the City in advance.

NOTE: the selected firm cannot give blanket approval to conduct background checks on its employees. The selected firm must obtain approval from each employee authorizing background checks.

- The award for the services and on-going support will be for an initial three (3) year term, which can be extended year to year through mutual agreement of both parties.
- All construction and installations MUST comply with Sanibel ordinances and development guidelines. The selected firm and major contractors will likely need to obtain a City of Sanibel Business Tax Receipt. The selected firm will need to maintain a valid Business Tax Receipt for the duration of the agreement.
- All wiring must meet the minimum specifications of the current National Electrical Code (NEC). Since Sanibel is in a lightning prone area, sensitive equipment must be protected with surge protection that meets the minimum specifications of the NEC code.
- The City recognizes that, from time to time, other and/or additional specialized design and maintenance services are needed and therefore reserves the right to utilize additional services in specialized areas when, at its discretion, deemed appropriate.

**Section 9 – State of Submittal (FORM 3)**

These forms must be completed and included in your response.

**Section 10 – Contractor Responsibility (FORM 4)**

These forms must be completed and included in your response.

**DELIVERY OF SUBMITTALS**

Responses to this RFQ must be delivered by Friday, July 20, 2012 at 2:00 PM (EST) and to the place designated on the cover of this RFQ. It is the sole responsibility of the vendor to see that their response to this RFQ is received prior to Friday, July 20, 2012 at 2:00 PM (EST). Any submittal received after the submittal opening date and time shall be eliminated from consideration and returned to the vendor unopened.

**PUBLIC ENTITY CRIMES INFORMATION**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a submittal on a contract to provide any goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit submittals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**DISCRIMINATION**

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a submittal on a contract to provide goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

**DEADLINE**

Deadline for receipt of sealed responses to this RFQ is Friday, July 20, 2012; 2:00 PM (EST).

**NUMBER OF COPIES REQUIRED**

Submit an original and four (4) complete copies of the response.

**SEALED RESPONSES MUST BE SUBMITTED TO**

MIS Director  
City of Sanibel  
800 Dunlop Road  
Sanibel, Florida 33957

**Mark the front of the envelope:**

**SUBMITTAL # 12-MIS01; CLOSING DATE JULY 20, 2012; 2:00 PM (EST)**

## EXHIBIT "E"

### SUPPLEMENTAL DATA

The following information is included:

- Intent to Propose (Form 5) – recommended to be sent to the City ASAP as directed on the form if intending to submit a response
- General Conditions
- General Insurance Requirements
- Statement of No Submittal
- Special Conditions

## **GENERAL CONDITIONS**

TO INSURE ACCEPTANCE OF THE SUBMITTAL, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE. NOTE: "SUBMITTER" MEANS THE PERSON OR ENTITY WHO PROVIDES A RESPONSE TO THIS RFQ AND "SUBMITTAL" MEANS THE RESPONSE TO THIS RFQ.

1. SEALING SUBMITTAL: All submittals must be submitted in a sealed envelope. The face of the envelope shall contain the submittal name and submittal number. Submittals not submitted on attached submittal form shall be rejected. All submittals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
2. EXECUTION OF SUBMITTAL: Submittal must contain a manual signature of authorized representative in the submittal section. Submittal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by submitter to his submittal must be initialed.
3. NO SUBMITTAL: If not submitting a submittal, respond by returning the Statement of No Submittal and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the submittal mailing list. NOTE: To qualify as a respondent, submitter must submit a "NO SUBMITTAL," and it must be received no later than the stated submittal opening date and hour.
4. SUBMITTAL OPENING: Shall be public, on the date and at the time specified on the submittal form. It is the submitter's responsibility to assure that his submittal is delivered at the proper time and place of the submittal opening. Submittals, which for any reason are not so delivered, will not be considered. Offers by telegram; telephone; or fax are not acceptable. Submittal files may be examined during normal working hours.
5. WITHDRAWAL OF SUBMITTALS: Any submitter may withdraw his submittal, but only by written request, at any time prior to the scheduled submittal opening. Any submitter withdrawing his submittal within sixty (60) days after the opening of submittals will be temporarily suspended from future submissions for a period of one year.
6. PRICES, TERMS and PAYMENT: Firm Prices shall be submittal and include all packing, handling, shipping charges and delivery to the destination shown herein. Submitter is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.
  - A. TAXES: The City of Sanibel does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
  - B. MISTAKES: Submitters are expected to examine the specifications, delivery schedule, submittal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at submitter's risk. In case of mistake in extension, the unit price will govern.
  - C. CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this submittal shall be a new, current standard production model available at the time of this submittal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

- D. SAFETY STANDARDS: Unless otherwise stipulated in the submittal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
  - E. UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the submittal, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.
  - F. PAYMENT: Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the submittal. Failure to follow these instructions may result in delay in processing invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.
7. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.
  8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The submitter may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If submittals are based on equivalent products, indicate on the submittal form the manufacturer's name and number. Submitter shall submit with his submittal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous submittal will not satisfy this provision. The submitter shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Submittals which do not comply with these requirements are subject to rejection. Submittals lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the submittal form.
  9. INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed by email to: [proposal@mysanibel.com](mailto:proposal@mysanibel.com) for receipt no later than ten (10) days prior to the submittal opening. Inquiries must reference the date of submittal opening and submittal number. Failure to comply with this condition will result in submitter waiving his right to dispute the submittal.
  10. CONFLICT OF INTEREST: All submittal awards are subject to Section 2-72 Conflict of Interest, City of Sanibel Code of Ordinances, which states: "No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."

11. AWARDS: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all submittals or waive any minor irregularity or technicality in submittals received.
12. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on submittal at the prices submittal in this invitation. If additional quantities are not acceptable, the submittal sheets must be noted "SUBMITTAL IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)
13. SERVICE AND WARRANTY: Unless otherwise specified, the submitter shall define any warranty service and replacements that will be provided during and subsequent to this contract. Submitters must explain on an attached sheet to what extent warranty and service facilities are provided.
14. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before submittal opening time and date, and if not destroyed may, upon request, be returned at the submitter's expense. Each individual sample must be labeled with submitter's name, manufacturer's brand name and number, submittal number and item reference. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier and must be received with your submittal. If instructions are not received within this time, the commodities shall be disposed of by the City of Sanibel.
15. PURCHASES BY OTHER GOVERNMENTAL AGENCIES: The City of Sanibel is one of several local entities participating in cooperative purchasing agreements. As such, other entities in Collier, Lee and Charlotte Counties may elect to purchase from this contract, unless the submitter explicitly states in his submittal that the submittal prices are offered to the City of Sanibel only.
16. SUBMITTAL PROTEST: In any case where a submitter or interested submitter wishes to protest either the results of or intended disposition of any submittal, the submitter or interested submitter must orally notify the Administrative Services Director of the intent to protest the award within three (3) calendar days of the posting of the Notice of Award. A formal written notice must be filed with the Administrative Services Director or the Sanibel City Council within seven (7) calendar days of the posting of the Notice of Award, explaining in detail the nature of the protest and the grounds on which it is based, relief requested and other information the protester deems appropriate to the protest. The written protest will be referred to City Council for an informal hearing and recommendation prior to awarding a contract. The decision of the City Council constitutes final action by the City on the protest.
17. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering
18. DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

19. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this submittal prior to their delivery, it shall be the responsibility of the successful submitter to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.
20. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all submittals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a submittal response hereto and the City of Sanibel by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any submitter shall not constitute a cognizable defense against the legal effect thereof.
21. PATENTS AND ROYALTIES: The submitter, without exception, shall indemnify and save harmless the City of Sanibel and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Sanibel. If the submitter uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the submittal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
22. ADVERTISING: In submitting a submittal, submitter agrees not to use the results there from as a part of any commercial advertising.
23. ASSIGNMENT: Any Purchase Order issued pursuant to this submittal invitation and the monies, which may become due hereunder are not assignable except with the prior written approval of the buyer.
24. LIABILITY: The supplier shall hold and save the City of Sanibel, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.
25. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a submittal on a contract to provide any goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit submittals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
26. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a submittal on a contract to provide goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit submittals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

27. COUNTY TAXES: No submittal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Lee County, Florida.
28. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES: The City of Sanibel encourages and agrees to the successful submitter/proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful submitter/proposer.

IF THIS SUBMITTAL IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

29. ELIGIBLE USERS: All departments of the City of Sanibel are eligible to use this term contract. Such purchases shall be exempt from the competitive submittal requirements otherwise applying to their purchases.
30. PRICE ADJUSTMENTS: Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Sanibel. Price increases are not acceptable.
31. CANCELLATION: All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party or as otherwise stated in a contract between a selected submitter and the City.
32. RENEWAL: The City of Sanibel reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.
33. ABNORMAL QUANTITIES: While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate submittals thereon.
34. FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

IF THIS SUBMITTAL IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

35. ALTERNATIVE SUBMITTALS: Submitters offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE SUBMITTAL". Alternative submittals will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all submittals received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Sanibel.
36. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Sanibel all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Sanibel under said contract.
37. SUBMITTER INVESTIGATIONS: Before submitting a submittal, each submitter shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Sanibel upon which the submitter will rely. If the submitter receives an award as

a result of its submittal submission, failure to have made such investigations and examinations will in no way relieve the submitter from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

38. **CERTIFICATES AND LICENSES:** The submitter (sometimes referred to herein as "contractor" shall provide notarized copies of all valid licenses and certificates required for the performance of the work. The notarized copies shall be delivered to the City of Sanibel no later than ten (10) days after the contractor receives the notice of award from the City of Sanibel. Current notarized copies of all licenses and certificates shall be provided to the City within twenty-four hours of demand at any time during the contract term.
39. **CHANGE IN SCOPE OF WORK:** The City of Sanibel may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Sanibel and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.
40. **CONTRACTOR PERSONNEL:** The City of Sanibel shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.
41. **COST REIMBURSEMENT:** The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the submittal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.
42. **EXCEPTIONS:** Submitters taking exception to any part or section of the solicitation shall indicate such exceptions on the submittal form. Failure to indicate any exception will be interpreted as the submitter's intent to comply fully with the requirements as written. Conditional or qualified submittals, unless specifically allowed, shall be subject to rejection in whole or in part.
43. **FAILURE TO DELIVER:** In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may

procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

44. FAILURE TO ENFORCE: Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.
45. FORCE MAJEURE: The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.
46. INDEPENDENT CONTRACTOR: The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Sanibel and the City of Sanibel shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Sanibel shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.
47. ORAL STATEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Sanibel.
48. QUALIFICATIONS OF SUBMITTERS: The submitter may be required, before the award of any contract, to show to the complete satisfaction of the City of Sanibel that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The submitter may also be required to give a past history and references in order to satisfy the City in regard to the submitter's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the submitter to perform the work, and the submitter shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any submittal if the evidence submitted by, or investigation of, the submitter fails to satisfy the City that the submitter is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the submitter's qualifications shall include:
  - The ability, capacity, skill and financial resources to perform the work or service.
  - The ability to perform the work service promptly or within the time specified, without delay.
  - The character, integrity, reputation, judgment, experience, and efficiency of the submitter.
  - The quality of performance of previous contracts or services.
49. QUALITY CONTROL: The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

50. RECOVERY OF MONEY: Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.
51. REQUIREMENTS CONTRACT: During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.
52. TERMINATION FOR CONVENIENCE: The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.
53. TERMINATION FOR DEFAULT: The City of Sanibel reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least fifteen (15) days written notice before the termination takes effect. The fifteen-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the fifteen (15) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

**THE CITY OF SANIBEL IS AN EQUAL OPPORTUNITY EMPLOYER**

## GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the City.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for City's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the City, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the City, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Sanibel must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverages are primary to all other coverages the City possesses for this contract only." The City of Sanibel shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Sanibel  
800 Dunlop Road  
Sanibel, Florida 33957

No City Division, Department, or individual name should appear on the Certificate.  
No other format will be acceptable.

Thirty (30) days cancellation notice required.

The Certificate must state the submittal number and title.

When using the "Accord" form of insurance certificate, please note that under the cancellation clause, the following must be deleted: "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company".

## SPECIAL CONDITIONS

### 1. TERMS OF CONTRACT

The resulting contract will commence on the date of award (upon full execution by the parties).

### 2. PROHIBITION OF CONTACT

Under no circumstances should any prospective organization or individual, or any acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with the City Council, any public official or city staff against the interests of other prospective organization (s) and or individual (s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

### 3. QUESTIONS

Questions regarding this RFO of the submitter packet must be received by email NO LATER THAN MAY 18, 2012; 2:00PM (EST). All questions must be sent by email to:

Bert Smith, MIS Director  
City of Sanibel  
800 Dunlop Road  
Sanibel, Florida 33957  
PH: (239) 472-9615  
FX: (239) 472-3065  
submittals@MySanibel.com

# FORMS

**FORM 1**  
**REQUEST FOR SUBMITTAL FORM**  
**CITY OF SANIBEL**  
MIS Department  
800 Dunlop Road  
Sanibel, FL 33957

**PH: (239) 472 - 3700 FX: (239) 472 - 3065**

MAILING	TITLE <p style="text-align: center; color: blue;">RENDER PROFESSIONAL SERVICES FOR  INTEGRATED VIDEO AND SECURITY SYSTEM  FOR CITY OF SANIBEL</p>	NUMBER:  12MIS-01	CLOSING DATE & TIME:  Friday, July 20, 2012, 2:00 PM (FST)
---------	--	-------------------------	--

PRE-BID (RFQ) DATE, TIME AND LOCATION:
--

NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL
--

MAILING ADDRESS
-----------------

CITY-STATE-ZIP
----------------

FX:	WEB ADDRESS:
-----	--------------

**PLEASE NOTE THE FOLLOWING:**

PH:	EMAIL:
-----	--------

> This page must be completed and returned with your submittal.

I certify that this response to RFQ is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this response to RFQ and certify that I am authorized to sign this response to RFQ for the submitter. In submitting a response to RFQ to the City of Sanibel the
--

AUTHORIZED SIGNATURE	PRINTED NAME/TITLE
----------------------	--------------------

<p style="color: red; font-weight: bold; font-size: 1.2em;">Please initial by all that apply</p> <p style="color: red; font-size: 0.8em;">I acknowledge receipt of the following addendum</p> <p style="color: red; font-size: 0.8em;">____Addendum #1 Current System Inventory</p>
---

- > Submittals must be submitted in a sealed envelope, marked with submittal number & closing date.
- > Submittals received after the above closing date and time will not be accepted.
- > If you do not have an email address and you want a copy of the Submittal Tab, please enclose a stamped, self-addressed envelope with your submittal.

**FORM 2**  
**SUBMITTER'S CHECKLIST**  
**CITY OF SANIBEL**  
**REQUEST FOR QUALIFICATIONS TO RENDER PROFESSIONAL SERVICES –**  
**INTEGRATED VIDEO AND SECURITY**  
**12MIS-01**

- |  | <b>Initial</b>  |
|--|---|
| 1. Original submittal Form 1, "Request for Submittal Form" must be signed, in ink, by a corporate officer, partner or proprietor completed and enclosed. | <input style="width: 60px; height: 20px;" type="text"/> |
| 2. Submittal submitted in a sealed envelope.   | <input style="width: 60px; height: 20px;" type="text"/> |
| 3. Envelope plainly marked on its outside with " <u>SUBMITTAL NUMBER 12-MIS01 &amp; CLOSING DATE FRIDAY, JULY 20, 2012; 2:00 PM (EST)</u> "              | <input style="width: 60px; height: 20px;" type="text"/> |
| 4. An original and <b>four (4)</b> complete copies of the response should be enclosed.   | <input style="width: 60px; height: 20px;" type="text"/> |
| 5. A concise overview of the system proposed should be completed and enclosed.   | <input style="width: 60px; height: 20px;" type="text"/> |
| 6. All questions concerning company background and qualifications should be answered and enclosed.   | <input style="width: 60px; height: 20px;" type="text"/> |
| 7. At least five (5) customer references, preferably public sector, enclosed.  | <input style="width: 60px; height: 20px;" type="text"/> |
| 8. Narrative descriptions of the proposed project design enclosed.   | <input style="width: 60px; height: 20px;" type="text"/> |
| 9. All questions concerning implementation and support answered and enclosed.  | <input style="width: 60px; height: 20px;" type="text"/> |
| 10. A sample of the proposed Contract Agreement enclosed.  | <input style="width: 60px; height: 20px;" type="text"/> |
| 11. Complete and enclose Form 2, "Submitter's Checklist".  | <input style="width: 60px; height: 20px;" type="text"/> |
| 12. Complete and enclose Form 4 "Contractor Responsibility"  | <input style="width: 60px; height: 20px;" type="text"/> |
| 13. Complete and enclose Form 6 "System Functionality Response".   | <input style="width: 60px; height: 20px;" type="text"/> |

**FORM 3  
STATEMENT OF NO SUBMITTAL**

If you will not be submitting on this product/service, please help us by completing and returning only this page to:

City of Sanibel  
MIS Department  
800 Dunlop Road  
Sanibel, FL 33957  
Fax 239-472-3065

Submittal #12-MIS01 and Description: REQUEST FOR QUALIFICATIONS TO RENDER PROFESSIONAL SERVICES – INTEGRATED VIDEO AND SECURITY

We, the undersigned, decline to submit a response on the above project for the following reason(s):

- We are not able to respond to the Invitation to Submittal or Request for Submittals by the specified deadline.
- Our Company does not offer this product or service.
- Our current work schedule will not permit us to perform the required services.
- Specifications are incomplete or information is unclear (Please explain below).

---

---

Other (Please specify below)

---

---

Company Name \_\_\_\_\_ PH \_\_\_\_\_

Name and Title of individual completing this form:

\_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

**FORM 4  
CONTRACTOR RESPONSIBILITY FORM  
City of Sanibel  
12MIS-01**

**A. Project title: REQUEST FOR QUALIFICATIONS TO RENDER PROFESSIONAL SERVICES – INTEGRATED VIDEO AND SECURITY**

**B. Submitter information:**

---

**Legal Name** **DBA**

---

**Street Address** **City, State Zip**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. In the past five (5) years, has your firm changed name?<br><b>If yes</b> , explain the reasons for the name(s) change and detail previous names and DBA's.                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. In the past five (5) years, has your firm ever been the debtor in a bankruptcy proceeding?<br><b>If yes</b> , explain the circumstances and dates.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is your company now in the process of, or in negotiations toward, or in preparations for being sold?<br><b>If yes</b> , explain the circumstances, to whom being sold and contact information. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In the past five (5) years, has your firm's financial position significantly changed?<br><b>If yes</b> , explain the circumstances.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In the past five (5) years, has your firm ever been denied bonding?<br><b>If yes</b> , explain the circumstances surrounding each instance and include the name of the bonding company.        | <input type="checkbox"/> | <input type="checkbox"/> |

6. In the past five (5) years, has any bonding company made any payments to satisfy any claims made against a bond issued on your firm's behalf or a firm where you were the principal?    
**If yes**, explain the circumstances surrounding each instance.
7. In the past five (5) years, has your firm ever defaulted under a contract with a governmental entity or with a private individual or entity?    
**If yes**, explain the circumstances surrounding each instance.
8. In the past five (5) years, has a governmental or private entity or individual terminated your firm's contract prior to completion of the contract?    
**If yes**, explain the circumstances surrounding each instance, and principal contact information.
9. In the past five (5) years, has your firm ever failed to meet any scheduled deliverables or milestones?    
**If yes**, explain the circumstances and provide contact information.
10. In the past five (5) years, has your firm or any of its owners, partners, or officers, been penalized for or been found to have violated any federal, state, or local laws in the performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?    
**If yes**, explain the circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and the outcome and current status.
11. In the past five (5) years, has your firm ever been debarred or determined to be a non-responsible bidder contractor?    
**If yes**, explain the circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and the outcome and current status.
12. In the past five (5) years, has your firm been convicted of, or found liable in a civil suit for making a false claim(s) or material misrepresentation(s) to any private or governmental entity?    
**If yes**, explain the circumstances including the entity involved, the specific infraction(s), the dates of such instances, and the outcome and current status.

13. In the past five (5) years, has your firm or any of its executives, management personnel, and owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract; or the crime of theft, fraud, embezzlement, perjury, or bribery?

**If yes**, explain the circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and current status.



CITY OF SANIBEL

INTENT TO PROPOSE  
on  
Request for Qualifications  
to

REQUEST FOR QUALIFICATIONS TO RENDER PROFESSIONAL SERVICES FOR  
INTEGRATED VIDEO AND SECURITY SYSTEM

Number 12MIS-01  
FORM 5

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

PO Box or Street Number and Name

\_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_

Area code Phone number

FAX #: \_\_\_\_\_

Area code FAX Number

E-mail address: \_\_\_\_\_

Email address is required as this will be used for communication  
during the RFQ process

Signature of contact person above: \_\_\_\_\_

Return to: Bert Smith, MIS Director, City of Sanibel, 800 Dunlop Road,  
Sanibel, FL 33957 or FAX to: 239-472-3065

SYSTEM FUNCTIONALITY RESPONSE  
FORM 6

Integrated Video and Security System		Fully Compliant			
		Modification/Custom Software/External Integration			Comments
			Not available		
1	Single VMS that supports 100 cameras now.				
2	Single VMS that can support to 500 cameras				
3	Export video both with digital watermark				
4	Export video in standard formats (i.e. WMA, MP4). Specify in comments supported formats.				
5	Video storage for at least 30 days				
6	Can all the video be replicated to an alternate storage system and be accessed using the VMS?				
7	To achieve the storage requirements, will there be a central video storage system or storage systems an individual site locations.				
8	Ability for VMS to record at a lower frame rate during no activity, and increase to a frame of at least 10 fps when motion detected. Elaborate this capability in the comments.				
9	Ability to integrate with a GE Access Control system.				
10	Ability to trigger emails when a camera detect motion allowing the selection of a scree are to monitor and time windows when to trigger the email.				
11	Ability to trigger "video pops" in Police Department dispatching when a camera detect motion allowing the selection of a scree are to monitor and time windows when to trigger the email. Detail what system would be running in dispatch for the ability				
12	The VMS should provide a video wall capability where a large number of video streams can be viewed on screens				
13	Ability to send email notifications of hardware status, disk capacity, video loss, operating temperature etc. Explain what events can be monitored through email alerts				
14	Ability to send SNMP notifications of hardware status, disk capacity, video loss etc. Explain what events can be monitored.				
15	Ability to securely access video remotely from smartphones (iPhone and Android based), iPads, and Department laptops				
16	Ability to provide License Plate Video Recognition (LPR) technology.				
17	Is the system capable of interfacing with Florida Department of Law Enforcement for actual license plate checks? The City will provide several regular updated files with this information.				
18	Is the VMS application based or browser based? Answer in comments.				
19	Search for video specifying motion and date/time ranges.				
20	There will be many times where video/security equipment will be installed at remote locations. The selected firm will be responsible to manage the complete needs for this work including, but not limited to selection of weather proof cabinets, cooling, electrical and battery backup.				
21	Browser or thin client access to video streams				
22	Browser or thin client access to archived video				
23	Video resolution from 640 x 480 up to and including multi-mega-pixel.				
24	Video steam to VMS over VPN's.				
25	Licensing model to allow unlimited client access without additional costs to add additional clients.				
26	Video view layering to :follow a scene from camera to camera.				
27	System will fully recover after power loss with assistance from an operator.				
28	System recording recover from a power loss with loss of video leading up to power loss.				
29	Automatically delete archived video based on video being x days old.				
30	Deletion in 29 be specified individually by camera and through group policies.				
31	All components time synched to a central time server.				
32	The prospective firm is an authorized purchaser and installer for the components.				
33	The firm will provide a complete contact process including email, office and cell phone numbers. The list will be kept current for changes such as but not limited to position change and vacations.				

Integrated Video and Security System		Fully Compliant			
		Modification/Custom Software/External Integration			Comments
			Not available		
34	The firm can participate in video conferencing (Skype).				
35	Single, centrally administered user accounts for VMS				
36	Single, centrally administered access control system.				
37	VMS allows snapshots of frames.				
38	VMS is an open system				
39	Access Control is an open system				
40	Video storage system is an open system				
<b>Business Issues</b>					
41	Ability to design a system with lightning and surge protection				
42	Ability to certify the design with regard to lightning and surge protection				
43	Ability to design a system considering high humidity, high temperature and high salinity.				
44	Ability to certify the design with regard to considering high humidity, high temperature and high salinity.				
45	Ability to provide a hardware pricing model that supports 3 years. For example lists of what items that can be purchased for cost plus x%, or items that will be bid. This is to allow the selected vendor to continue to provide complete service to the City for the duration of the contract.				
46	Ability to provide a schedule of labor, travel and other similar rates for the term of the contract.				
47	Commitment to obtain and maintain a valid City Business tax receipt and if necessary valid City Contractor licensing for the term of the contract.				
48	Able to provide Florida State Contract pricing. If so, explain in comments for what areas and how long the contract will be valid.				
49	Direct city contact with technical support for VMS				
50	Ability to provide complete reappear, upgrade, and preventive maintenance.				
51	Direct city contact with technical support for Access Control System				
52	The City does not exempt itself from the Permitting process. The selected firm will need to use the City Permitting process for most non-repair work. This also means that all work must be performed to established codes and ordinances.				
<b>Documentation and Training</b>					
53	Provide complete documentation including, but not limited to: hardware manufacturer, model, serial number, warranty term and unusual items, location, expected lifetime, operating temperature range and power consumption. This information must also be summarized in a document rather than a folder with all the hard copy warranties.				
54	Document explaining recommended preventative maintenance procedures and schedules				
55	All passwords and access credentials.				
<b>Traffic Technology</b>					
56	Identify, design and implement traffic counting technologies				

APPENDIX

Current System Inventory

Sanibel Island Cameras  
1/14/10

**Periwinkle And Causeway Blvd**



Pelco DD53C22 PTZ  
Pole Mounted with Straps approx 10ft above street level



Locked Enclosure Mounted approx 5ft above street:  
Cisco ASA5505-S/N JMX1121Z02K  
Modem: EQ-660R ADSL Router-S/N S080Y50004010  
Axis 241S Video Server-00408CAE5FBC

## Island Entrance License Plate Cam



These are warrantee by mfg, maintenance would be cleaning only)

Pole Mounted approx 10ft above street.

DSL Model EQ-660R ADSL Router-S/N S080Y21027407

Cisco ASA5505-S/NJMX1236Z11A

Pipps P372 Spike Camera-S/N=

Cisco Aironet Power Injector-S/NFOC1330J0P6

Cisco Wireless Bridge-S/N=N/A

### Island Exit License Plate Cam

These are warrantee by mfg, maintenance would be cleaning only)

Pole Mounted approx 10ft above street.

Pipps P372 Spike Camera-S/N=

Cisco Aironet Power Injector-S/N/FOC1330J065

Cisco Wireless Bridge-S/N=N/A



## Fishing Pier / Light House



Pole Mounted by Pier 15-18ft above ground  
(x2) GE Galaxy P9102A3 Fixed Dome  
(x2) Extreme CCTV EX26LED8MB I/R Flood



ON Pier PTZ – Pole Mounted on water side of pier 8ft above pier can stand on  
rail

GE Legend IP – IDP1303-07236-1001 v. 3.18



Labels On PTZ



PTZ On Pier Removed



Fishing Pier Parking Lot  
Pole Mounted in Lot 12ft above ground  
(x2) GE Galaxy P9102A3 Fixed Dome  
(x2) Extreme CCTV EX26LED8MB I/R Flood



Access Road From Pier to Lighthouse  
Pole Mounted approx 15ft above ground  
(x3) GE Galaxy P9102A3 Fixed Dome

(x3) Extreme CCTV EX26LED8MB I/R Flood



Camera Power Supply Boxes (Behind Bathroom, Key req'd)  
(x6) Altronix WPTV248175ULCB containing PD4A Power Unit

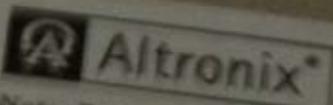


Power Supply Boxes Are Labeled For Each Camera



Close up of Inside Power Supply Boxes

Zenardo SpA - Tecnomat  
Code 28020 - JPES/Nema4  
File Number E238294  
mmix 2004-3000-150

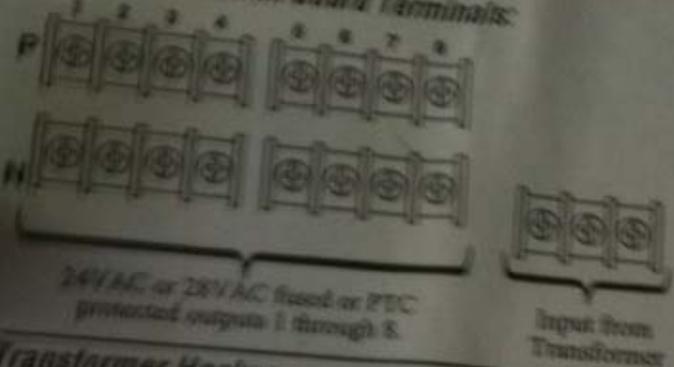


### WPTV248175ULCB - Outdoor CCTV Camera and Accessory Power Supply

Note: Refer to WPTV248UL series Installation Guide Rev. 021104  
Input: 115VAC 50/60Hz., 1.76 amp.  
Output: 24VAC @ 7 amp total or 28VAC @ 6.25 amp.  
UL Listed for U.S. and Canada for CCTV Equipment (UL2044)



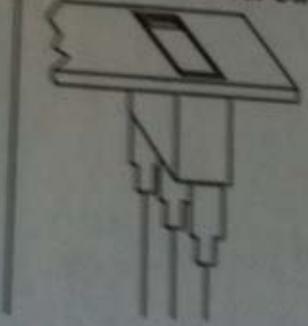
#### Power Distribution Board Terminals:



#### Transformer Hookup:



#### Illuminated Power Switch:



**WARNING:** To reduce the risk of fire or electric shock, use class 3 wiring methods where wet contact is likely to occur. This installation should be made by qualified service personnel and should conform to all local codes and in accordance with the National Electrical Codes.

Datecode: 

06	07
12	

38th Street, Brooklyn, New York 11220 USA, 718-567-4000, fax: 718-567-4054  
Website: www.altronix.com, e-mail: info@altronix.com, Made in U.S.A.  
WPTV248175ULCB - Rev. 021104



Close up Of Power Supply Box Label



Lighthouse DVR Boxes (On rear Of Bathrooms, Key Inside Closet, Large Flathead req'd)  
Iceboxes that are NOT connected, Alarm Contacts N/C as well.



DVR Box 1 Open  
Symdek 16  
Nitek VH1651  
Generic UPS



DVR Box 2 Open  
Symdec 16  
AdTran Netvanta 3200  
Generic UPS  
"uptimedevices.com" SH2 (Not Part of Video System, no maintenance required)



Walking Path Cams  
Pole Mounted approx 12-15ft above path  
(x2) GE Galaxy P9102A3 Fixed Dome

(x2) Extreme CCTV EX26LED8MB I/R Flood  
(Total of 16 Cams and IRs throughout path)



Beach Parking Area  
Pole Mounted approx 12-15ft above lot  
(x2) GE Galaxy P9102A3 Fixed Dome  
(x2) Extreme CCTV EX26LED8MB I/R Flood



Beach Parking Area Entrance  
Pole Mounted 10-12 Ft above Street, One Pole on Either Side of Road

(x2, one each pole) GE Galaxy P9102A3 Fixed Dome  
(x2, one each pole) Extreme CCTV EX26LED8MB I/R Flood

### Rec Center

Parking Lot

Pole Mounted side by side approx 20 ft above lot

(x2) GE Galaxy P9102A3 Fixed Dome  
(x2) Extreme CCTV EX26LED8MB I/R Flood

Lobby

Mounted in ceiling above receptionist and cash drawers approx 16 ft up

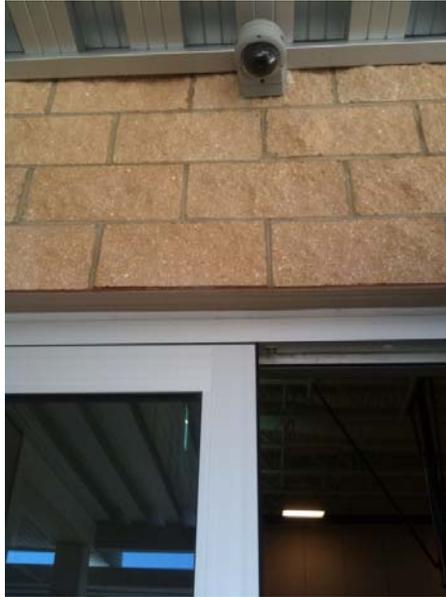
(x5) GE Galaxy P9102A3 Fixed Dome  
(x5) Extreme CCTV EX26LED8MB I/R Flood



Inside Gym

Wall Mounted approx 15ft up

(x6) GE Galaxy P9102A3 Fixed Dome



(x1) GE Galaxy P9102A3 Fixed Dome Out rear Gym door, approx 9ft

Inside Studio

GE Galaxy P9102A3 Fixed Dome above door, approx 10 ft



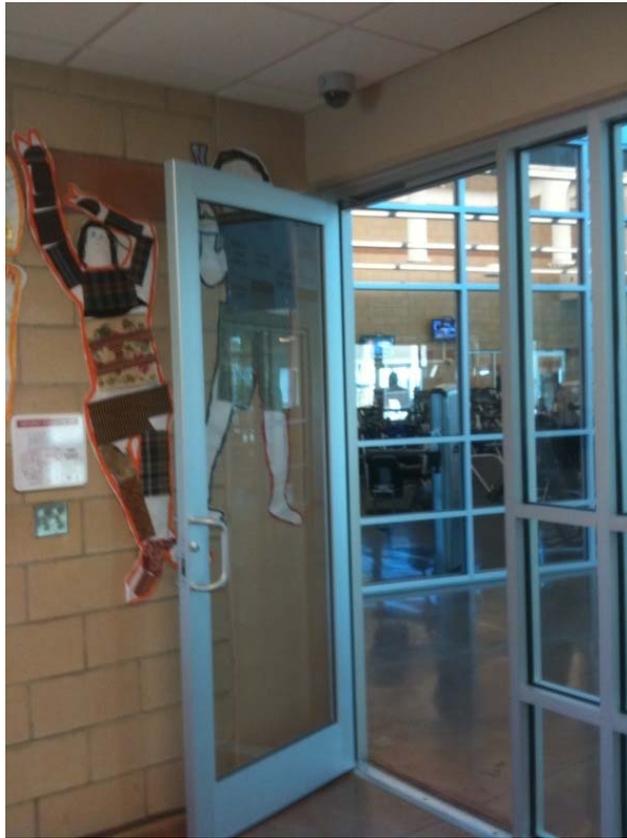
Tennis Courts  
(x2) GE Galaxy P9102A3 Fixed Dome  
Pole Mounted approx 20ft up



Hallway  
GE Galaxy P9102A3 Fixed Dome  
Wall Mounted approx 15ft up



Weight Room  
(x2) GE Galaxy P9102A3 Fixed Dome  
Ceiling Mounted approx 15 ft up in opposite corners of room



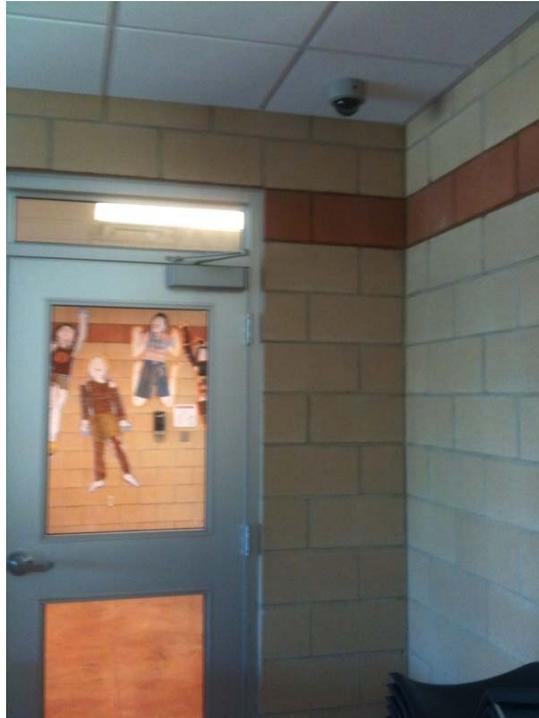
"Heron" Room  
GE Galaxy P9102A3 Fixed Dome  
Ceiling Mount above door, approx 8 Ft



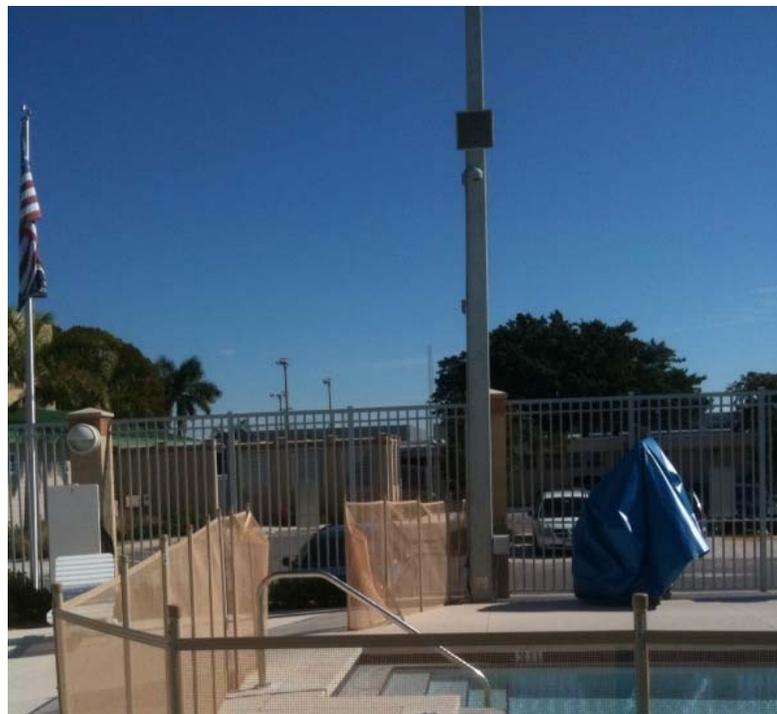
"Pelican" Room  
(x2) GE Galaxy P9102A3 Fixed Dome  
Ceiling Mount, approx 8ft, opposite corners of room



"Osprey" Room  
(x2) GE Galaxy P9102A3 Fixed Dome  
Ceiling Mounted, approx 8ft, opposite corners



"Spoonbill" Room  
GE Galaxy P9102A3 Fixed Dome  
Ceiling Mounted above door, approx 8ft



Poolside  
(x2) GE Galaxy P9102A3 Fixed Dome  
Pole Mounted, approx 18-20 ft up



Pool Deck  
(x3) GE Galaxy P9102A3 Fixed Dome  
Hanging Mounts, Under Eaves around pool, approx 10ft up



Pool Hallway  
GE Galaxy P9102A3 Fixed Dome  
Ceiling Mount, approx 8.5 ft up

Skate Park  
Located Behind School, Requires School Escort  
Pole Mounted approx 18-20 ft up

(x2) GE Galaxy P9102A3 Fixed Dome  
(x2) Extreme CCTV EX26LED8MB I/R Flood



Rec Center IDF Rack  
(x3) Symdek 16  
NVT NV1613A Passive Transceiver Hub  
GE KTD-440

## Trost Parking Lot



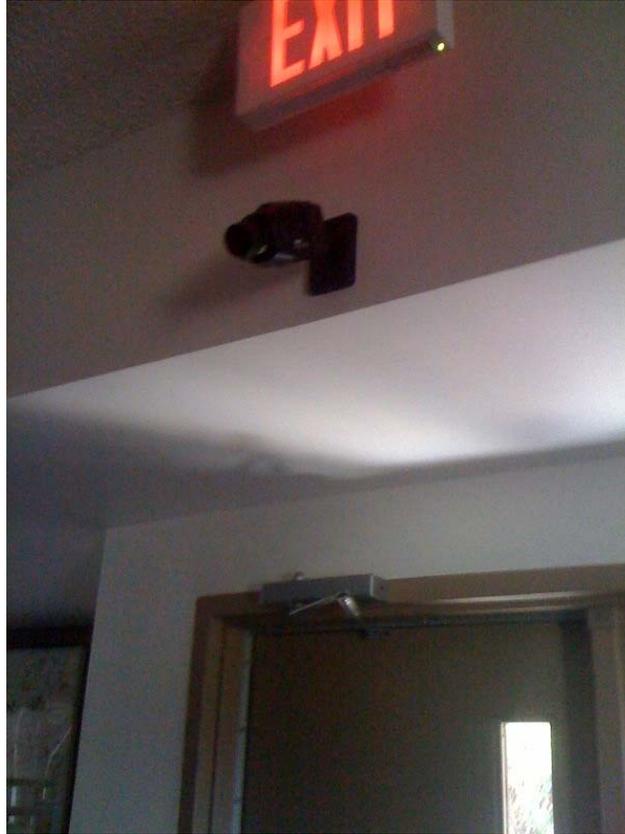
Pole Mounted approx 24ft up  
Pelco PTZ DD53C22

### Equipment Box

Pole Mounted approx 12ft up by entrance  
Embarq DSL 660 Series-S/N S080Y07049117-**Not In Use (Active)**  
T1 feed-Circuit ID 60.DH2X.590977  
AdTran NetVanta 3205-AH LBADTN0715AE171  
Axis Video Server 241S-S/N 00408CAB03BB



## City Hall



City Counsel Chambers  
Pelco, DSP Color CCD Cam (No other markings)  
Above Door, approx 8 ft

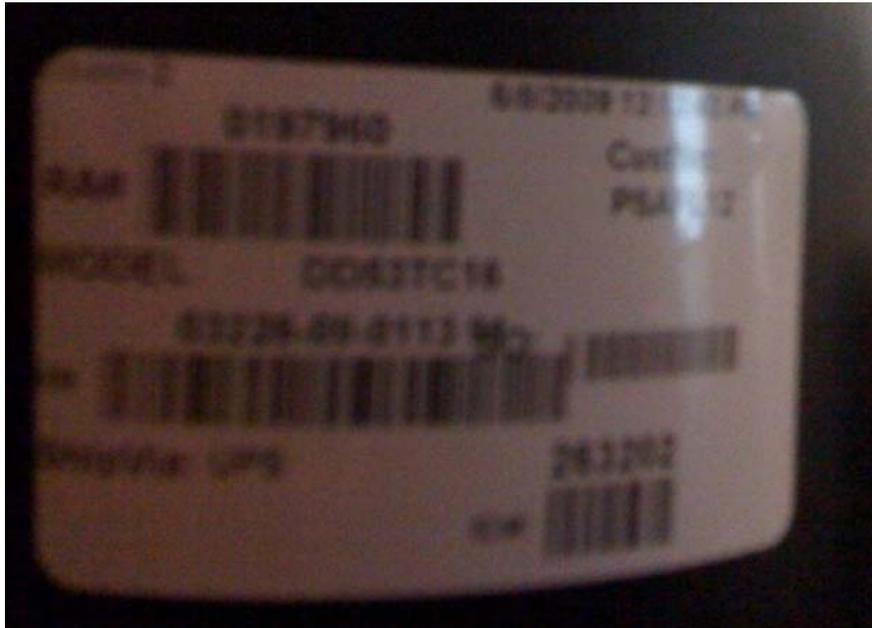




Chamber Cam Close ups



Council Chamber PTZ, Ceiling Mount behind desk, approx 8ft  
Pelco PTZ DD53TC16 (missing Dome Cover.)



PTX Label Close up





City Hall Outdoor Enclosed Cameras  
(Unable to open for p/n)  
Total of 7 throughout grounds, varying height 6-10 ft

City Hall Parking Lot PTZ  
MISSING DOME COVER, Currently INOP  
Pole Mounted approx 20ft up  
Pelco DD53C22



Sanibel Police Dept Holding Cell  
GE Galaxy PTZ Dome  
GE Microphone  
Wall Mount above door, approx 10ft



SPD Holding Cell Audio Processor  
Mounted above drop ceiling above TV, approx 10 ft  
Loure AP2 2 Zone Audio Surveillance



SPD Holding Cell TV  
ONLY displays view and audio from holding cell.



Lieutenants Office  
Altronix ALTV2416ULX with (x2) PD8  
Verint Smart Sight S1708E

### Behind Verint Encoder

Pixord P4000-MAC 00042921FC40 Gator S/N 47021309  
Pixord P4000-MAC 00042921FE40 Gator S/N 47021209





Inside Altronix Box  
(Key Req'd)



Verint Smart Sight S1708E  
Next to Altronix Box

## Administrative Server Room



Accer Aspire easyStore H430-S/N PGT170W00700501BR430B1

## Sanibel Boat Dock

Slip One



Camera Information: Axis Q1755 IP High Def Camera with H.264 compression

Slip Two



Camera Information: Q1755 IP High Def Camera with H.264 compression

Slip Three



Camera Information: Q1755 IP High Def Camera with H.264 compression

Slip Four



Camera Information: Q1755 IP High Def Camera with H.264 compression

## Equipment Cabinet



### Equipment Cabinet Information:

HP ProBook 4310s-S/N CNU934D5DP

HP ProBook 4310s-P/N FM970UT#ABA

HP Serv. Tag-P4310SUT6570Q3X320M1BNCN2QA

Vista Business Key-86VBD-GPKGJ-3CTC7-2HGXW-TB3RQ

Linksys SRW2024P-S/N-

Hoffman/McLean A/C-S/N 09042937-4

Hoffman/McLean A/C-Model T15-0116-G100H

Hoffman/McLean A/C-Cust. P/N 16391

Corning Cable Systems LanScape (Fiber/Ethernet) Hub-

## Dock Camera & Infrared

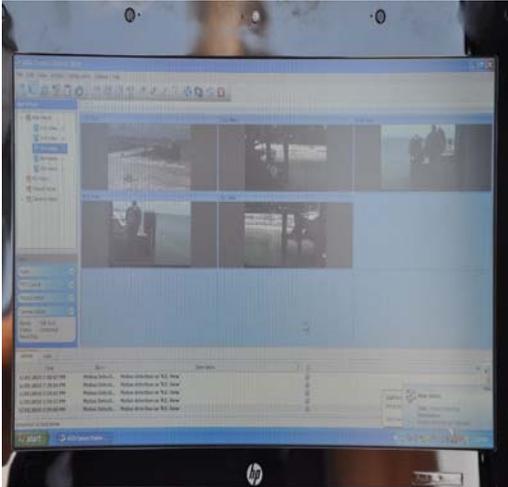


Camera Information: Axis Model # Q1755 60 hz  
P/N 0304-001-01  
S/N 00408C9809E3

Infrared Information: Low Voltage Luminaire  
S/N VLS-00452  
Reg ID: IR200-36  
Fac ID: SIS0001

8/28/08

## Axis Camera Station Software 3.21



Axis 3.21 Software Information:

## Camera Cabinet Station Air Conditioning



### Air Conditioning Information:

Hoffman Protek 12 double hinged wall mount cabinet.

Hoffman/McLean A/C-S/N 09042937-4

Hoffman/McLean A/C-Model T15-0116-G100H

Hoffman/McLean A/C-Cust. P/N 16391

**AUTHORIZATION FOR BACKGROUND CHECK**

**THIS AUTHORIZATION** made and executed this \_\_\_\_ day of \_\_\_\_\_, 2005, by \_\_\_\_\_, (hereinafter called "CONTRACTOR").

**WITNESSETH:**

CONTRACTOR hereby voluntarily authorizes the City of Sanibel (hereinafter called "CITY"), to conduct a full and complete background check on CONTRACTOR for purposes of checking relevant information relating to CONTRACTOR'S background and work history prior to entering into any agreements or contracts with CITY. CITY and CONTRACTOR both acknowledge that any cost arising out of such background check shall be borne by the CITY.

**CONTRACTOR:**

By: \_\_\_\_\_

Contractor or Authorized Representative

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor Phone & Fax Numbers

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2005, by \_\_\_\_\_, (name), \_\_\_\_\_ (title), who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
(Printed Name of Notary Public)

APPROVED AS TO FORM: \_\_\_\_\_

Kenneth B. Cuyler, City Attorney

\_\_\_\_\_ Date