



REQUEST FOR PROPOSAL
FOR
Golden Heart Plaza Cameras
RFP #22-07

Issue Date: May 1, 2022

Pre-Proposal Question Deadline: May 16, 2022 @ 3:00 PM

Proposal Deadline: May 20, 2022 @ 2:00 PM

Proposal Delivery Location: City Clerk's Office
800 Cushman Street
Fairbanks, Alaska 99701

Proposal Review: May 23-27, 2022

Purchasing Contact: Christina Rowlett, Purchasing Agent
Phone: 907.459.6779

PREFERRED COMMUNICATION
Email: purchasing@fairbanks.us

This is not an order. The attached terms and conditions shall become part of the contract resulting from this Request for Proposal. Proposals shall be submitted in the indicated format. Original signatures may be submitted on the form provided herein.

Table of Contents

Announcement	Page 3
Section 1 – Instructions	Page 4
Section 2 – Specifications / Scope of Work	Page 8
Section 3 – Terms and Conditions	Page 11
Section 4 – Evaluation Criteria	Page 15
Section 5 – Required Forms	Page 16
1. Proposal Form	Page 17
2. Non-Collusion Statement	Page 19
3. Bidder Questionnaire	Page 20
4. Price Sheet	Page 21
5. Exceptions & Deviations	Pages 22
6. Business License Waiver	Page 23

**Announcement
Request for Proposal**

The City of Fairbanks is requesting proposals from firms qualified and interested in providing:

Golden Heart Plaza Cameras

RFP #22-07

DESCRIPTION: City of Fairbanks is soliciting request for proposals to provide and install a security camera system that will monitor the Golden Heart Plaza with an option of views of 2nd Avenue between Cushman Street and Lacey Street.

PROPOSAL DOCUMENTS: A copy of this RFP can be obtained on the City of Fairbanks website, www.fairbanksalaska.us. It is the Offeror's sole responsibility to check this website for additional information and / or addendums. Any RFP may also be requested by contacting the Purchasing Agent listed in this document. If you have any questions call the Purchasing Agent listed in this document.

Sealed proposals are due **PRIOR** to the deadline noted above. Sealed proposals must be delivered to the City of Fairbanks, City Clerk's Office, located at 800 Cushman Street, Fairbanks, Alaska 99701. Late proposals will not be accepted – **NO EXCEPTIONS**. It is the Offeror's responsibility to confirm the proposal documents are received.

PUBLISHED: Fairbanks Daily News Miner on May 1, 2022

Section 1 – Instructions

1. **Communications:** The only communication concerning modifications, clarifications, questions, amendments, and addendums will be processed through the Purchasing Agent listed on the cover page. No contact with any other agents of the city is permitted, and will be grounds for disqualification. Any exceptions to this will be clarified in this document.
2. **Pre-Proposal Questions and Information:** If an Offeror finds a discrepancy, error, or omission in this document they are instructed to contact the Purchasing Agent, listed on the cover page, who will send written clarification to all prospective offerors and posted on the City of Fairbanks website. All questions must be submitted to the Purchasing Agent in writing via e-mail: purchasing@fairbanks.us or by mail: City of Fairbanks – Purchasing, 800 Cushman Street, Fairbanks, AK 99701, by the deadline listed on the cover page of this document. All answers will be issued in writing.
3. **Pre-Bid Meeting:** A pre-proposal meeting may be held for this RFP. If so, the date, time, and location will be listed on the cover page of this document. Project Managers and other staff may be available at this meeting to answer questions that have been submitted. Additional questions may be answered at this meeting and, if so, they will be documented and issued in an addendum. All questions and answers will be formalized and issued in an addendum. Attendance at this meeting is **mandatory**.
4. **Modifications:** Clarifications, questions, amendments, and addendums may be made to this document by the city at any time prior to the proposal submittal deadline. It is the Offeror’s sole responsibility to check the city website for these updates and or addendums.
5. **Proposal Submission:** All required documents must be submitted in an enclosed sealed envelope, box, or package and clearly marked with the RFP title, RFP number, submittal date and time, and the Offeror’s company name, address, phone number and contact name. See example below.

Offeror’s Company Name	
Address	
Phone Number	RFP Title
Contact Name	RFP Number
	Submittal Due Date and Time

All must be delivered to the City Clerk’s office at 800 Cushman Street, Fairbanks, Alaska 99701 prior to the deadline listed on the cover page of this document. This responsibility rests entirely on the Offerors, regardless of delays with mailing or any other reasons. Proposals can be accepted by the Clerk’s office Monday – Friday between 8:00am – 5:00pm, except for City Holidays, which are listed on the City of Fairbanks’ website. The Clerk’s time stamp is the official time stamp of delivery.

- a. The accepting and opening of a proposal document does not constitute the City’s acceptance of the Offeror as a responsive and responsible Offeror. By accepting and opening of a proposal, the city presumes the Offerors are familiar with the proposal documents and agree and understand all requirements in this document.

- b. All prices and notations must be typed or written in ink. Pencil markings will not be accepted. Any mistakes must be crossed out and initialed by the person signing the proposal.
 - c. Proposals will not be accepted via facsimile or email. Any electronic means will not be accepted unless specifically specified in this document.
 - d. All costs associated with preparation and presentation of this proposal are the Offeror's responsibility. No pre-proposal costs will be reimbursed to any Offerors. All documentation submitted to the City will become property of the City.
6. **Confidentiality and Proprietary Information:** If any information is confidential, it should be placed in a separate sealed envelope and marked CONFIDENTIAL. If any information is proprietary, an original shall be delivered which is clearly marked PROPRIETARY and an additional copy shall be submitted omitting the proprietary information for City use. The copy containing proprietary information will be solely for City use and then disposed of after the proposal is awarded. The omitted copy will remain on file and part of the RFP documents for future use or records requests.
7. **Exceptions:** Any exception must be clearly defined and referenced to the proper section or paragraph of this document. The exception must include the Offeror substitution language and explanation as to the reason why this would provide an equivalent or better service or product. If no exceptions are explained in this proposal submittal, the City will assume the Offeror can perform accordingly. Any proposals not meeting all requirements will be rejected.
8. **Bid Guarantee:** Per the Fairbanks General Code Sec. 54-163, bid security is required for all construction contracts. Bid security must be in an amount equal to at least:
- a. Ten percent (10%) of bid amount if bid amount does not exceed \$100,000; or
 - b. Ten percent (10%) of the first \$100,000 and five percent (5%) of the amount of the bid over \$100,000, up to a maximum of \$200,000 in security.
9. **Duplicate Proposals:** The City will only accept one (1) proposal per Offeror, including its subsidiaries, affiliated companies, organizations, or franchises. If multiple proposals are received from the same Offeror, all proposals from the Offeror will be rejected.
10. **Withdrawal or Corrections:** Proposals may be withdrawn by written notice prior to the submittal deadline. Corrections may be made to proposals submitted if prior to the submittal deadline.
11. **Rejection:** The City reserves the right to reject any or all proposals and to waive any minor informalities or irregularities in proposals received, if it is determined by the Purchasing Agent that it is in the City's best interest to do so. If Offerors fail to provide any requested information in the consideration stage of the evaluation process, their proposals can be rejected. The City may reject any proposals from Offerors who are in arrears or in default to the City on any contract, debt, or other obligation. The City may reject a proposal if the Offeror has been debarred per Fairbanks General Code Sec. 54-297, or has violated any other section of the Fairbanks General Code. The City may reject a proposal if the Offeror has been debarred by the State of Alaska or any Federal agency. The City has the right to reject all non-conforming,

non-responsive, and unbalanced proposals. Discrepancies in the multiplication of unit price and quantity will be resolved in favor of unit price, as the requested quantities remain the same.

12. **Procurement Policy:** Procurement for the City is based on the Fairbanks General Code Sec. 54 – Procurement and any applicable State of Alaska statutes. The Fairbanks General Code is available online at www.fairbanksalaska.us.
13. **Non-Discrimination:** The City will not contract with any persons or entities that discriminate against employees or applicants for any reasons other than those related to job performance. All prospective Offerors will comply with all Federal, State, and local laws and policies that prohibit discrimination in the workplace. The City will not discriminate because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, marital status, change in marital status, pregnancy, parenthood, physical or mental disabilities, genetic information, or political affiliation.
14. **Proposal Signatures:** An authorized official must sign all proposal documents. This signature will represent the company or entity and their ability to commit to the requirements in this document.
15. **Contract Award:** The City has the right to award by item, group of items, total proposal, or any combination found to be in the best interest of the City. The City also reserves the right to contract with multiple entities for the same or like goods or services, if it is found to be in the City’s best interest. The Offeror who the Notice of Award is made to will be notified at the earliest possible date. Notice of Intent to Award and actual Award will be submitted to the Offeror in writing. After receipt of Notice of Award, or the Notice to Proceed for all construction projects, the Offeror will execute and perform said contract.
16. **No Response:** If Offerors do not respond to this document, the City will continue to keep Offerors’ information for future proposals unless they specifically ask to be removed from the Bidders list.
17. **Public Records:** All proposals are subject to public records requests after award, with the exception of confidential and proprietary information. See paragraph 6 above for more information.
18. **Local Bidder Preference:** Per Fairbanks General Code Sec. 54-168, the awarding authority may award a contract based on solicited bids to the lowest responsive and responsible Bidder, after a local Bidders preference has been applied. Local Bidder preference is the lesser of 5% or \$50,000 for a construction contract and 5% or \$5,000 for any other contract. Local Bidder preference does not apply to bids involving federal funds.
19. **Disqualification of Offerors:** Any one or more of the following reasons may cause proposals to be rejected:
 - a. Communication with any other employees or agents of the City of Fairbanks during the RFP process, excluding those specifically listed in this document.
 - b. Evidence of collusion or other anticompetitive practices among Offerors.
 - c. Lack of competency as revealed by financial, experience, or equipment statements.
 - d. Lack of responsibility as shown by past work with the City of Fairbanks.

- e. Uncompleted work under other current contracts which in the judgment of the City of Fairbanks, may prevent the prompt completion of additional work in this document.
20. **Discussions:** Discussion with Offerors may commence after opening of all proposals to further clarify and or assure full understanding of solicitation requirements.
21. **Subcontractors:** All Offers must disclose any and all subcontractors regardless of the dollar amount and the services they will provide within 7 days of Notice of Intent to Award. The list must include the company or subcontractor's name, business location, and evidence of the subcontractor's state business license.
22. **Offeror's Responsibilities:** The Offeror must be capable of providing all goods or services in this document, described in Section 2 – Specifications and / or Scope of Services. The Offeror must maintain these qualities until completion of the contract. If requested by the City, Offeror may be required to provide proof that Offeror is the manufacturer or an authorized dealer or re-seller. City requires manufacturer's warranty with all first holder benefits when applicable. The successful Offeror is responsible for all goods and services in this document whether they are provided or performed by successful Offeror or their subcontractor.
23. **City Participation:** The City of Fairbanks will provide appropriate personnel to support the successful Offeror during the course of the contract. The Project Manager will be named in this document or the Purchasing Agent will act as contact until additional personnel are named specifically.
24. **Disclosure of Contents:** All information in this document will be held in confidence and not discussed with other Offerors until award. All proposals become the property of the City upon opening. Please review paragraph 6 above for additional information.
25. **Unusual Circumstances:** Where any unusual circumstances unforeseen by the City or the Contractor and which significantly affect the Contractor's ability or cost in providing goods or services, the Contractor may request cancellation of contract or adjustment to the costs. Significantly in this paragraph is defined as being beyond the control of the Contractor. The request must be documented in writing and may be denied.
26. **Contract Commencement:** Commencement of a contract shall not begin until all necessary documents are received and reviewed, all City approvals have been completed, including City Council approval for projects over \$250,000, and a purchase order is complete. Commencement of a contract without these requirements will be at the Offeror's sole risk and not compensated by the City.

Section 2 – Specifications and/or Scope of Work

1. **General Information:** It is the intent of the Request for Proposal (RFP) to provide bidders with sufficient information to prepare a bid. Responses should include all indicated requirements within this RFP. It is the City's goal to obtain a turnkey, fully installed and configured security camera system at the Golden Heart Plaza with the options of camera views of 2nd Avenue between Cushman Street and Lacey Street. The system should have full/majority coverage of the entire plaza to include the footbridge. Access will be fully remote controlled by the Fairbanks Emergency Communication Center (FECC) and storage of footage will be held in a cloud-based system. The City's goal is to have as few cameras as possible with maximum view of the indicated areas using multi-angle cameras.

2. **Scope of Services:** The Contractor shall provide the following: All labor, permits, supervision, tools, transportation, equipment, and materials necessary to install the necessary security cameras to provide adequate coverage of the Plaza with options to provide views of 2nd Avenue between Cushman Street and Lacey Street. The system will include the following:
 - a. A digital system, including but not limited to digital camera, housings, poles, detection system and equipment, and the necessary hardware and software to produce the video images.
 - b. The camera housing shall be weather-proof (including the extreme cold conditions) and shall be securely mounted.
 - c. All new cameras shall be immune to shock and vibration and be vandal resistant by being able to withstand the equivalent of 120lbs of force.
 - d. All cameras shall be high resolution providing sharp, high-definition video, well-defined, and well illuminated images. They should be high sensitivity integral color cameras and should accommodate monitoring visibility day and night. Administrative users(s) must have the ability to adjust the color and brightness of each camera.
 - e. The camera shall be capable of recording during all periods of light and dark, during varying weather conditions. The camera shall provide a display of the current day, date, and time, so that it can be easily verified as functioning and correct from a remote terminal.
 - f. Proposed system must allow recorded video to be played back in the forward or reverse direction, frame by frame, and from beginning or end of the clip using standard VCR like buttons.
 - g. All adapters, antennas and managed switches shall be provided. Space is not the concern for the site of the cameras but any items located at FECC need to be space efficient.
 - h. All cable runs shall be provided and documented on a drawing to be provided to the City.
 - i. A Centralized Management solution shall be provided that allows for central and single-point administration of all system components and settings located at the Fairbanks Emergency Communications Center (FECC), located at 911 Cushman Street.
 - j. A central access interface to live and recorded video from all connected sites will be provided.
 - k. Cloud based secure storage and management, with the capability of storing up to 90 days of recording easily accessible by FECC.
 - l. Staff training shall be included until all FECC staff are capable and efficient at operating software and cameras.
 - m. Vendor shall supply all technicians to provide all labor.
 - n. State of Alaska Prevailing Wage Rates shall apply. Contractor shall obtain a complete copy of Pamphlet 600 for wage determinations, available online at: <http://labor.alaska.gov/lss/forms/pamp600.htm>. Issue 44, Effective April 1, 2022 will govern. It is the Contractors responsibility to submit "Notice of Work" to the Department, comply with Department regulations, using the on-line filing system at <http://my.alaska.gov> and to file Certified Payroll, providing a copy to the City. The City will file "Notice of Award" with the Department, who will assign a project number for the contractor's use.

- o. The Vendor will handle obtaining all required permits, agreements, licenses, and insurance.
- p. The Vendor must identify all subcontractors (if any) and the role each subcontractor will have in the performance of the Contract. The Contractor shall be responsible for the actions and quality of workmanship of the subcontractors.
- q. The Vendor shall prepare detailed plans for the installation. These plans shall become the property of the City.
- r. The Vendor is responsible for providing a complete and working system as intended. Any item or items missing on information provided to the Vendor does not relieve the Vendor from the responsibility of providing what is required for a complete system.
- s. Position of cameras will be negotiated after award but estimated cameras should be located at the following locations;
 - i. One on or near the Yukon Quest Building at 550 1st Avenue (owned by the City).
 - ii. One on the 1st Avenue side at or near the Lathrop Building (coordination with building owner is necessary).
 - iii. One or two in the NE Corner of the plaza near the Courthouse parking lot.
 - iv. One that views the walking bridge.
 - v. Option one on the 2nd Avenue side of the Spring Hill Suites Hotel (coordination with building owner is necessary).
 - vi. Option one on the 2nd Avenue side at or near the Lathrop Building (coordination with building owner is necessary).
- t. Remove and dispose of all removed and unused material and waste.

QUALITY ASSURANCE

- a. Manufacturer and Integrator must have at least 5 years of experience in the design, installation and implementation of all equipment indicated in this RFP.
- b. Provide a list of contacts of installations over the past three years for installations of a similar size and scope projects.
- c. Provide Project Manager by name and resume who will lead the project. Also, please indicate what subcontractors will be used with their experience.
- d. To be considered as eligible to submit a Proposal, Vendor must be legally licensed under applicable laws in the State of Alaska.

COMMISSIONING, CLOSEOUT AND TRAINING

- a. The installers are to fully commission all aspects of all the equipment with the FECC Manager or alternate observing. The FECC Manager must sign off on the commissioning.
- b. The installers are to provide all Operating and Maintenance Manuals in both hard copy and electronic. All licenses are to be provided as required.
- c. The installer will provide adequate training. These sessions will take place over a two-week period. The training will consist of system operations and system maintenance.

WARRANTIES AND SERVICE AGREEMENTS

- a. The manufacture/installer is to provide a three (3) year parts and labor warranty. If an issue can be handled over the telephone that will lead to fixing the problem quickly, then that is acceptable. Repairs requiring labor on part of the manufacture/installer will be required to respond within 24 hours. Identification and location of the service center or third party will be required.
- b. The manufacturer/installer is to provide an **optional** extended warranty service. This agreement will cover labor and materials from the end of the warranty.

TIMELINE

- a. The schedule of the security camera system installation will be coordinated with the City. The completion date of this project to include training is September 30, 2022.

INFORMATION SUPPLIED BY BIDDERS (Bidder Questionnaire)

- a. The bidder should provide information about the company, including years of operation and client/employee growth.
- b. Describe the Vendor's proposed system including capabilities, operation and equipment components, technical specifications, technical support and warranties. Describe the ability of the system to add additional cameras or services after initial installation.
- c. Describe the firm's ability to support the schedule and delivery requirements in accordance with this RFP.
- d. Describe the firm's customer support program for resolutions of warranty items.
- e. The bidder shall provide a list of at least three (3) references of similar type locations that have utilized its equipment be proposed in similar climates in the last five years.
- f. The bidder shall provide a list of costs in accordance with the scope. Prices should include all options (i.e. 2nd Avenue views, extended warranties) separately. If there are recurring license fees, include the cost of one (1) year in the cost proposal and list recurring year license fee costs.

PRESENTATION

- a. Vendors will be asked to present an online demonstration of their proposed surveillance system during the evaluation period that will be scheduled after bids have been opened.
- 3. Escalation Clause:** The Purchasing Agent may determine that an increase in the compensation to be paid to the Contractor under the contract is required when a substantial increase for costs of goods or services is needed to fulfill the terms of the contract, only when such circumstance is due to extreme market forces beyond the control of the Contractor and has already occurred. Contractor must submit a fully documented request for review of the pricing, no more than once per year, with the proposal pricing being fixed for the first year of the contract.
 - 4. Estimated Quantities:** The quantities shown are estimates only and the City reserves the right to increase or decrease amount as circumstance may arise. The City reserves the right to make additional purchases of similar goods or services at the same price for up to one (1) year after commencement of Agreement or Contract and at original purchase.
 - 5. Award:** The City of Fairbanks anticipates awarding this contract **AS A WHOLE**.

Section 3 – Standard Terms and Conditions

1. **Assignment / Transfer:** Assignment or transfer of this Agreement or Contract without written consent of the City of Fairbanks may be construed by the City as a breach of contract sufficient to cancel any Agreement or Contract at the discretion of the City.
2. **Inspection:** All goods and services are subject to inspection and approval by the City at all reasonable times, including inspection during manufacturing. Inspection and approval by City at Contractor's place of business or work site does not preclude rejection for defects upon discovery by subsequent inspection. Any goods or services rejected by the City shall be promptly repaired or replaced at Contractor's expense. Any and all costs incurred by the City in connection with the return of goods or rejection of services shall be at the Contractor's risk and expense.
3. **Risk of Loss:** Regardless of FOB point, Contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction shall not release Contractor from any obligation hereunder.
4. **Warranty:** Contractor warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications. Such goods shall be of good merchantable quality and fit for the known purposes for which sold, and are free and clear of all liens and encumbrances. Contractor and City agree that this order does not exclude, or in any way limit, other warranties provided for in this Agreement or Contract or by law.
5. **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Contractor when submitting invoice for payment. An Exemption Certificate is available upon request.
6. **Invoices:** Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of services. Payment will be delayed if the invoice fails to reference the purchase order number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the purchase order. The City will provide payment 30 days after satisfactory delivery, acceptance, and receipt of invoice.
7. **IRS Form W-9 and Vendor Information:** Contractor must have on file with the City a current IRS Form W-9 and complete a vendor registration form before City will issue a purchase order to the Contractor.
8. **Compliance with Laws:** Contractor represents and warrants that the performance of this order and furnishing goods or services required shall be in accordance with the applicable standards, provisions, and stipulations of all pertinent Federal, State, and City laws, rules, regulations, resolutions, and ordinances including, but not limited to, the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, and the Occupational Safety and Health Acts.

9. **Amendments:** No amendments, modifications, or supplements to this contract shall be binding unless in writing and signed by all authorized representatives of both parties.
10. **Termination:** When it is in the City's best interest, City may unilaterally cancel this Agreement or Contract at any time whether or not Contractor is in default of any of its obligations hereunder. With any such cancellation, Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City agrees that Contractor shall be paid for items and/or services already accepted by City, but in no event shall the City be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this Agreement or Contract at any time for the failure of the other to comply with any of its material terms and conditions. All Offerors recognize that the City is a government entity and that payment obligation is subject to yearly appropriations by the City's governing body and that if funds are not appropriated, this Agreement or Contract will terminate without penalty to either party.
11. **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
12. **Complete Agreement:** The parties agree that the conditions of purchase stated herein and the Offeror's proposals set forth their entire Agreement or Contract and there are no promises or understandings other than those stated herein, and that any prior negotiations between the City and Contractor or terms and conditions set forth in the Contractor's quotation, order, or sales acknowledgment shall not constitute a part of the Agreement or Contract between the City and Contractor concerning this purchase. The terms "Agreement" and "Contract" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
13. **Liability and Indemnity:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor's operations or expiration of this Agreement or Contract, except for damage, loss or injury resulting from the City's gross negligence or willful misconduct solely.
14. **Insurance Requirements:** Contractor must furnish a certificate of insurance within ten (10) days of receipt of the Notice-of-Intent to Award and must endorse policies to provide for a thirty (30) day prior notice to the City of cancellation, non-renewal, or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy is a material breach of the contract and grounds for termination of this Agreement or Contract. Each policy shall be endorsed with a waiver of subrogation in favor of the City. All other insurance policies required of the Contractor shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the City

will be excess only and will not contribute with the insurance required by this Agreement or Contract. All other insurance policies required of the Contractor and subcontractors shall be endorsed to name the City as additional insured. All insurance shall be on an occurrence form acceptable to the City and having an A.M. Best rating of “A” or better.

- a.** Workers’ Compensation and Employers’ Liability Insurance as required by any applicable law or regulation. Employers’ liability insurance shall be in the amount no less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers’ Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to Contractor’s employees under the U.S. Longshoremen’s Harbor Workers’ Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.
- b.** Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than \$5,000,000 for any contract over \$1,000,000 and not less than \$1,000,000 for contracts under \$1,000,000 combined single limit per occurrence and \$5,000,000 for any contract over \$1,000,000 and not less than \$1,000,000 for contracts under \$1,000,000, in the aggregate not excluding premises operations, independent Contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.
- c.** Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.
- d.** Property Insurance: The Contractor shall submit to the City evidence of All Risk Builder’s Risk Insurance for all physical loss, including earthquake and flood (100% completed value basis) upon the entire work naming the City, the Contractor and the subcontractors as additional insured parties and as their interests may appear to the full contract sum thereof, until the project is completed by the Contractor and accepted by the City. The policy, by endorsement, shall specifically permit partial or beneficial occupancy at or prior to substantial completion or final acceptance of the entire work. - Not applicable to this solicitation -

PROOF OF INSURANCE: The Contractor shall furnish the City with a Certificate of Insurance or, where requested by the City, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates, and dates of expiration of all policies. All endorsements shall reference the policy number and the project name and project number. The owner is the City of Fairbanks and is to be identified on all certificates and endorsements.

Without limiting its indemnification, the Contractor shall maintain, until termination of Agreement or Contract or completion and acceptance of the project by the City, occurrence type coverage of the kinds and minimum amounts set forth above. All insurance limits are minimum. If the Contractor’s

policy contains higher limits, the City shall be entitled to coverage to the extent of such higher limits. The City, at its sole discretion, may raise or lower the limit.

15. **Records:** The City reserves the right to inspect all vendor documents relating to this Agreement or Contract for up to three (3) years after expiration.
16. **Acceptance of Proposals:** As soon as practicable after opening, proposals valued over \$250,000, the City Council is the approving body. The rights and obligations of the contract will become effective and binding upon the contracting parties only after formal execution of a purchase order signed by the Purchasing Agent or a contract form signed by the Contractor and City Mayor. No other act whether oral, written or implied shall constitute acceptance of a proposal.
17. **Postponement:** The City reserves the right to postpone the date of the opening of proposals and will give written notice of any such postponement to all known holders of the contract documents.
18. **Delivery:** Successful Offerors may be required to provide reasonable evidence from their source of supply or manufacturer to justify the delivery dates furnished in their proposal. Any unreasonable deviation from the proposed delivery dates shall constitute a breach of contract and shall entitle the City to cancel all obligations to the Contractor. - Not applicable to this solicitation -
19. **Time is of the essence:** The Offeror is expected to deliver goods or services that conform in all material respects to the contract specifications on or before the date provided herein. This date may be amended by written agreement between both parties.
20. **Safety Data Sheets:** For all materials supplied under this offer, the Offeror will provide to the City the applicable Safety Data Sheet (SDS). SDS must be received prior to final payment. - Not applicable to this solicitation -
21. **Cooperative Purchasing:** Any other State of Alaska government entity may exercise their option to use this same contract to make similar purchases of like items, based on similar quantity. The City is not liable for any other State of Alaska government entity or their purchases. - Not applicable to this solicitation -
22. **Facility Security and Background Checks:** For all services provided at the Fairbanks Police Department, located at 911 Cushman Street, Fairbanks, Alaska 99701, access is controlled by the rules, regulations, and laws related to the Federal Criminal Justice Information System (CJIS) and the Alaska Public Safety Information Network (APSIN). All vendors are considered a visitor or guest unless they are fully cleared by APSIN, including a background check and fingerprinting. Ultimately, the State of Alaska has the authority to award APSIN clearance and it may be denied. If APSIN clearance is not necessary, a criminal history check will be required, which may allow access to the building with fully cleared personnel. All visitors and guests will have to be accompanied by fully cleared personnel while in the building. If you are the successful Offeror and your services are to be performed within this facility you will be provided with the proper paperwork based on the appropriate level of access required.

Section 4 – Evaluation Criteria

1. **Evaluation:** The City will rate each proposal based on the evaluation criteria specified in this document. The City may conduct telephone or in-person interviews during the evaluation period for clarification purposes.
2. **Scoring Method:** Each rating criterion will have an assigned weight, described below, and each criterion will be rated one (1) through ten (10) by the evaluation committee, with ten (10) being the best score possible. The score will be multiplied by the assigned weight to get a total score. For example, if an evaluator says the Offeror scored an “eight (8)” in Capacity, the final calculation would be $20 \times .8 = 16$ points for that criterion.

Criteria:	
Price	40
Equipment	20
Capacity	20
Expandability	10
Presentation	10
<hr/>	
Total weight of all criteria	100

Price = The highest number of points in this category will be given to the lowest responsible bid price.

Equipment = Points will be awarded based on the quality, reliability, and overall functionality of the vendor’s product.

Capacity = Points will be awarded on the basis of prior experience in performing similar work and the vendor’s ability to meet the implementation date required.

Expandability = Points will be awarded on the based on the ability to expand the system to include other locations and or buildings in the future.

Presentation = Points will be awarded on the bases of a successful presentation showcasing the system.

3. **Evaluation Process:** Evaluation of the proposals will be performed by a committee of individuals representing the City. The committee will rank the submitted proposals. The City reserves the right to award a contract solely on the information presented in the proposals. The City also reserves the right to request oral interviews with the highest ranked Offerors. The highest ranked Offeror, after committee agreement, may be invited to enter into contract negotiations with the City for the purpose of awarding the contract. If an agreement cannot be reached between the City and the highest ranked Offeror, the second highest ranked Offeror may be contacted for contract negotiations. This process may continue until successful contract negotiations are achieved. The City reserves the right to terminate negotiations with any Offeror if it is in the City’s best interest. The City reserves the right to reject any and all proposals submitted.

Section 5 – Required Forms

Forms included in this solicitation or required when submitting Proposal:

1. Proposal Form
2. Non-Collusion Statement
3. Bidder Questionnaire
4. Price Sheet
5. Exceptions & Deviations
6. Business License Waiver

PROPOSAL FORM

City of Fairbanks

Golden Heart Plaza Cameras

RFP #22-07

Failure to complete this form shall result in your Offer being deemed non-responsive and rejected without any further explanation.

Offer and Obligation:

The undersigned hereby offers, and agrees to be bound and obligated to this offer, to furnish the goods and / or services in compliance with all Terms and Conditions, Scope of Work, Specifications, and Addendums in this solicitation and, if awarded, enter into an Agreement or Contract with the City.

Addendums:

The undersigned has read, understands, and is fully cognizant of all parts of this solicitation, together with any addendum issued in connection with this document. The undersigned hereby acknowledges receipt of the following addendum(s). In addition, the undersigned has completely and appropriately filled out and submitted all required forms. Initial next to each applicable addendum number(s) or, if none, leave blank.

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____ Addendum #4 _____

If additional addendums were issued, list numbers here and initial. _____

Compliance:

The undersigned hereby accepts all administrative requirements of the solicitation and will be in compliance with such requirements. By submitting this Proposal Form, the Offeror represents that they are in compliance with all applicable provisions of the City of Fairbanks Code of Ordinances Chapter 54 – Procurement, and if awarded a contract to provide the construction, goods, or services required in this solicitation will comply for the entire length of the Agreement or Contract.

Non – Collusion:

The undersigned, by submission of this Proposal Form, hereby declares that this offer is made without collusion with any other business or person making any other offer, or which otherwise would make an offer.

Performance Guarantee:

The undersigned further agrees that if awarded the Agreement or Contract, it will submit to the City any required performance guarantee (i.e. irrevocable letter of credit or cash deposit), if applicable.

Proposal Price:

The undersigned agrees to abide by the pricing contained on the Price Form.

NO OFFER WILL BE ACCEPTED WHICH HAS NOT BEEN MANUALLY SIGNED IN INK IN THE APPROPRIATE SPACE BELOW

I certify, under penalty of perjury, that I have the legal authorization to bind the company hereunder:

For clarification of this offer, contact:

Company Name

Name

Address

Title

City State Zip

Phone

Signature of Person Authorized to Sign

Email

Printed Name

Title

Federal Tax ID

City of Fairbanks Business License Number

Alaska Business License Number

Contractor's License Number

NON-COLLUSION STATEMENT

City of Fairbanks

Golden Heart Plaza Cameras

RFP #22-07

Failure to complete this form shall result in your Offer being deemed non-responsive and rejected without any further explanation.

This is to certify that the undersigned Offeror has neither directly nor indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this Proposal submitted to the City of Fairbanks for RFP #22-07, Golden Heart Plaza Cameras

Signature of Person Authorized to Sign

Printed Name

Title

Company Name

- Corporation
 Partnership
 Individual

Subscribed and sworn before me this _____ day of _____, 2022.

Notary Public

My Commission Expires

BIDDER QUESTIONNAIRE

City of Fairbanks

Golden Heart Plaza Cameras

RFP #22-07

Failure to complete this form shall result in your Bid being deemed non-responsive and rejected without any further explanation. Please answer in a separate document labeled Bidder Questionnaire.

1. The bidder should provide information about the company, including years of operation and client/employee growth.
2. Describe the Vendor's proposed system including capabilities, operation and equipment components, technical specifications, technical support and warranties. Describe the ability of the system to add additional cameras or services after initial installation.
3. Describe the firm's ability to support the schedule and delivery requirements in accordance with this RFP.
4. Describe the firm's customer support program for resolutions of warranty items.
5. The bidder shall provide a list of at least three (3) references of similar type locations that have utilized its equipment be proposed in similar climates in the last five years.
6. The bidder shall provide a list of costs in accordance with the scope. Prices should include all options (i.e. 2nd Avenue views, extended warranties) separately. If there are recurring license fees, include the cost of one (1) year in the cost proposal and list recurring year license fee costs.

PRICE FORM

City of Fairbanks

Golden Heart Plaza Cameras

RFP #22-07

Failure to complete this form shall result in your Offer being deemed non-responsive and rejected without any further explanation.

ITEM	QTY	ITEM DESCRIPTION	
1	All Required	All Licensing, Hardware, Freight, Installation, warranty, training, technical support needed for Golden Heart Plaza Cameras (view of plaza)	\$ _____
1A		Any recurring annual costs for the operation of Item 1	\$ _____
2	All Required	OPTION: All Licensing, Hardware, Freight, Installation, warranty, training, technical support needed for Golden Heart Plaza Cameras (view 2 nd Avenue)	\$ _____
2A		OPTION: Any recurring annual costs for the operation of Item 2	\$ _____
3		OPTION: Extended Warranty for Item 1	\$ _____
4		OPTION: Extended Warranty for Item 2	\$ _____

It is also **required** to submit an itemized account for the expense listed as an attachment to your proposal to include Leasing options.

This form shall be submitted in a separate, sealed envelope.

State of Alaska & City of Fairbanks Business License Waiver Form

City of Fairbanks

Golden Heart Plaza Cameras

RFP #22-07

All RFP responses must be completed as described in this solicitation. For all Offerors who are located and or solely operate outside the State of Alaska and/or the City of Fairbanks, license requirements are waived to submit this proposal. If you receive Notice of Intent to Award from the City, both licenses will be required within the terms listed in said letter.

Please initial below of this waiver currently applies to your entity.

_____ Waiver for State of Alaska Business License

_____ Waiver for City of Fairbanks Business License

By submitting this form, Offeror understands waiver and potential requirements if selected as successful Offeror and receives Notice of Intent to Award.