



**COLLIN COUNTY**

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

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**ADDENDUM No. Two (2)**

**Surveillance Camera Systems  
RFP No. 2019-131**

Effective: July 11, 2019

You are hereby directed to make changes to the Request for Proposal in accordance with the attached information:

**Extend RFP due date:**

Thursday, August 8, 2019 at 2:00PM CST

**Extend Question & Answers deadline:**

Friday, July 19, 2019 at 5:00PM CST

**Delete:**

Specifications

**Replace with:**

Specifications (Revised) (Changes made in red)

**Add:**

Attribute line 1 – Addendum No. 2

Please note all other terms, conditions, specifications drawings, etc. Remain unchanged.

Sincerely,  
Michalyn Rains CPPO, CPPB  
Purchasing Agent

#### **4.0 EVALUATION CRITERIA AND FACTORS**

- 4.1 The award of the contract shall be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Contractors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

##### **LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS**

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements outlined in Section 6.0 including response to each item in Section 6.0.
- Submit completed Attachment A - Requirements, Attachment C - Pricing Sheet and if applicable, Detailed Response to Requirements.

The following items listed below are Collin County equipment manufacturer standards per Court Order No. 2019-343-05-07. No substitutions allowed.

- Dell Technologies Inc. - Servers
- Cisco Systems, Inc. - Networking Equipment
- Panduit Corporation - Network Cabling System
- Axis Communications, Inc. - Cameras
- Cameras shall receive all operational power from the Ethernet ("PoE") cable to which they are attached.
- Milestone Systems A/S - Video Management Software (Prefer that contractor have a Milestone "Gold" or "Diamond" Advanced Certification. Refer to Section 6.3.)

##### **LEVEL 2 – DETAILED PROPOSAL ASSESSMENT (Maximum 100 Points)**

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Proposals may earn up to 100 Points based on evaluated criteria. Criteria evaluated in Level 2 include:

Points	Evaluation Criteria
60	Response and compliance with Attachment A-Requirements (Proposal Format Item 6.8) <b>(Maximum of 60 Points)</b> <ul style="list-style-type: none"> <li>• General Requirements <b>(Maximum of 10 Points)</b></li> <li>• Functional Requirements <b>(Maximum of 20 Points)</b></li> <li>• Technical Requirements <b>(Maximum of 30 Points)</b></li> </ul>
20	Project Plan & Time Schedule (Proposal Format Item 6.4; 6.7)
20	Qualifications of the Firm/Experience/Similar Projects Involved With (Proposal Format Item 6.2; 6.3; 6.6)

It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

### **LEVEL 3 – COST (Maximum 25 Points)**

Contractors who are elevated to level 3 will have their points combined from level 2 for a maximum of 125 points total.

Points	Evaluation Criteria
25	Total Cost including 3 years maintenance (Proposal Format Item 6.9)

### **LEVEL 4 – REFERENCES (Maximum 20 Points)**

Points	Evaluation Criteria
20	References (Proposal Format Item 6.5)

#### References

The County will contact the references. These references will be asked a series of questions regarding their satisfaction with the solution and the performance of the implementation supplier.

### **LEVEL 5 – BEST AND FINAL OFFER**

Contractors who are susceptible of receiving award will be elevated to Level 5 for Best and Final Offer. Contractor will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be re-evaluated based upon Criteria in level 2 through 4.

Based on the result of the Best and Final Offer evaluation, a single contractor will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted proposals and enter into negotiations with them.

## **5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES**

- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for **Surveillance Camera Systems**.
- 5.2 Intent of Request for Proposal: Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for comprehensive Surveillance Camera System capable of recording, monitoring, and all administrative services pertaining thereto **Surveillance Camera Systems**.
- 5.3 Term: Provide for a term contract commencing on the date of the award and continuing until project is complete. County will enter into a annual maintenance contract up to three (3) years.
- 5.4 Pre-Proposal Conference: A mandatory pre-proposal conference will begin at 8:30 a.m., June 26, 2019, in the IT Conference Room, at Collin County Administration Building, 2300 Bloomdale Road, Suite 3198, McKinney, Texas 75071. The group will then visit each site (see item 5.9) to view existing conditions at each location. This is to provide an opportunity for all interested companies to ask questions, receive clarification and additional documentation providing statistical information, and to tour the facilities. Participation in the conference is mandatory for any Contractor intending to submit a proposal. The site tours are also **MANDATORY** to avoid the situation of a proposal being submitted without the Contractor having seen the facilities. While the conference and site tours are mandatory, it is not mandatory that the same company representatives participate in both activities. Delegation of each task assignment is at the discretion of the Contractor; however, at least one company representative shall represent the Contractor at each activity.
- 5.5 Point of Contact: Information regarding the procurement process and the contents of this RFP may be obtained from the Collin County Purchasing Department or email [cwilkerson@co.collin.tx.us](mailto:cwilkerson@co.collin.tx.us), Courtney Wilkerson, Senior Buyer. Alternate Point of Contact: J.D. Griffin, CPPB, Buyer II [jgriffin@co.collin.tx.us](mailto:jgriffin@co.collin.tx.us).
- 5.6 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.7 Price Reduction: If during the life of the contract, the contractor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.8 Completion/Response Time: Contractor shall place product(s) and/or complete services at the County's designated location according to the schedule proposed by contractor in Section 6.7.
- 5.9 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal. The equipment will be delivered to the address identified on the purchase order document.

The equipment will be installed at the following locations:

- 5.9.1 McKinney - Tax Office  
2300 Bloomdale Road  
Suite 2302 & 2324  
McKinney, Texas 75071

5.9.2 Frisco - Tax Office  
6101 Frisco Square Blvd  
Suite 2000  
Frisco, Texas 75034

5.9.3 Minimum Security  
4800 Community Avenue  
McKinney, Texas 75071

- 5.10 Freight/Delivery charges: shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharge or other fees shall be invoiced or paid by Collin County.
- 5.11 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.12 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.13 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure for Tax Office Project is \$110,000. Estimated expenditure for Minimum Security project is \$170,000.
- 5.14 Background Check: All Contractor employees that will be working on site or by remote access shall pass a criminal background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required documents to submit required information for background checks.
- 5.15 Subcontractors: Contractor shall state names of all subcontractors and the type of work they will be performing. If an contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself. No proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful proposer's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

- 5.16 Confidential or Proprietary Information: Collin County is subject to the Texas "Public Information Act", Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.
- 5.17 Payment and Performance Bonds: In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00 and a Performance Bond if the contract is in excess of \$100,000. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in

accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

- 5.18 Wage Scale: In accordance with The Texas Government Code, Title 10, Chapter 2258, Prevailing Wage Rates, the general prevailing wage rate has been determined for this locality for the craft or type of workman needed to execute work of a similar character of the project listed herein. The Contractor shall pay the prevailing wage rate in this locality to all his/her employees and subcontractors performing work on this project, and in no event shall the Contractor pay less than the rate shown in the following schedule. Refer to Attachment H for current prevailing wage rates.

5.19 **PROPOSAL SCHEDULE**

Collin County reserves the right to change the schedule of events as it deems necessary.

RFP Released	Tuesday, June 4, 2019
Mandatory Pre-Proposal Meeting	Wednesday, June 26, 2019 at 8:30am CST
Deadline for submission of questions	Friday, July 19, 2019 at 5:00pm CST
Proposals Due	Thursday, August 8, 2019 at 2:00pm CST
Award of RFP	November 2019

5.20 **PURPOSE/SCOPE OF WORK**

The County is requesting proposals from highly qualified contractors with expertise in providing comprehensive IP Surveillance Camera Systems engaged in recording, monitoring, and all administrative services pertaining thereto.

Collin County currently uses Milestone Xprotect Corporate 2014 VMS, which will have new recording servers for the Tax Office locations to be provided by the Contractor. A new standalone server will be added to the Minimum Security location with the latest version Milestone VMS installed along with the recording server software provided by the Contractor.

The successful Contractor shall demonstrate a well-planned go-live, will ensure that service disruptions are minimized, Surveillance Camera System users are well trained and supported, and operational inconveniences are minimized.

In addition to a Surveillance Camera System, the County I.T. department A/V administrator will work along side the Contractors Installation Field Technical coordinator on Surveillance Camera and Milestone VMS configurations, security, parameters, and analytics.

The County desires that the awarded Contractor provide a turnkey installation of all systems specified in this RFP, under a single contract. Contractor proposals for system components will be considered subject to Collin County approved Service Level Agreements (SLAs).

Collin County I.T. department will be responsible for configuring the network switches and modifying and configuring the servers to meet current county security standards.

5.21 **SURVEILLANCE CAMERA LOCATIONS**

5.21.1 McKinney – Tax Office, 2300 Bloomdale Road, McKinney, Texas 75071

- 5.21.2 Frisco – Tax Office, 6101 Frisco Square Blvd., Suite 2000, Frisco, Texas 75034
- 5.21.3 Minimum Security, 4800 Community Avenue McKinney, Texas 75071

5.22–5.24 – See Attachment A – Requirements. Complete and submit in accordance with section 6.8.

Attachment References:

- Attachment A – Requirements
- Attachment B – Network Cabling General Requirements
- Attachment C – Pricing Sheet
- Attachment D – Surveillance Camera Systems Drawing Set
- Attachment E – Camera Location Details – Tax Office
- Attachment F – Camera Location Details – Minimum Security
- Attachment G – Product Substitution Request Form
- Attachment H – Wage Rates

<b>6.0 PROPOSAL FORMAT</b>
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In accordance with the directions below, contractor shall provide a response for each item in Section 6.2 – 6.9 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section 7.0 Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

**6.1 PROPOSAL DOCUMENTS:** To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
2300 Bloomdale, Suite 3160  
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

Proposal shall include but not be limited to information on each of the following:

## 6.2 FIRM OVERVIEW

Contractor shall define the overall structure of the firm to include the following:

- 6.2.1 A descriptive background of your company's history.
- 6.2.2 State your principal business location and any other service locations.
- 6.2.3 State the address and normal business hours of your local service location and list the number of technical support personnel assigned to this work location. Should a service location not exist in the Collin County region please list your nearest service location to the county.
- 6.2.4 What is your primary line of business?
- 6.2.5 How long have you been selling product(s) and/or providing service(s)?
- 6.2.6 State the number and location of installations where your services are in use.
- 6.2.7 Identify any terminated public sector projects. Disclose the jurisdiction and explain the termination.
- 6.2.8 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 6.2.9 List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.

## 6.3 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

- 6.3.1 Provide credentials, qualifications as well as experience for each team member or key personnel on the project.
- 6.3.2 Provide name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role.
- 6.3.3 Provide copy of milestone system certifications.

## 6.4 PROPOSED PROJECT PLAN

- 6.4.1 Provide an implementation plan for the proposed product(s)/service(s) to include but not limited to the following areas:
  - 6.4.1.1 Project Plan to include all necessary components to render it a complete and operational system
  - 6.4.1.2 Proposed Project Plan showing, at a minimum, the following key areas:
    - 6.4.1.2.1 Installation
    - 6.4.1.2.2 Education and Training
    - 6.4.1.2.3 Testing and Support
      - 6.4.1.2.3.1 Include sample system acceptance test plan
        - 6.4.1.2.3.1.1 Contractor shall provide a system test plan to show but not limited at completion of project:
          - Camera physical setup
          - Camera view setup
          - Camera network/security settings
          - Camera configuration changes
          - VMS hardware
          - VMS security
          - VMS settings
          - Workstation setup
          - Network setup



- Cable verification
- Low light testing
- Day/Night testing
- Wide dynamic range testing
- Recording bandwidth consumption with and without camera features such as zipstream
- Verify claims to unique camera features used
- Demonstrate camera video files and image testing scenarios for Collin County representative confirmation of acceptance

6.4.1.3 Documentation samples showing the work product the county may expect to receive covering:

- 6.4.1.3.1 Warranty/Maintenance
- 6.4.1.3.2 Configuration and programing details
- 6.4.1.3.3 As-Built Diagrams

6.4.2 Provide a complete documentation set of all project documents including, but not limited to, configuration notes, MS Visio diagrams, as-built drawings, installation materials and schematic drawings showing the relationship and configuration of software and hardware devices that may be included in a technical design document.

6.4.3 The County will provide an enterprise project implementation resource to oversee and coordinate integration of the requirements. Contractor shall include a description of how they will interact with this resource.

## 6.5 REFERENCES

6.5.1 Provide a minimum of three (3) references. Include the following information for each reference; the name and address of the organization, as well as the name, position, email and telephone number of the contact in the referred organization. References with similar projects and users are preferred.

6.5.1.1 Describe the services provided, the start date, months to complete and the total cost of project. Include organizations that have completed similar in scope projects in the last 2 years.

## 6.6 SIMILAR PROJECTS INVOLVED WITH

6.6.1 Provide a list of other similar projects that you are involved with currently or will be involved with during the duration of this project.

## 6.7 TIME SCHEDULE

6.7.1 Provide a schedule for each phase of the proposed project beginning with program development and ending with the date of operation to minimize the duration of the implementation. The schedule shall include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task). All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work will not be permitted.

## 6.8 REQUIREMENTS & DETAILED RESPONSE TO REQUIREMENTS

6.8.1 Contractor shall respond to all requirements in Attachment A - Requirements.

6.8.1.1 Requirements that require a detailed response shall be submitted as an attachment titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.

6.8.1.2 Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.

## 6.9 PRICING/FEES

6.9.1 Complete Attachment C - Pricing Sheet. Be sure to include all items necessary to render project complete and operational.

6.9.2 Unit pricing shall be held through September 30, 2021, allowing Collin County to purchase additional cameras, first (1<sup>st</sup>) year maintenance, surveillance equipment, milestone licenses, data cabling, and misc. items included in the pricing sheet at the unit cost proposed. Collin County reserves the right to increase, decrease or delete any camera or cameras to be furnished, while continuing to pay the price quoted on this RFP regardless of quantity.

## 7.0 EXCEPTIONS

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the contractor has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service Contractor is Unable to Perform	Steps Taken to Meet Requirement