

Jennifer Mortazavi
Creek County Clerk
317 E Lee, Room 100
Sapulpa, OK 74066
918-224-4084

INVITATION TO BID

DATE ISSUED 5/2/2022

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BID NUMBER

22-12

DESCRIPTION

Installation of a new camera system at the Juvenile Justice Center

BID CLOSING DATE & HOUR

6/13/2022

8:59 A.M.

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 317 E Lee Suite 103 Sapulpa, OK during the Board of County Commissioners meeting.
2. Late bids will not be considered. 1 hard copy and 1 digital copy must be received in a sealed envelope with bid number and closing date written on the outside of the envelope. Bids must be marked "Installation of a new camera system at the Juvenile Justice Center" Bid #22-12 & received in the County Clerk's office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. June 13, 2022.
3. All questions & answers will be addressed at the mandatory pre-bid/site visit meeting on **May 26, 2022 at 9:30 a.m.** Meet the designated representative at the Juvenile Justice Center 23778 S Highway 48 Bristow, OK 74010.
4. The bid will be awarded to the lowest/best bidder as determined by the county.
5. Unit prices will be guaranteed correct by the bidder. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers' compensation coverage & general liability of company & outsource. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion & business relationship affidavit as well as an affidavit for contracts & payments that total \$25,000 and above.
6. Bid Bond, Business Relationship Affidavit & Non-collusion certification must be included in sealed bids as required per The Public Competitive Bidding Act of 1974 61 O.S. §§103-138 & 74 O.S. §§ 85.22
7. Proof of Insurance to indemnify the County against any liability created by contractor/bidder to the extent allowed by law. (Creek County is to be listed as additional insured for scope of work.)
8. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of the county projects.
9. Firm fixed prices will be F.O.B. destination.
10. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
11. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract. Per The Public Competitive Bidding Act of 1974 61 O.S. §103-138 no work shall begin prior to the execution of the contract, payment/performance bond, warranty bond, & insurance.
12. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
13. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
14. Bids will be firm for 30 days.

Vendor _____
Signed by _____ Title _____
Address _____
City _____ State _____ Zip _____
Email address _____ Phone _____

Business Relationships Affidavit

State of Oklahoma) Camera System at the Juvenile Justice Center Bid #22-12
)SS
County of _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Signature of Affiant _____

S.A.&I. 425 (2000)

Affidavit for filing with competitive bid

State of Oklahoma)
)SS
County of _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Bidder _____

Signature _____

Subscribed and sworn to before me this _____ day of _____ 20_____.

Commission # _____ Expires _____

Notary Public (or Clerk or Judge)

AFFIDAVIT FOR CONTRACTS AND PAYMENT

STATE OF OKLAHOMA)
) ss
COUNTY OF _____)

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

BUSINESS NAME

By _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.

Creek County Juvenile Justice Center
23778 S Highway 48
Bristow, OK 74010

The Creek County Commissioners has let for sealed bids for a security camera system at the Creek County Juvenile Justice Center at 23778 S Highway 48, Bristow, OK 74010.

The Creek County Sheriff is requesting proposals from qualified firms interested in providing Tamper Resistant Indoor/Outdoor IP Security Cameras, Camera Mounting Hardware, a Network Voice Recording (NVR) System, NVR Software, a Video Management System, Support, Maintenance, Warranty, Cabling and Training.

1. Existing Technology Environment

- A. The current system is a TVL with coax cable and was installed in 2013
- B. The current system is limited to 57 cameras
- C. We are currently utilizing keycard readers on several buildings and plan to expand to all buildings & gates in the future
- D. Our current Alarm system is Endex
- E. We plan to:
- F. Replace our current CCTV system
- G. Have a scalable system for future growth
- H. Have the capability of retaining video for longer periods of time
- I. Future control tower upgrades
- J. Future installation of RFID system
- K. Interested bidders shall have the ability to provide, install and maintain the equipment and security services specified below and the new equipment must be compatible with existing equipment already in place at the facility
- L. System must be capable of record retention for 6 months (180 days)
- M. Digital IP based camera system shall be used (NVR/Cameras)
- N. All cameras must meet or exceed jail or detention setting impact rating
- O. Location or placement will drive mega pixel requirements for the interior and exterior use
- P. Systems must be NOAA compliant--- see below
- Q. Camera system must be able to be integrated, compatible and scalable for future growth of the sheriff's office, jail, and juvenile detention center equipment.
- R. All wire to camera locations must be PoE
- S. System must be server based for manageability and on-site recording storage retrievability

2. System to be capable of the following

- A. Turnkey solution meeting or exceeding current cybersecurity posture
- B. Technology should include timesaving monitoring solutions for screens and video review
- C. Existing cable paths shall be maintained unless no existing path has been established
- D. Minimum camera manufacturer hardware warranty 3 year

3. Video Surveillance System

A. PART 1 – General

1. All equipment and materials shall be standard components regularly manufactured and utilized in the manufacturer's system.
2. All equipment and components shall have been validated in actual use.
3. Recording devices shall include a commonly accessible reader program.

B. PART 2 - Products

1. The product specified shall be manufactured by a firm who provides a verifiable quality control system.
2. Manufacturer information shall be listed for all hardware proposed. Include name, address, and phone number.
3. The product specified shall be a Video Monitoring System (VMS) able to support the highest possible megapixel feature cameras available on the current standard market and a capable system with a comparable software package.
4. The VMS specified shall be an enterprise-level software package offering complete system solutions scalable from one to hundreds of cameras where a camera may be added on a unit-by-unit basis.
5. The VMS shall support IP network connectivity, including LAN, WAN, VPN, Internet, and Wireless (Wi-Fi and Cellular) technologies.
6. The product specified shall be a software program that provides the installation, administration, and operation of video surveillance may be displayed in full-screen mode or 2x.2 and 3x.3 or more multiscreen formats.
7. Each camera's bit rate, frame rate, and resolution shall be set independently from other cameras in the system and altering these settings will not affect other cameras' recording or display settings of other cameras.
8. The VMS shall require a username and password that determines the authorization level as a user or administrator of the video management system. The VMS will integrate with Active Directory so that AD domain security groups and AD authentication may be used to access the VMS software.
9. The VMS shall provide control of manufacturer-recommended and properly configured pan/tilt/zoom cameras.
10. The VMS shall have an instant replay function that allows video recorded on network devices equipped with local disk storage to be reviewed and, if desired, backed up to network video recorders (NVR). The instant replay function shall be controlled via a slider bar and "VCR like" buttons.
11. The VMS shall provide a function that automatically creates a logbook during every session in which all events and actions are recorded. The logbook may be viewed, searched using various filters, and the results saved as a text file.
12. The VMS shall provide a camera overview function that shows thumbnail previews of cameras in the system that may be dragged into a workspace software monitor.
13. The VMS shall allow programming of camera sequences where pictures will be displayed one after the other on the display monitor. Salvo sequences may also be programmed where cameras are switched on selected monitors as a synchronized group.

14. The VMS shall provide site map-based capability, a site map editor, and creation to view facility drawings on which camera icons and other system devices have been placed.
15. Snapshots may be saved as .JPG format images to the hard drive of a computer. These .JPG images may then be printed, converted to another format, or placed into a word processing document.
16. The VMS specified shall integrate with and support access control systems from multiple manufacturers. The VMS shall be integration capable with ten or more access control systems from other manufacturers currently on the market.
17. The VMS shall support multiple cameras and NVRs from multiple manufacturers
18. The VMS shall allow playback of video recorded on the local drives of remote devices or video recorded on network video recorders.
19. Quality and compatible Storage devices will be used as local storage and recording devices at the site. Storage amount must be configured to supports minimum of six (6) months of motion-activated 1080P HD video.

4. GENERAL CAMERA DESCRIPTION

- A. The cameras must be designed for surveillance in Jail and Detention applications requiring a rugged, high performance, low light/no light to color, vandal-proof, with IP network capability. The cameras must provide high resolution HD1080P, fully automatic, low light/no light vision providing video over an IP LAN/WAN network. The camera should automatically switch from color to monochrome operation as the light levels vary for enhanced night viewing
- B. Required Camera quantity is 60, type, models, and placement will be reviewed, and a map of the facility will be provided at the pre-bid meeting

5. NETWORK CAMERA REQUIREMENTS

- A. The camera must incorporate a network video server to encode high-quality streaming video at low bit rates for transmission over an IP network
- B. The camera video signals sent over the IP network can be received and displayed using any of the following methods:
 1. A computer web browser
 2. The appropriate client software
 3. Via a Mobile Application for Android and iPhone
- C. streaming, that allows communication between a single sender and multiple receivers when used in a suitably configured network
- D. Access to the camera over the network will be restricted by password
- E. The cameras must support a snapshot mode that saves individual images from the video sequence currently being displayed on the live view page
- F. The cameras must support a recording function to save video sequences to the computer's hard drive. The saved images are viewable from the computer hard drive using non-proprietary viewing software

- G. The cameras must support Power over Ethernet (PoE) using compatible cables, connectors and contain standard compliant switches for cost-effectiveness. The camera can also be powered by a 24V AC or 12-48V DC Class 2 uninterruptible power supply (UPS) to allow continuous operation, even during a power failure
- H. The cameras must support streaming video as follows:
 - I. A multi-unicast communication that supports multiple connected receivers over a network
 - J. In multicast video display separate system log entries containing information about the operating status of the camera and its connection and an event log that displays the method of alarm triggering or when the end of alarms occurs. System and event messages can be saved automatically in a computer file
 - K. To ensure that all of the specified cameras operating on the network have internal clocks set for the same time and date, a camera function must be available that synchronizes the camera's time and date to the computer's time and date. Cameras should be capable of receiving a time signal from a time server using the time server protocol RFC 868 and can be called up automatically by a camera every ten minutes

6. NETWORK SPECIFICATIONS

- A. Must support all standard Protocols, Ethernet- standards and be power over Ethernet-compliant with general low light/no light Camera Requirements
- B. The contractor shall provide optional hardware allowing the camera to be surface, wall, corner, or suspended ceiling mounted. The camera fits directly on adequate and appropriate electrical box
- C. The cameras must incorporate the following features:
 - 1. low light/no light mode to enhance night viewing by increasing the IR sensitivity
 - 2. Auto Black to enhance contrast and compensate for fog, mist, or glare
 - 3. Default Shutter to eliminate motion blur caused by fast-moving objects by automatically adjusting the lens opening at fast shutter speeds

7. LOW LIGHT/NO LIGHT TO COLOR, INDOOR/OUTDOOR, VANDAL-RESISTANT CAMERAS

- A. The product specified shall be a low light/no light to color, vandal, and tamper-resistant
- B. The camera setups and adjustments shall be accomplished remotely via the IP network
- C. The manufacturer shall provide an adjustment cap for the lens to be used during setup to ensure that the image sharpness (focus) and the field of view remain the same when the setup is complete, and the dome bubble is installed
- D. The day/night camera shall provide a programmable and position selection of camera ID
- E. The day/night camera shall provide an on-board video motion detector
- F. The manufacturer of the specified day/night fixed dome camera shall provide optional hardware to allow any required mounting configuration
- G. The dome camera shall provide cable entry via a side conduit opening or through mounting surface cutouts
- H. The camera viewing position shall be adjustable
- I. The Creek County Sheriff desires to place the IPC system on a VLAN. The contractor shall work with the IT staff and provide the MAC address of each camera to be installed. The contractor and IT staff will develop the IP scheme that is to be used. The contractor shall utilize the network ports as specified by the IT staff
- J. The contractor will provide all compliant indoor/outdoor network cabling, keystone jacks, patch panels, compliant indoor/outdoor patch cables, surface mount boxes, surface raceway (flat/elbows/junction boxes, etc.), conduit, Velcro, cable mounting hardware, j hooks/j hook rods, and any other

- consumables or equipment necessary to complete the installation of network cabling required to complete the installation of the IP camera system
- K. No change orders will be allowed, and the contractor is required to perform due diligence during the bidding period, including an assessment of the ability of the existing pathway to accommodate network cabling for camera installation. The contractor is responsible for installing, configuring, and focusing cameras per security requirements. Cameras shall be positioned and correctly adjusted for both day and night recording at an acceptable quality, including correct motion sensitivity
- L. The contractor is responsible for the physical installation of NVR storage devices and local configuration of NVR devices
- M. The contractor is responsible for configuring a complete functioning turn-key system, install and configure local client software for security personnel on up to ten client computers

8. TRAINING

- A. The contractor is required to provide two in-person training sessions for security personnel in the use of software to monitor the facility. One additional training session is required to provide in-person training in the administration and configuration of the selected software to Senior Creek County Juvenile Justice Center Staff and IT personnel

B. Schedule of Events

- 1. The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization’s needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

Bid Let	May 2, 2022
Mandatory Pre-Bid Meeting/ Site Visit 23778 S. Highway 48 Bristow, OK 74010	May 26, 2022 at 9:30 a.m.
Sealed Bids Due and Opened	June 13, 2022

Questions can be sent to

fclark@creekcountysheriff.com or jwheeler@creekcountysheriff.com

9. Criteria for Award of Contract

- A. The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the requested Security Camera System identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

1. Evaluation Criteria:

- a. Capability of vendor to provide IP Security Camera Solution
- b. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
- c. Financial stability of the vendor
- d. Vendor’s depiction average response times for support requests

- e. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
- f. Ease of operations, management, and support of the IP Security Camera solution
- g. Capability of vendor to provide administrator and/or end user training
- h. Cost effectiveness of the IP Camera Security Solution

10. Video Management System

- A. The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have an HTML client, the ability to record on alarm, supports video aging, and have the option to search by thumbnails. Additionally, the system must be able to do the following:
 - 1. Provide multiple levels of administrators that will have varying roles in the system
 - 2. Provide email notification of critical system events and to provide video monitors
 - 3. Has the capability to view live video and review historical video up to 1 month

11. Support and Maintenance

- A. Provide all costs and a detailed description of standard and extended support, maintenance, and the average response time for a support request

12. Service Provider

- A. Please state the name of the company which will be delivering service and on-site support. If service will be outsourced to another firm, how long has this relationship been in effect

13. Vendor Qualifications & References

- A. All vendors must provide the following information for their proposal to be considered:
- B. A brief outline of the vendor company and services offered, including:
- C. Full legal name of the company
- D. Year business was established
- E. Number of people currently employed
- F. An outline of the product line-up and/or services they currently support
- G. A description of their geographic reach
- H. Information on its current clients, including:
- I. Total number of current clients.
- J. A list of clients with similar needs using similar products and/or services.
- K. Evidence of successful completion of a project of a similar size and complexity, preferably detention/jail environment
- L. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation

14. Budget & Estimated Pricing

- A. All vendors must submit a total cost summary for the implementation of their solution to this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 30 days from June 13, 2022.

15. Hardware:

- A. List, describe, and record the cost of each piece of hardware that is required

16. Software Licensing:

- A. List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution

17. Installation:

- A. Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution

18. Maintenance:

- A. Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution

19. Documentation & Training:

- A. List any fees associated with your user or technical documentation. System manuals must be available for reference to system operation

20. Project Management:

- A. If there are project management fees associated with your proposed solution, list and describe them

21. Miscellaneous:

- A. List and describe any other costs associated with your proposed solution. Including but not limited to all sub-contractors that will be needed to complete the project

22. Costs

- A. The RFP does not obligate Creek County to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Creek County

23. Governing Law

- A. This RFP and the respondent's response shall be governed by the laws of the State of Oklahoma

24. No Liability

- A. Creek County shall not be liable to any respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind arising out of, by reason of, or attributable to, the respondent responding to this RFP; or because of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.