

**RFP 2020-3001;
SECURITY CAMERA SYSTEMS**



ATTACHMENT A: SCOPE OF WORK

1.0 Background

The Housing Authority is interested in installing independent security camera solutions that can be moved as needed throughout its Scattered Site locations. Vendor selection will be determined in part by evaluation of the ability of the supplier to deliver products on time and within budget, along with their demonstrated understanding of the solution required and their responses during possible subsequent interviews. The decision to interview the respondents will be at the Housing Authority's sole discretion based on evaluation of each respondent's proposal.

Unlike standard surveillance system installations, the Housing Authority is unable to provide power sources for any camera locations. The contractor will be required to independently provide a power source from the local utility. Housing Authority tenants/units are also excluded from providing power sources for cameras. The proposed solution must also provide its own internet connectivity.

2.0 Scope of Work

Housing Authority desires a reasonably priced system that will be capable of satisfying its security needs for an extended period of time. All proposed systems must be NEW equipment of high quality with extended warranty periods. Proposed systems and equipment must comply with all Federal, State, City and local laws and ordinances. The proposed system should be expandable and as best possible "future proofed" to minimize additional costs over the course of time. Lastly, the systems must be "hardened" to protect against vandalism and adverse weather.

2.1 The Housing Authority is requesting quotes for a video security system solution at the following locations:

- 2.1.1** Rion Lane.
- 2.1.2** Locations may be added and deleted depending on funding availability.
- 2.1.3** Additional locations under consideration are listed in Attachment K.
- 2.1.4** Instrumentalities and affiliated entities of the Housing Authority may utilize any contracts awarded as a result of this solicitation.

2.2 Product Details

- 2.2.1** Self-contained mobile system
- 2.2.2** Simultaneous Quad-stream recording:
 - 2.2.2.1** Live View in both high - and low- definition
 - 2.2.2.2** Recording in both high - and low- definition
- 2.2.3** Must use on-board storage, video streaming, and camera control over the Internet via its own independent internet source.

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- 2.2.4 Digitally recording, storing and reviewing video from multiple digital cameras within a single unit
 - 2.2.5 Armor-plated interior storage system (bullet-proof)
 - 2.2.6 Remote troubleshooting, configuration, system health monitoring, and notifications
 - 2.2.7 Use standard connection methods 4G and Wi-Fi. Must be capable of Direct Network Cable if needed
 - 2.2.7.1 Wireless 802.11 transmission (Wi-Fi connection)
 - 2.2.7.2 Wireless cellular connection
 - 2.2.8 Hot swappable hard drives for ease of maintenance and add on storage capability
 - 2.2.9 Minimum 25 days of 24/7 playback storage for all cameras (storage must include high and low definition formats)
 - 2.2.10 Must not require remote server room or any office space within each community
 - 2.2.11 Designed for outdoor use, vandal-resistant, and designed to be weather-proof
 - 2.2.12 On board E-mail server
 - 2.2.13 On board Web server
 - 2.2.14 Product insured by supplier
 - 2.2.15 Technical support included to both the Housing Authority and police agencies
 - 2.2.16 Technology upgrades included in maintenance
- 2.3 Cameras**
- 2.3.1 360-degrees of constant viewing with minimum (4) IP cameras of 8 million pixels each, or comparable
 - 2.3.2 Each camera must have a field of view no greater than 110-degrees
 - 2.3.3 **Stretched/warped image is not acceptable**
 - 2.3.4 Each individual camera must be a minimum of 8MP
 - 2.3.5 Include additional pan/tilt/zoom (PTZ's) devices that can be controlled remotely
 - 2.3.6 360-degree, endless panning, tilt, and zoom with minimum 25X magnification capabilities
 - 2.3.7 Infrared night-vision and/or low light capability
- 2.4 Reviewing Footage**
- 2.4.1 View live and recorded video without interrupting the recording process. Requesting video should be easy and intuitive by using simple mouse-click commands
 - 2.4.2 Must be viewable from mobile device
 - 2.4.3 User Authentication - Multi-level user with encrypted log-in and password entry. Must allow for multiple users to log in simultaneously.
 - 2.4.4 Recommended minimum of 20 frames per second in live viewing to ensure smooth playback

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- 2.4.5 Court-Approved time and date & water mark stamp overlay for video authentication
- 2.4.6 Support forward, pause, slow motion, and 1X to 4X playback speed options
- 2.4.7 Motion detection indication during playback

3.0 Pool of Contractors

- 3.2 CMHA intends to create a “pool” of Contractors to provide these Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide the products and services. The actual number of Pool participants chosen will depend on the number of qualified proposals received.
- 3.3 Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at CMHA’s sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the number of assignments any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.
- 3.4 If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such services by executing a purchase order. The Contractor will be notified by CMHA when services are is needed. CMHA will provide the scope of work to the contractor before work is to begin. Once the Contractor is notified, the work will be scheduled with CMHA. The products and services will be completed as scheduled including completing a punch list and final inspection. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of CMHA.

4.0 Performance Standards

- 4.1 For each time the Contractor violates any of the clauses in the Scope of Work or resulting contract, the Contractor’s fee may be reduced 10% for that product/service.
- 4.2 CMHA may waive the fee reductions at its discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

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5.0 Contract Terms

5.1 Contract Term

5.1.1 The Authority intends to enter into a one year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

5.2 Indefinite Quantities Contract (IQC) CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

5.2.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$500,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.