


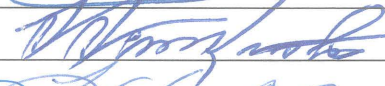
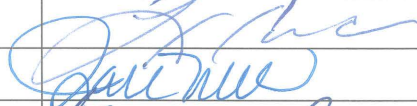
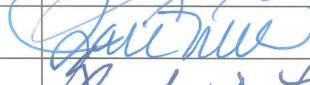

Action: Approved | Denied | Other
 Date Action Taken: Jan. 25, 2021
 Verified By: [Signature]
 Clerk's Note: NA

**City of Wasilla
 Action Memorandum No. 21-07**

Contract Award To Guardian Security Systems, Inc. In The Amount Of \$9,444 For A Security Camera System In City Hall.

Originator: April Dwyer, Purchasing
 Date: 1/11/2021

Agenda of: 1/25/2021

| Route to: | Department Head | Signature | Date |
|-----------|-----------------------|--|-----------|
| X | Public Works Director |  | 1/13/21 |
| X | Finance Director |  | 1-13-21 |
| X | Deputy Administrator |  | 1/13/21 |
| X | City Clerk |  | 1/13/2020 |
| X | Mayor |  | 1/13/2021 |

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number/amount:

Const.Svcs – Equip Replacement 110.4181.499.45.09 \$9,444

Attachments: RFP 1023-0-2020/AD Security Camera System (4 pages)
 RFP 1023-0-2020/AD Security Camera System, Score Sheet (1 page)

Summary Statement: On October 23, 2020 The City of Wasilla issued a Request For Proposals (RFP) for a Security Camera System at City Hall. Eight proposals were received from: Alaska DTS, Stark Technology Services, Guardian Security Systems, Sherman Technologies, Alcan Electrical Engineering, LONG Building Technologies, Ampersand, and Northern Support Services.

The proposals were reviewed and scored by the Network Support Specialist, IT Helper, and Deputy Administrator. Cost was scored by the Purchasing Officer. Guardian Security Systems, Inc. received the highest score and is being recommended for contract award.

Staff Recommendation: Approve the Action Memorandum.



CITY OF WASILLA
290 E. Herring Avenue
Wasilla, AK 99654

Request For Proposal
No. 1023-0-2020/AD

Security Camera System

Date of Issue
October 23, 2020

Submission Deadline
November 20, 2020

Important Notice: You must register with the Purchasing Officer listed in this document to be a recognized plan holder. Failure to register as a recognized plan holder will cause your submission to be deemed non-responsive.

April Dwyer
Purchasing Officer
City of Wasilla

1. RFP GENERAL INFORMATION

The current surveillance system is comprised of eighteen (18) analog cameras, including five (5) outdoor models. Although the current cameras are analog, there is already Cat5 cabling ran to each camera. It should be assumed, however, that the connectors (RJ-45) may need to be redone and verified. The eighteen (18) cameras are wired to two separate rooms-nine (9) cameras at each location. The power boxes currently in place will need to be replaced by hardware suitable for IP cameras, and appropriate NVR solutions will need to be provided. It may be possible to combine the switching/power solution with the NVR solution.

City Hall is comprised of two separate, older buildings which have been adjoined. There is currently a fiber optics connection between the two rooms housing the existing DVRs that is used to provide LAN connectivity. The switches serving the current LAN will need to be tied into the new IP camera system.

2. SCOPE OF WORK

The City of Wasilla is requesting proposals from qualified firms to provide an upgrade to its existing security camera system. The existing cameras are mounted within, and outside of, the City Hall building located at: 290 E Herning Avenue in Wasilla. Specifically, there is a desire to replace the eighteen (18) analog security cameras, and two existing DVRs with IP cameras of 4K or better resolution. The appropriate hardware will also need to store a minimum of 31 days' worth of video footage. In addition to the eighteen (18) current cameras, the City would like to add up to four (4) additional outdoor cameras. These new cameras would require new cable runs. The four (4) additional cameras should be treated as optional within the proposal, and pricing information should be included for the installation of each of these additional optional IP cameras.

Note: Regarding the desire for additional cameras, it should be noted that installation (e.g. cable runs) will need to adhere to local asbestos hazard installation rules. These rules/guidelines will be provided by the City to the contractor. The location of the four (4) optional cameras will be specified during the scheduled walk-through.

3. TRANSMITTAL LETTER

The letter should describe the Proposer's business and their experience providing the requested service. The letter must be signed by the individual(s) authorized to negotiate with the City and sign contracts on the Proposer's behalf.

Proposals must include the complete name and address of Proposer's business and the name, mailing address, email, and telephone number of the person the City should contact regarding the proposal.

4. DETAILED PROPOSAL

Proposers must provide comprehensive narrative statements that illustrate their understanding of the requirements of the RFP and address the specific items listed below:

- Provide a general overview and brief history of your organization, including qualifications and relevant experience.
- Provide specifications for the camera system you are proposing and statements as to why you feel the system is the best choice to fit the City’s current and future security needs.
- Provide your timeline for the project.
- Identify and describe any potential concerns or special assistance that may be requested from the City (i.e. improvements, access, etc.).
- Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending which involves the company or in which the company has been judged guilty or liable. This is mandatory.

5. WALK-THROUGH OF CITY HALL

Proposers should email purchasing at: adwyer@ci.wasilla.ak.us to schedule a time to walk-through City Hall.

6. SUBMITTAL TIMELINE & INSTRUCTIONS

| Task | Date/Time |
|--|---|
| RFP Release | October 23, 2020 |
| Deadline for submitting questions | November 13, 2020 |
| Response to questions | November 17, 2020 |
| Deadline for submission | November 20, 2020 |
| Evaluation period | November 23 rd - November 30 th |
| Selection/Announcement of Successful Firm | December 2, 2020 |
| Presentation to City Council for Approval | December 14, 2020 |
| <i>Note: These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time with appropriate notice to prospective proposers.</i> | |

6.1. SUBMITTALS - Proposals shall be submitted to:

City of Wasilla,
 Attn: Purchasing Officer
 290 E. Herning Avenue
 Wasilla, AK 99654-7091

6.2. RECEIPT - Proposals must be received at the above-referenced address no later than November 20, 2020 at 4:00 p.m., Alaska Daylight Savings Time. Proposals that do not arrive by the due date and time WILL NOT BE ACCEPTED. Proposers may submit their proposal any time prior to the above stated deadline. The Detailed Proposal must be in a sealed envelope separate from the Cost Proposal.

7. PROPOSAL EVALUATION AND AWARD PROCESS

Proposals will be reviewed by the Proposal Evaluation Committee (PEC); consisting of three (3)

City employees. The evaluation will be based solely on the evaluation factors set out below.

Detailed Proposal – 50 points

The proposal demonstrates an understanding of the scope of work and addresses the specific information requested. The proposal should demonstrate familiarity with executing this type of project and should identify areas where the proposer can add value. The proposal should explain why the camera system proposed best fits the City’s current and potential future needs.

Cost – 50 points (must be in a sealed envelope separate from the detailed proposal)

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method below:

$$\frac{[(\text{Price of Evaluated Proposal}) \times (\text{Maximum Points})]}{(\text{Price of the Lowest Proposal})} = \text{POINTS}$$

8. ATTACHMENTS

The following attachments must be completed and submitted with your proposal.

Attachment A – Proposal Cover Sheet

Attachment B – Conflict of Interest

Attachment C – Cost (sealed in an envelope separate from detailed proposal)

Note: The successful proposer will be required to submit proof of State of Alaska and City of Wasilla business licenses, proof of Insurance/Bonding, and a City of Wasilla Vendor Registration Form prior to contract award.

City of Wasilla
RFP Scoring Sheet
RFP No. 1023-0-2020/AD
Security Camera System
Due: December 14th

| Scoring for: | Alaska DTS | Stark Technology Services | Guardian Security Systems | Sherman Technologies | Alcan Electrical Engineering | LONG Building Technologies | Ampersand | Northern Support Services |
|--------------|------------|---------------------------|---------------------------|----------------------|------------------------------|----------------------------|-----------|---------------------------|
|--------------|------------|---------------------------|---------------------------|----------------------|------------------------------|----------------------------|-----------|---------------------------|

1 Detailed Proposal

| | | | | | | | | |
|--|----|----|-----|----|----|----|----|----|
| Evaluator 1 | 18 | 44 | 48 | 30 | 50 | 20 | 15 | 20 |
| Evaluator 2 | 23 | 13 | 23 | 21 | 27 | 27 | 33 | 22 |
| Evaluator 3 | 33 | 27 | 31 | 28 | 13 | 16 | 40 | 46 |
| Total of all Scores Without Cost: | 74 | 84 | 102 | 79 | 90 | 63 | 88 | 88 |

4 Cost (50 points)

The lowest total cost is assigned 50 points.

The fee points are awarded based on the following formula. $\frac{\text{Lowest Sum Proposal}}{\text{Proposer's Sum Proposal}}$

X 50 points = Fee Proposal Points

| | | | | | | | | |
|--|----|----|----|----|----|----|----|----|
| | 44 | 22 | 50 | 15 | 15 | 28 | 11 | 16 |
|--|----|----|----|----|----|----|----|----|

| | | | | | | | | |
|---------------------------------------|-----|-----|-----|----|-----|----|----|-----|
| Total of all Scores With Cost: | 118 | 106 | 152 | 94 | 105 | 91 | 99 | 104 |
|---------------------------------------|-----|-----|-----|----|-----|----|----|-----|