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City of Elmhurst City Hall Security Camera Request for Proposals

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1. Statement of Work

1.1 Overview

The City of Elmhurst is looking to implement a cloud-based video security system for its City Hall location. The City reviewed several cloud-based camera vendors, but Motorola's Ava security platform (now called Avigilon Alta) was selected. The Ava platform was selected based on peer consultation, active implementation (City Center Fountain and the Churchville Schoolhouse), and its ability to incorporate / build upon several of the existing City camera systems (Avigilon camera system at Public Works, Axis Cameras at the various Treatment Plant sites, as well as the Motorola Automatic License Plate Readers). Ava Security's scalable, secure, and flexible cloud solution provides the City with real-time visibility and powerful analytics to optimize their operations and detect anomalies and threats. The Ava cloud platform offers the City the benefit of an enterprise-grade video security solution while reducing the physical footprint of their security camera infrastructure which then minimizes the support needed to manage a video security platform.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply an Ava Security Camera System, associated specified cameras, and networking for Elmhurst City Hall.

1.3 Coverage and Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of City of Elmhurst. The City of Elmhurst reserves the right not to enter a contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2. General Information

2.1 Original RFP Document

The City of Elmhurst shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

The City of Elmhurst is a local municipality is a city mostly in DuPage County and overlapping into Cook County in the U.S. state of Illinois, and a western suburb of Chicago.

2.3 Existing Technology Environment

There is no current camera technology at City Hall.

2.4 Schedule of Events (all times are in central time zone)

RFP Released	May 1, 2023 at 9:00 a.m.
City Hall Walkthrough	May 15, 2023 5:00 p.m.
Proposal Due	May 29, 2023 at 5:00 p.m.
Complete Initial Evaluation	June 9, 2023 at 5:00 p.m.
Final Award Notification	June 13, 2023

3. Proposal Preparation

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the City of Elmhurst as necessary to gain such understanding. The City of Elmhurst reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the City of Elmhurst reserves the right to determine, at its sole discretions, whether the vendor has demonstrated such understanding. The right extends to the cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the City of Elmhurst.

3.2 Good Faith Statement

All information provided by the City of Elmhurst in this RFP is offered in good faith. Individual items are subject to change at any time. The City of Elmhurst makes no certification that any item is without error. The City of Elmhurst is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the IT Director who is managing this RFP process. In no case shall verbal communication govern over written communication.

331. Vendor's Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between the City of Elmhurst and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

City of Elmhurst
209 N. York St.
Elmhurst, Illinois 60126

Attention: Lawrence Kravets
Email: lawrence.kravets@elmhurst.org

332. Informal Communications shall include, but are not limited to: requests from/to vendors or vendors' representatives in any capacity, to/from any City of Elmhurst representative of any capacity for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.3 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to May 29, 2023.
- **Errors and omissions in this RFP and enhancements.** Vendors shall recommend to the City of Elmhurst any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to the City of Elmhurst any enhancements, which might be the City of Elmhurst's best interests. These must be submitted and received prior to April 28, 2023.
- Inquiries about technical interpretations must be submitted in writing and received prior May 15, 2023. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the IT Director named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- **Addenda to this RFP.** The City of Elmhurst will make a good faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers and addenda will be shared with all recipients by posting on the web site:
<http://www.elmhurst.org>

3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must submit a response to this RFP by May 29 2023, 5:00 p.m. Proposals must be signed by an authorized representative of the proposal and delivered sealed to:

City of Elmhurst
City Hall Camera Project
Attn: Lawrence Kravets
209 N. York St.
Elmhurst, IL 60126

On or prior to May 29, 2023 at 5:00 p.m. Vendors are to submit two (2) copies that must be individually bound. Please provide one electronic copy on flash drive or CD/DVD. The City of Elmhurst will not accept proposals received by fax or email.

Proposals should be organized as follows:

- 1 Title Page-Show the RFP subject, the name of the vendor, local address, telephone number, name of the contact person, and the date.
- 2 Table of Contents-Show a clear identification of the material by section and by page number.

3. Profile of Vendor-Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete Copy of RFP-Show a complete copy of the RFP in the order of the requirements set forth in Section 4 or this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed camera system.
5. Vendor Certification-Completed and signed Vendor Certification (Section 8).

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to the City of Elmhurst. Oral presentations are an option of the City of Elmhurst and may or may not be conducted.

3.5 Criteria for Selection

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 City of Elmhurst with a network camera solution identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide the Cloud Based Video Management System
2. Capability of vendor to provide all necessary equipment Camera, Cabling, Networking Equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
5. Ease of operations, management, and support of the Cloud Based Video Management System solution
6. Capability of vendor to provide administrator and/or end user training

4. Scope of Work, Specifications, and Requirements

The City of Elmhurst is requesting proposals from qualified firms interested in providing IP based Security Cameras, Mounting Hardware, a Cloud Based Video Management System, Warranty, Cabling, and Training. Twenty Cameras are to be mounted at City Hall (See Exhibit A).

4.1 Technical Specifications

4.1.1 Capacity and Scalability

The IP Security Camera solution should be capable of handling twenty-five (25) or more cameras in City Hall. The solution should have the capability of adding

cameras as deemed necessary by the City of Elmhurst.

4.1.2 Indoor and Outdoor Cameras

All cameras will be the following make and model (no substitutions):

- Ava Quad Black - 20MP - 30 days QUAD-20MP-30
- Ava Dome White - 5MP - 30 days - Dome-W-5MP-30
- Ava 360 White - 9MP - 30 days - 360-W-30
- Ava Compact Dome White - 5MP - 30 days - COMPACTDOME-W-5MP-30
- Ava Bullet Tele White - 5MP - 30 days - BULLET-TE-W-5MP-30

4.1.3 Networking Hardware and Patch Cables

Wireless Networking

- QTY 8 - MERAKE MR36 WIRELESS ACCESS POINTS with 3 YEAR ENTERPRISE LICENSE

Wired Networking

- QTY 4 - ARUBA 2540 48G PoE+ 4SFP+ Switch (JL357A)
- QTY 4 - ARUBA 1 YEAR FOUNDATION CARE 4-HOUR EXCHANGE 2540 48G POE 4SFP SWITCH SERVICE (H5XU0PE)
- QTY 6 - ARUBA 10G SFP+ TO SFP+ 1M DAC CABLE (J9281D)
- Contractor to provide 20' Category 6 patch cords in accordance with TIA-568 in Computer Data Room and at each WIRELESS LESS ACCESS POINT

4.2 Video Management System

The required video management system is the Ava Aware Cloud Video Management with each camera having an AVA Aware License: 3 years - AWA-CLD-3Y (no substitutions)

4.3 Support and Maintenance

The City of Elmhurst requires 3-years support cloud maintenance with the option to continue annual support after the 3-year period has ended.

4.4 Engagement Methodology

The City of Elmhurst is looking for a turn-key solution. The vendor will be responsible for any camera hardware and any necessary cable runs. The vendor will be responsible for coordinating with the City's IT Department in having them program networking equipment for the camera system.

5. Vendor Qualifications

All vendors must provide the following information for their proposal to be considered:

1. A brief outline of the vendor company and services offered including:

- Full legal name of the company
 - Year business was established
 - Number of people employed
2. An outline of the product line-up.
 3. Information on its current clients, including:
 - Total number of clients
 - A list of clients with similar needs using similar products and/or services
 - Evidence of successful completion of a project of a similar size and complexity
 4. References: Contact information on three references (if possible) for projects similar in size, application and scope and a brief description of their implementation.
 5. List pending litigation or other disputes with which the Applicant Entity and/or Principals are involved, status, potential of a financial settlement, and impact on the applicant entity ability to execute this project.

6. Budget and Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for The City of Elmhurst’s IP Camera Security solution project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 90 days as of May 29, 2023.

6.1 Total Cost Summary

For All available deployment models, provide a cost summary as displayed below.

Costs	Total
Hardware	
Software Licensing	
Installation	
Maintenance	
Documentation and Training	
Project Management	
Miscellaneous	
Other (Specify)	
Total:	

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your solution.

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

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

Documentation and Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7. Additional Terms and Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, the City of Elmhurst may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondents should not submit as part of its response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by the City of Elmhurst shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to the City of Elmhurst. The City of Elmhurst will consider that the appropriate consents have been obtained for the disclosure to and used by the City of Elmhurst of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate the City of Elmhurst 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 the City of Elmhurst, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of the City of Elmhurst including, but not limited to, all logos, registered trademarks, or trade names of City of Elmhurst, at any time without the prior written approval of the City of Elmhurst, as appropriate.

7.4 Respondent's Responses

All accepted Responses shall become the property of the City of Elmhurst and will not be returned.

7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Illinois.

7.6 No Liability

The City of Elmhurst shall not be liable for any Respondent, person, or entity for losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP.
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to the City of Elmhurst are normally exempt from State sales tax. State sales and use of tax certificates of exemption will be issued upon request.

7.9 Entire RFP

This RFP, and addenda to it, and any attached schedules, constitute the entire RFP.

8. Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this City Hall Security Camera RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to City Hall Security Camera RFP issued by the City of Elmhurst. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

Agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days after submittal.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

Currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify the City of Elmhurst of any change in this status, should one occur, until such time as an award has been made. For example, pending litigation or other disputes with which the Applicant Entity and/or Principals are involved, status, potential of a financial settlement, and impact on the applicant entity ability to execute this project.

Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Exhibit A

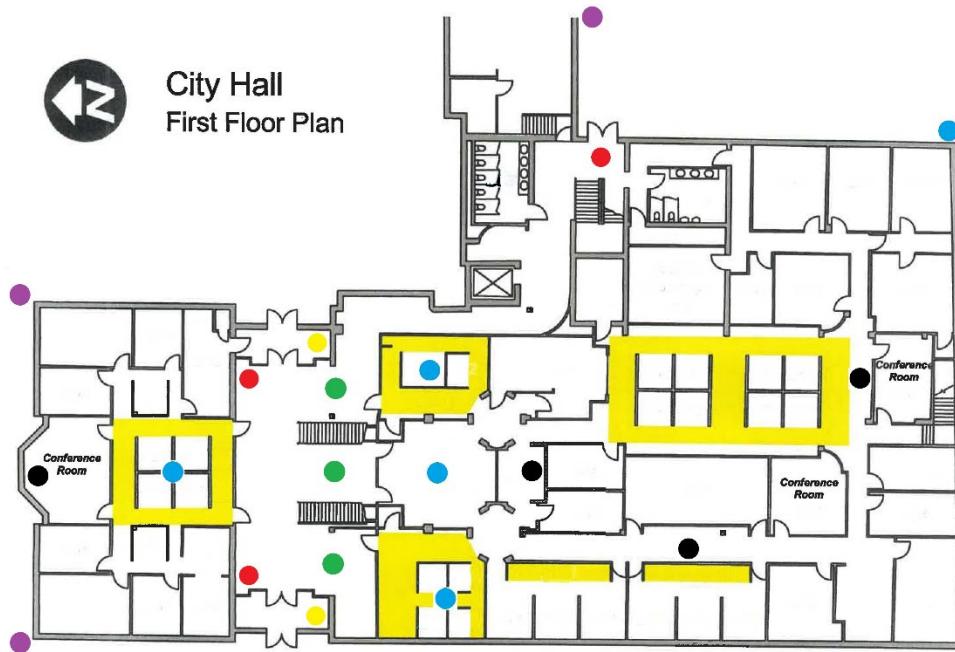


Figure 1 - First Floor

Legend:

- Purple Ava Quad Black - 20MP - 30 days QUAD-20MP-30
- Red Dot: Ava Dome White - 5MP - 30 days - Dome-W-5MP-30
- Green Dot: Ava 360 White - 9MP - 30 days - 360-W-30
- Yellow Dot: Ava Compact Dome White - 5MP - 30 days - COMPACTDOME-W-5MP-30
- Blue Dot: AVA Bullet Tele White - 5MP - 30 days - BULLET-TE-W-5MP-30
- Black Dot: MERAKI MR36

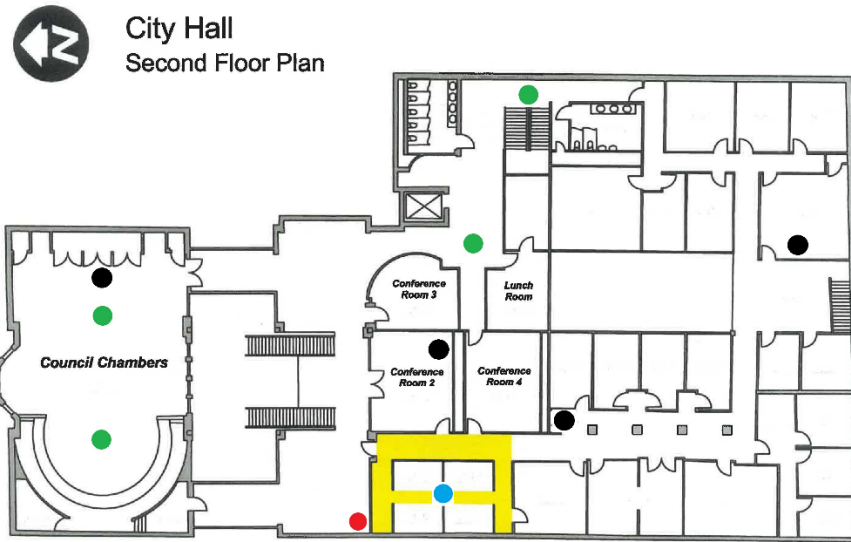


Figure 2 - Second Floor

Legend:

- Purple Dot: Ava Quad Black - 20MP - 30 days QUAD-20MP-30
- Red Dot: Ava Dome White - 5MP - 30 days - Dome-W-5MP-30
- Green Dot: Ava 360 White - 9MP - 30 days - 360-W-30
- Yellow Dot: Ava Compact Dome White - 5MP - 30 days - COMPACTDOME-W-5MP-30
- Blue Dot: AVA Bullet Tele White - 5MP - 30 days - BULLET-TE-W-5MP-30
- Black Dot: MERAKI MR36