

Livingston County Board & Information Technology Committee
Livingston County Courthouse
112 West Madison Street
Pontiac, IL 61764

REQUEST FOR PROPOSALS

Livingston County is accepting proposals for the LJC Camera System Software Upgrade
The proposals are due on or before 2:00 p.m. on February 26th, 2025.

Special Instructions:

Three copies of each proposal should be directed to the Livingston County Board Office. To return your proposal, please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

LJC Camera System Software Upgrade
2:00 p.m. on February 26th, 2025

Mail To: Livingston County Board Office
112 West Madison Street
Pontiac, IL 61764

If you have questions regarding the above procedure or contents of proposal, please contact:

Jon Sear, IT Manager
Livingston County IT Office
Suite 101
112 West Madison Street
Pontiac, IL 61764
(815)842-9355
livcoit@livingstoncountyil.gov

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Jail Camera System Replacement

I. INTRODUCTION

The Livingston County Board and Information & Technology Committee are requesting proposals from IT service providers who have demonstrated the experience and expertise necessary to capably supply, install, configure, test, and service all Software necessary to complete a Law and Justice Center Camera System Software Upgrade, as requested in this RFP.

II. PROPOSAL DUE DATE

Three copies of each proposal should be submitted to the Livingston County Board Office by 2:00 p.m. on February 26th, 2025. All proposals are to be addressed to:

Livingston County Board Office
112 West Madison Street
Pontiac, IL 61764

The following notation must be noted in the lower left-hand corner of the envelope:

LJC Camera System Software Upgrade
2:00 p.m. on February 26th, 2025

Proposals will be opened immediately following in the Committee Room of the Livingston County Historic Courthouse. You may be (but are not required to be) present during the bid opening.

III. QUESTIONS CONCERNING THIS RFP SHOULD BE DIRECTED TO:

Any questions regarding the above procedure or the contents of this RFP must be made in writing and directed to:

Jon Sear, IT Manager
Livingston County IT Office
Suite 101
112 West Madison Street
Pontiac, IL 61764
(815)842-9355
livcoit@livingstoncountyil.gov

All questions must be submitted by no later than 4:30 p.m. on Friday, February 21st, 2025.

IV. CHANGES IN REQUEST FOR PROPOSAL (RFP)

Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms that have received copies of the original RFP or to individuals who request notifications in writing. Copies will be posted on the county webpage www.livingstoncountyil.gov. Please acknowledge the receipt of any addenda in the appropriate section, as directed in the addendum.

V. CONTRACT NEGOTIATIONS

Livingston County reserves the right to negotiate a contract after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews, if any; therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the county for a period of ninety (90) days following the proposal opening.

VI. PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

To the extent permitted by law, it is the intention of Livingston County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Livingston County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.

VII. INCURRING COSTS

Livingston County is not liable for any costs incurred in replying to this RFP.

VIII. CERTIFICATE OF LIABILITY INSURANCE

Vendor shall provide certificate of Liability Insurance (\$1,000,000 minimum coverage).

IX. ACCEPTANCE / REJECTION

Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Any submission that is deemed non-responsive, or does not meet the requirements is subject to rejection. Changes proposed by the responder to the terms and conditions contained herein or any deviation from the requirements outlined in this request must be clearly marked and identified in the bid proposal response. This RFP is not intended to solicit responses on a time and materials basis. Vendors may subcontract any portion of this project but must notify the county of who they are.

Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.

X. TAXES

Livingston County is exempt from all federal, state and local taxes.

XI. PROPOSAL FORMAT

Each vendor shall be required to include the following items in their three copies of the proposal. Exclusion of any of these items could be grounds for proposal rejection by Livingston County.

Each proposal will consist of information that will be helpful in assisting the Livingston County Board and Information & Technology Committee in analyzing your proposal and will include:

- A. A description of the level of services and Software that you intend to provide which demonstrates a clear understanding of the work to be performed.
- B. A description of (your agency) or (you), including organizational qualifications and references, addressing why (your agency is) or (you are) suited to provide these services to Livingston County.
- C. Multiple Proposals. Vendors who wish to submit multiple proposals are invited to do so. If more than one proposal is submitted, all must be complete and comply with all instructions in this RFP. Each proposal should be clearly marked Proposal No. 1, Proposal No. 2, etc., on the cover page.
- D. If applicable, add any other information that is pertinent to your RFP.
- E. Bid Form

XII. EVALUATION OF PROPOSALS

Proposals will be reviewed to ensure that they meet minimum requirements for proposal format, vendor stability, references provided, etc. A review of the qualifying proposals will identify potential vendors that most closely meet the needs of Livingston County. Functional capabilities, operating efficiency, and overall cost will be among the criteria considered in evaluating proposals.

XIII. *BASIS OF AWARD*

The award resulting from this request for proposal will be made to the vendor that submits the response that best serves the needs of Livingston County. Proposals will be evaluated on the following criteria:

- Ability to meet the requirements as stated in the RFP
- Proven ability of the vendor to provide similar services within established guidelines.
- Satisfactory response from client references
- Ability to complete the Scope of Work within a reasonable amount of time
- Cost of services.

XIV. BACKGROUND

This will replace the current running Vicon camera system.

XV. SCOPE

The scope of this RFP includes Software and installation thereof. All Software must meet industry standards.

XVI. REQUIREMENTS

Software (with pricing provided)

Quantity	Part Number	Short Description
72	XPPPLUSDL	XProtect Professional+ Device License
72	Y3XPPPLUSDL	Three years Care Plus for XProtect Professional+ Device License
112	Y3OIXPPPLUSDL	Three years opt-in Care Plus for XProtect Professional+ Device License

It is our understanding that the above list includes all Software necessary to complete this project. However, any proposed changes or deviations should be clearly identified with explanation within the bid proposal response.

XVII. Labor

- Installation
- System Checkout
- End User Maintenance/training

The selected vendor will be required to assume full responsibility for all products services and warranties (minimum Three years) offered within its proposal.

XVIII. Prevailing Wage

This contract calls for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public work projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at:

<http://state.il.us/agency/idol/rate.rates.HTM>.

All contractors and subcontractors rendering services under this contract must comply with all requirements of this Act, *including but not limited to*, all wage, notice and record keeping duties as well as certification of weekly payroll. All prevailing wage certifications must be submitted directly to the Illinois Department of Labor as required by the Act.

XIX. Bid Form

THE PROJECT AND THE PARTIES

1.1. TO:

Livingston County (Owner)
112 West Madison St.,
Pontiac, Illinois 61764

1.2. FOR:

Project: LJC Camera System Software Replacement
Livingston County Law & Justice Center
110 N Main St., Pontiac, Illinois 61764

1.3. DATE: _____(Bidder to enter date)

1.4. SUBMITTED BY: (Bidder to enter name and address)

Bidder's Full Name: _____

Address: _____

City, State, Zip: _____

1.5. OFFER

The Undersigned, having received and examined the Request for Proposals dated February 26, 2025, titled LJC Camera System Software Replacement, hereby proposes and agrees to furnish all labor, materials, equipment, and services, and to perform operations necessary to complete the Scope as required by said RFP, in accordance with all applicable federal, state and local code requirements, for the amounts outlined below.

Base Bid: _____

dollars (\$ _____), in lawful money of the United States of America.