



**United Planning Organization**

# **REQUEST FOR PROPOSALS**

**RFP #2020-06**

**BUILDING SURVEILLANCE EQUIPMENT**

## Request for Proposals (RFP)

### Cover Page

<b>Solicitation Issue Date: Friday, November 20, 2020</b>			
<b>Solicitation Closing Date: <span style="background-color: yellow;">Tuesday, December 29, 2020</span></b>		<b>Solicitation Closing Time: 2:00 PM ( EST)</b>	
<b>Issued By: United Planning Organization</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization (UPO) is a non-profit organization in Washington DC, founded in 1962, and is exempt from any state and federal taxes.			
Responses must be received on or before <b>Tuesday, December 29, 2020</b> , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Electronic Responses:</b> Please submit your Technical Proposal to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “ <b>Building Surveillance Equipment RFP# 2020-06 –Technical</b> ” in the subject line.			
Please submit Pricing Proposal <u>separately</u> to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “ <b>Building Surveillance Equipment RFP# 2020-06 – Pricing</b> ” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing “ <b>Building Surveillance Equipment RFP# 2020-06</b> ” in the subject line. Questions/information must be emailed no later than <b>December 14,2020</b> . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website.			
<b>SITE VISITS:</b> Proposers who are interested in visiting various locations/sites prior to submission of proposals may contact Patrick Abguino at his office phone #202-238-4734 or cell phone #202-315-7005 or email address - <a href="mailto:pagbionu@upo.org">pagbionu@upo.org</a> to set up an appointment latest by <b>December 9, 2020</b> .			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids, if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

The United Planning Organization (UPO) invites experienced and qualified vendors to submit their proposals to provide Building Surveillance Equipment and Support Services, per specifications, terms and conditions as detailed in this RFP.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this solicitation shall be from February 1, 2021 (or from the date the contract is executed) to September 30, 2022 with option to renew, with maintenance / warranty agreement.

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest;
- Comprehensive youth services with scholarships for DC residents;
- Homeless transportation services;
- Training programs designed to prepare participants for skilled employment;
- Weatherization services to make homes more energy efficient;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Tax preparation and e-filing community based tax preparation services;
- Housing Counseling services that help alleviate predatory lending;
- Job placement and career development services.

## **IV. SCOPE OF WORK / SPECIFICATIONS**

UPO requires an Internet Protocol (IP) surveillance system that uses a network protocol to deliver high-quality video to the Network Video Recorder (NVR). The NVR must have the capacity to support high-quality video (1080P) and storage to support a minimum of 30 days of live recording, with an additional 6 months of archive recording/footage. The proposed system must have the ability to schedule the download of video footage to the Local Area Network (LAN). The cameras should be powered using Power over Ethernet (PoE). The IP surveillance system requires the use of the CAT6 pairs to transmit data from high-resolution cameras to NVR. The IP surveillance system will be part of a separate network from UPO data and voice networks. However, UPO requires access to the IP surveillance system from Local Area Network (LAN) and the internet. UPO prefers the management of all locations IP surveillance systems centrally from any location.

Contractor shall provide the following detailed description of the proposed system information:

- Overview description of the entire IP surveillance system (Cloud, On-premises)
- Details about the Network Video Recorder (Storage, channel, video codec)
- Cameras (Resolution, type, indoor or outdoor)
- Switches (Number of ports, port speed, PoE support)
- Management (Monitor, LAN/Internet access, mobile access, and centrally manage)

### 1. Site Visits

The licensed contractor will examine existing surveillance equipment at the below stated UPO leased or owned properties. Those proposers who are interested in visiting various UPO leased or owned properties shall contact Patrick Abguino, Interim Director of Facilities at his Office phone number 202-238-4734 or Cell # 202-315-7005 or email address [pagbionu@upo.org](mailto:pagbionu@upo.org) to set up an appointment for the proposed site visits latest by **December 9, 2020**.

After examination of each location and other recommendations from authorized UPO personnel, the prospective proposers will submit their proposals with recommendations for installing and maintaining surveillance equipment as approved by UPO.

The licensed contractor will estimate and provide justification for recommended or additional surveillance equipment.

UPO Leased and Owned Properties	
Names	locations
HeadQuarters	301 Rhode Island Avenue NW Washington, DC 20001
Anacostia Service Center	1649 Good Hope Road SE Washington, DC 20020
Anacostia Townhouse	1647 Good Hope Road SE Washington, DC 20020
Petey Greene Service Center	2907 Martin Luther King Jr. Avenue SE Washington, DC 20200
Building Careers Academy	915 Girard Street NE Washington DC, 20017
Comprehensive Treatment Center	1900 Massachusetts Ave SE Building #13 Washington, DC 20003
Benning	3938 Benning Rd NE Washington, DC 20019

Upon request, floor plans may be provided to proposers who are interested in submitting a proposal.

### 2. Warranty, Maintenance & Support Option

The contractor shall provide complete maintenance and warranty as part of the proposal and full pricing details. The proposal shall include an initial warranty length of all parts, materials, and labor. Provide a separate line item for ongoing support and service warranty with Service Level Agreement (SLA) for the proposed support.

### 3. Proposal Pricing

The proposer shall provide pricing information separately from the technical proposal for all the locations. The pricing information shall breakdown the pricing per location for each of the equipment for that location. The pricing proposal shall include a pricing option for both cloud and on-premise for video/data storage on the attached excel spreadsheets (refer to Appendix – B).

## V. EVALUATION CRITERIA

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below, and conform to the objectives and requirements of the RFP.

2. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP.
3. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
4. UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all proposers.
5. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, and (c) are not meeting the minimum qualification requirements.
6. The following criteria will be utilized in the evaluation of the proposals:
  - a. Adherence to RFP: The Proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
  - b. Qualifications and experience: The Proposer's past experience and performance on comparable engagements.
  - c. Reasonableness of Cost: A total dollar amount for the service requested and a detailed breakdown must be provided with the proposal.

*Technical proposal will carry 70% and pricing proposal will carry 30% of the total weightage.*

## VI. SOLICITATION REQUIREMENTS

### A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP through email addressed to [procurement@upo.org](mailto:procurement@upo.org). No other distribution of the proposals shall be made by the proposer.
2. **NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.**
3. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. proposals which are substantially incomplete or lack key information may be rejected by UPO.
4. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
5. All responses are to be submitted on standard 8.5" X 11" size in 12 font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 90 days from the proposal opening date.
6. Prices should be submitted on the attached **Pricing Sheet (Appendix B)** for each locations, exclusive of all federal, state, and local taxes. Excel spreadsheets, one for each location along with a summary sheet, have been provided as an attachment to this RFP.
7. All documentation submitted with the proposals should be contained in one single volume.

8. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

## **B. Special Requirements**

All pages of the proposals should be numbered and the following are typical documents that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposer's response in the following order:

1. Signed Letter of interest detailing qualifications to provide the material requested in this RFP.
2. Table of Contents, cross-referencing the contents of the proposal.
3. Completed, signed and dated RFP Cover Page.
4. Completed, signed and dated Vendor Identification Form, included as an attachment (Appendix A).
5. Completed Pricing Sheet, included as an attachment (Appendix B) to this RFP.
6. Copy of current business license to operate in the District of Columbia.
7. Copy of current certificate of insurance evidencing coverage of the minimum required in this RFP.
8. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.

## **VII. AWARD OF CONTRACT**

Technical proposal will carry a weightage of 70% and Pricing proposal will carry 30% during the evaluation of all received proposals. Only technically qualified proposals will be considered for their price evaluations. The highest ranked proposer with combined scores of technical and pricing evaluations will be awarded the contract.

## **VIII. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Goods or Services: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the bidder of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the bidder.
3. Licenses: By submitting a proposal, bidder certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner bidder's fulfillment of the contract.

4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, bidder warrants and certifies that neither bidder nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Bidder further warrants and certifies that neither bidder nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that bidder or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, bidder's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of bidder's collusion shall be terminated and bidder shall be liable for all of its damages sustained by the UPO as a result of bidder's collusion.
6. **Equal Opportunity:** The bidder agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this Solicitation on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The bidder shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the bidder. The organization shall have the right to audit all relevant data upon which the bidder's fees are based.
8. **Informal Communications:** From the date of receipt of this solicitation by each bidder until a binding contractual agreement exists with the selected bidder and all other bidders have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from bidders to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this solicitation by each bidder, until a binding contractual agreement exists with the selected bidder, and all other bidders have been notified, or when UPO rejects all proposals, all communications between UPO and the bidders will be formal emails.
10. **Costs Incurred:** Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.
11. **Minority/Women-Owned Business Enterprises:** Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the bidder to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the bidder and deemed a part of the quoted prices.
13. **Payments Terms:** Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting



on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three years thereafter, UPO may have the contractors' invoices or vouchers and statement of cost audited.

14. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the bidder under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
  - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
  - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. Solicitation Addendum: In the event that it becomes necessary to revise this Solicitation, in whole or in part, an addendum will be provided on our website <http://www.upo.org/work-with-us/#rfp>.
17. Completed Proposals: A bidder may submit no more than one (1) bid in response to this Solicitation. The bid shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a bidder may withdraw the bid. This will not preclude the submission of another bid prior to the hour and date set for submission. After the scheduled time and date for submitting proposals, no bidder will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Bidders are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this Solicitation will receive consideration. Bids received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Bidders must pay particular attention to insure the proposal is properly addressed. ***UPO is not responsible if the proposal does not reach destination specified by the appointed date/time.***
20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected bidder will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:

- Certification that it or its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76.
- Certification regarding lobbying under Title 31, US Code, Section 1352.

22. By submitting a proposal, the bidder represents that:

- The bidder has read and understands the Solicitation and submits the response in accordance therewith.
- The bidder possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The bidder has all required licenses and insurance.

23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of this solicitation.

# APPENDICES



*United Planning Organization*

**Appendix A**

**VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)**

<b>Company/Individual's Name:</b>	-----		
<b>Doing Business As (DBA):</b>	-----		
<b>Company Federal ID # or Social Security #:</b>	-----		
<b>Address:</b>	-----		
<b>Remit To Address:</b>	-----		
<b>Telephone:</b>	-----		
<b>Fax:</b>	-----		
<b>Email:</b>	-----		
<b>Web address:</b>	-----		
<b>Main Contact Person:</b>	-----		
<b>Person responsible for response (if different):</b>	-----		
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

**Appendix B**

**RFP#2020-06: BUILDING SURVEILLANCE EQUIPMENT**

**PRICING SHEET**

Please complete the attached excel spread sheets provided for this purpose as an attachment to this RFP.