

BILL C. PEACOCK  
Director - Purchasing



**DOUGLAS COUNTY BOARD OF COMMISSIONERS**  
**PURCHASING DEPARTMENT**

8700 Hospital Drive • Douglasville, GA 30134  
Telephone (770) 920-7247 • Fax (770) 920-7219

November 1, 2017

Subject: Douglas County, Georgia, Board of Commissioners  
Invitation to Bid – Video Security / Surveillance System  
Solicitation 17-039

Dear Gentlemen/Ladies:

Enclosed please find the Douglas County Board of Commissioners, Invitation to Bid seeking a competent and reputable contractor to replace the video security/surveillance system at the Douglas County Courthouse.

Your sealed bid, one (1) original unbound and five (5) bound copies, in response to this Invitation are due **no later than 2:00 p.m. ET, Wednesday, November 29, 2017**. All sealed bids must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All bids must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your bid prior to the deadline as stated in the attachments. Each response should be marked on the outside of the envelope with: **“Sealed Bid for Video Security/Surveillance System Sol. No. 17-039”**.

Questions regarding this Invitation to Bid are to be delivered to:

Douglas County Purchasing Department  
Mr. Bill Peacock, Purchasing Director  
8700 Hospital Drive  
Douglasville, Georgia 30134  
Fax: 770.920.7219  
Email: [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us)

All questions must be received no later than seven days (7) before the due date of the bid either by e-mail, mail or fax. No questions by telephone will be accepted. No other County staff or officials associated with this Project should be contacted regarding this bid.

web site: [CelebrateDouglasCounty.com](http://CelebrateDouglasCounty.com)

e-mail: [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us)

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

Thanking you in advance for your interest and looking forward to your participation.

Very truly yours,



Bill Peacock  
Purchasing Director

ATTACHMENT

**DOUGLAS COUNTY, GEORGIA**  
**BOARD OF COMMISSIONERS**  
Purchasing Department  
**INVITATION TO BID**

**DOUGLAS COUNTY COURTHOUSE**  
**VIDEO SECURITY/SURVEILLANCE SYSTEM**

Solicitation No. 17-039  
**November 1, 2017**

The Douglas County Board of Commissioners is seeking a competent and reputable contractor to replace the video security/surveillance system at the Douglas County Courthouse. This will be a contractor design/install project as all prospective bidders will specify, provide, and install the products and equipment to the point that it is fully operational to the owners' satisfaction.

It is the contractor's responsibility to assess existing equipment, functions, locations, and logistics to propose new equipment to be installed. Failure to assess these factors will not relieve the contractor or the obligation to perform the requirements of their proposed system and components. All proposers must be primarily engaged in the business of furnishing and installing visual surveillance and recording systems and must demonstrate they have the technical expertise, resource availability, experience, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.

All information for interested bidders and bidding documents may be obtained from the Douglas County website [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com) on the Purchasing Department pages under current bids, or at the office of the Douglas County Purchasing Department, (770.920.7247), located on the third floor of the Douglas County Courthouse, at 8700 Hospital Drive, Douglasville, Georgia.

Sealed bids in response to this Invitation will be received by:

Douglas County Board of Commissioners  
Bill Peacock - Purchasing Director  
3<sup>rd</sup> Floor  
8700 Hospital Drive  
Douglasville, Georgia 30134

**The Bid due date is November 29, 2017 no later than 2:00 PM. Bids will be opened 2:00 PM on the bid Due Date in the Purchasing Bid Opening Room on the third floor of the Courthouse.** You are invited to attend, or submit your bid prior to the deadline. Each response should be marked on the outside of the envelope with: **"Sealed Bid for Video Security/Surveillance System Sol. No. 17-039"**.

Douglas County reserves the right to waive any informalities, to reject any and all bids, to evaluate bids, to accept portions of any bids and to accept any bid, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No bid will be received or accepted after the above specified date and time of the bid opening. Bids submitted after the designated date and time will be deemed invalid and returned unopened to the bidder.

No bids may be withdrawn within sixty (60) days after the bid opening and all bids shall remain firm during this period.

**Scope of work will include but not limited to the following:**

- Cameras: PTZ's, Fixed, or "Fish Eye"; see Exhibit A attached.
- Cabling/Power: All new and existing cameras will require new lines and old lines must be removed completely.
- Monitors: Contractor will propose and price optimum monitor set up in command center.
- Recording: The system will provide continuous 24/7 recording and archiving. The recording system shall capture, digitize, compress and store video on a digital hard drive and archive onto a digital recorder or other recommended system. A minimum of 120 days should be retained on each camera.
- Backup Power: Upon the loss of normal power, the system shall have in place a UPS system and/or battery backup that provides at least 1 hour of continuous operations without compromising the overall security system. Emergency generator power will be the main source of power for all components of the system for sustained outages.

**Other requirements:**

- Cameras shall have minimum 2 mega-pixel quality
- The system should have the option to prevent overwriting of specific video clips.
- The system must provide the ability to time/date stamp all recordings.
- Cameras shall have automatic adjustments to prevent glare from sun or other light source from affecting picture quality.
- Cameras shall have automatic adjustment to record and view in low light situations.
- Archived video must be playable in digital video format, and exportable to flash drives.
- Software must also allow fast viewing of recorded video in order to see captured video clearly at increased or reduced speeds.
- Ability to remotely access and view images through secure smartphone or PC Connection.
- The system shall allow both live and recorded video images to be viewed simultaneously on separate monitors or combined onto one monitor without disrupting recording.
- Software must be able to control Pan/Tilt/Zoom cameras with a standard PC joystick, which should be furnished and installed to work with software.
- Software must be able to record a constant user definable amount of frames per second with the ability to speed up recording on either side of a motion or connected alarm event.
- Software must be able to specify motion sensitivity for individual cameras, as well as have the ability to block certain areas from triggering motion alarms.
- Playback software must allow recorded video to be looked up quickly and efficiently.
- Recording destination should be transparent to end user who should be able to pull up any camera within their access levels and view live or recorded video from any viewing stations.

**References:**

Include the name, address, and contact person from at least three projects similar in size and scope. It is the intent of the county to contact such references to assess the level of satisfaction with the equipment and services rendered.

**Evaluation:**

The proposals will be evaluated by the county and at its sole discretion, the county will determine whether to hold discussions with the proposers who are in a "competitive range" or to recommend the contract be awarded without discussion on the basis of the proposal submitted.

A Review Panel will review all proposals received and evaluate them using the criterion below:

- Bidder's total proposed price
- Bidder's hourly rate for work beyond contract scope
- Product/equipment proposed
- Product's user friendliness
- Product's capabilities to accept more cameras/recorders
- Bidder's warranty/maintenance
- Bidder's support/service
- Bidder's qualifications/experience

**Selection:**

Interviews may be conducted with contractors determined by the review panel to be reasonably susceptible of being selected for the project. In addition, one or more contractor may be invited to make presentations. However, proposals may be accepted without discussion or interview. It is the intent of the county to use the above criteria in the evaluation of all proposals, however, the county reserves the right to modify the above criteria as deemed appropriate by the Review Panel. If such modification occurs, each contractor being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria.

**Bid / Proposal Form**

**Solicitation Number 17-039**

**PROJECT IDENTIFICATION:**

SECURITY/SURVEILLANCE SYSTEM – DOUGLAS COUNTY COURTHOUSE

**THIS BID IS SUBMITTED TO:**

(Owner)

Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, GA 30134

- 1) The Undersigned Bidder offers and agrees, if this Proposal is accepted, to enter into an Agreement with the Owner in the form included in the Contract Documents and to complete all work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this proposal and in accordance with the Contract Documents.
- 2) BIDDER has examined and familiarized himself with the Instructions to Bidders, all of the other Bidding Documents, and all of the Contract Documents; that he has familiarized himself with the legal requirements (federal, state, and local laws, ordinances, rules, and regulations); that he has made such independent investigations as he deems necessary; and that he has satisfied himself as to all conditions affecting cost, progress, or performance of the Work.
- 3) BIDDER accepts all of the terms and conditions of the Instructions to Bidders.
- 4) BIDDER agrees to perform the work in the time period to negotiated on award of contract.
- 5) BIDDER upon acceptance of this bid will execute the Agreement and will furnish the required Contract security and insurance certificates within 10 days after the award of the Contract.
- 6) BIDDER agrees to furnish all labor, plant, materials, supplies, equipment, services, and other facilities necessary or proper for, or incidental to, all work as required by, and in accordance with the Contract Documents for the lump sum price of:



## **GENERAL CONDITIONS**

### **PURPOSE**

1. The purpose and intention of this invitation to bid issued by the Douglas County Purchasing Department is to afford all suppliers an equal opportunity to bid on all operating supplies, services, equipment, maintenance and repairs that are listed in the accompanying documents.

### **SPECIFICATIONS**

2. Whenever standard Douglas County specifications are specified in any invitation to bid, or request for proposal, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and at the same time protect the integrity of the purchasing process. It is the overall intent of the specifications to insure that the minimum needs of the County are met.

Brand or trade names used herein are intended to establish quality standards, and are not intended to limit or eliminate competition.

The County does reserve the right to specify that particular specifications be strictly adhered to, and brand or trade names not be substituted.

### **PURCHASING POLICY**

3. All bidders are hereby put on notice that, in all purchasing and related activities, the Douglas County Purchasing Department shall pursue a policy of securing the greatest possible economy consistent with grades of quality of supplies and services that are adapted to the purpose for which they are required.

### **AWARD OF CONTRACT**

4. The award of all contracts will be made in conformity with the above purchasing policy. Douglas County reserves the right to award items separately, grouped or on an "all or none" basis and to reject any or all bids and waive all informalities.

### **PRICING**

5. All prices should be quoted in the unit of measure as required and shall be firm until bid is awarded unless otherwise specified.

### **CANCELLATION OF CONTRACT**

6. In any of the following cases the Purchasing Department has the right to cancel any contract entered into under these Purchasing Rules and Regulations;



- a. Breach of Contract;
- b. In the event the contractor fails to furnish a satisfactory performance bond within the time specified, when such bond is required;
- c. Failure of the contractor to make delivery within the time specified in the contract;
- d. In the event any commodity of equipment is rejected for failure to meet specifications, non-conformity with sample or the items are not in good condition when delivered;
- e. Wherever the contractor is guilty of misrepresentation; i.e., misbranding of food or drugs;
- f. Wherever the contract was obtained by fraud, collusion, conspiracy or other unlawful means, or the contract conflicts with any statutory and constitutional provision of the State of Georgia or the United States; or
- g. Wherever Douglas County deems that a cancellation is in the best interest of the County provided that the Vendor be notified of such cancellation prior to production and/or shipment.

### **PERFORMANCE BONDS**

7. Douglas County reserves the right to require a performance bond on all awards over \$1,000.00.

### **NON PERFORMANCE**

8. In the event contractor fails to perform in accordance with the specifications, the contractor will be deemed to be in default. The Purchasing authority shall notify the contractor verbally and in writing of incidence of nonperformance. If the contractor fails to perform in accordance with the contract specifications, within five (5) days after notice, as provided herein, the Purchasing Manager shall take appropriate action including but not limited to contract cancellation, collection proceedings, suspension or disbarment.

### **SUBSTITUTIONS**

9. If bidding other than specified in the bid proposal, state brand, model number and submit illustrations and descriptive literature with bid in order that quality, suitability, and compliance with the specifications may be determined. Failure to do so may cause your bid to be disqualified.

### **DISCOUNTS**

10. Discounts will be considered when making an award.

### **QUANTITIES**

11. Douglas County reserves the right to increase or decrease the quantity as necessary at the same prices and terms stated in sellers bid proposal.

**DELIVERY**

12. All deliveries shall be F.O.B. Douglas County, Georgia. If the vendor fails to make delivery within a satisfactory time, Douglas County reserves the right to cancel the item and to purchase elsewhere charging the re-procurement costs, i.e., increase in price, cost of handling (if any), to the original vendor making the unsatisfactory, late or non-delivery cause for cancellation.

**PAYMENT**

13. Payments will not be made in advance. Payments will be made after satisfactory delivery and acceptance by Douglas County for goods and/or services based on the actual quantities installed and unit prices submitted on the Bid Form. This supersedes any Payment/Unit Price included in the bid documents and specifications.

**BID RESPONSE**

14. Bids should be submitted on the forms provided for this purpose and should be filled out with ink or typewritten and signed in ink. Do not erase, correct or white over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each one should be initialed. Failure to comply with these requirements may cause your bid to be disqualified.

**CONTRACTUAL SERVICES**

15. At the option of Douglas County and acceptance by the contractor this contract may be extended for two (2) additional twelve (12) month periods not to exceed 36 months at the same terms and prices.

**INSURANCE**

16. For general contracting exposure.

**A) INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. The Contractor and Subcontractors shall secure and maintain during the life of this contract Worker's Compensation Insurance for all of their employees employed at the site of any Douglas County project, at statutory limits. The Employer's Liability shall have limits not less than \$500,000.
2. Comprehensive General Liability Insurance – shall be in limits no less than \$1,000,000 combined single limit per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including complete operations.
3. Automobile liability coverage for owned, non-owned and hired. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence.
4. Professional liability shall be in limits no less than \$2,000,000 each claim made, and annual aggregate of \$3,000,000

**B) OTHER INSURANCE PROVISIONS**

1. General Liability, and Automobile Liability insurance

- A. The Owner and its officers, officials, employees and volunteers are to be covered as additional insured's with regards to any liability arising out of activities performed by or on behalf of the Contractor.
- B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials employees or volunteers.
- C. The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against Douglas County and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after ninety (90) days' prior written notice by certified mail, return receipt requested, has been given to the Owner, Douglas County, Georgia, in care of the Douglas County Purchasing Department.

**C) ACCEPTABILITY.**

Insurance is to be placed with insurers with a Best's rating of no less than A:VIII, or otherwise acceptable to the Owner.

**D) VERIFICATION OF COVERAGE.**

Contractor shall furnish Douglas County with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. Douglas County further reserves the right to require complete, certified copies of all required insurance policies at any time.

**E) SUBCONTRACTORS**

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Douglas County may request evidence of subcontractor's insurance at any time.

**LOCAL PREFERENCE**

17. Douglas County Board of Commissioners has approved the utilization of a local county preference to the Douglas County Code of Ordinance. The local preference may be used and allows for a local firm to be awarded the bid when not the lowest bidder, if the lowest bid is within 3% of the local company's bid amount, except for construction services, and road project expected to exceed \$20,000, which will be subject to Georgia State law. If all bidders are local firms, this section does not apply.

**INDEMNIFICATION AND GENERAL CONSTRUCTION TERMS**

18. The contractor hereby agrees to protect, defend, indemnify and hold the county and its merit and contract employees, agents and officers free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the county arising in favor of any party.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at the sole expense of the contractor. Contractor also agrees to bear all other costs and expenses related, thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against contractor or the county or to enlarge in any way the contractor's liability but is intended solely to provide indemnification of the county from liability for property damage, property loss, personal injury, bodily injury or death to the contractors, the contractor's employees or any third persons or property arising from the contractor's performance hereunder.

The contractor agrees to keep informed and comply with all Federal, State, and local laws, policies, regulations, ordinances and codes, but not limited to, the contractor's duty to provide a safe work environment and road conditions for the contractor's employees, subcontractors, county employees and third parties. This provision confers all safety responsibility, to include but not limited to, knowledge of the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), Standard Highway Signs (SHS), Utility Accommodation Policy and Standards Manual, safety management, human resource management, and traffic management as it relates to all methods and forms of employee hiring and retention, safety signage, fall prevention, warning devices, safety barricades, safety fencing, work zone flaggers, scaffolding, motorist and pedestrian road and sidewalk detour direction and all other regulated safety requirements for the duration of The Work as is necessary to provide for the health and safety of the Contractor's employees, subcontractors, county employees, pedestrians, motorists and all third parties. Where and when applicable, warning devices shall be placed prior to the commencement of any road improvement work on any roads and shall remain in place until the conclusion of all Work.

#### **GEORGIA SECURITY AND IMMIGRATION ACT OF 2006**

19. As of July 1, 2007, all contracts with Douglas County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If subcontractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are available to download from the Douglas County Purchasing Department website, located at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com), or may be attached for your convenience in compliance with this requirement.

#### **DISPUTE RESOLUTION**

20. The jurisdiction and venue of any dispute arising out of this agreement shall lie with in the Superior Court of Douglas County, Georgia, and the governing law shall be the law of the state of Georgia.