



Contract 2888P

Security System – WorksYard

1. Introduction

The City of Richmond proposes to engage the services of a company to design, supply and install a new Security System for the City of Richmond, WorksYard.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Three (3) copies of proposals marked “**Contract 2888P – Security System – WorksYard**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00pm, Local Time on Tuesday, October 17, 2006. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Daianna Panni - Buyer
Purchasing Department
City of Richmond

Telephone: 604-276-4270

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Larry Sellers or Gord Frederickson
(Bldg Maintenance Supervisors)

Telephone: 604-233-3303

E-mail: lsellers@richmond.ca
gfrederickson@richmond.ca

PW – Facilities Department
City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The City Works Yard Site contains several small buildings and 10 large ones. The Works Yard is approximately 96,000 square meters. Some of the goods stored on site requiring security are:

Equipment and Tools

City Vehicles

Pipes, hydrants, grates, lamp posts and various other sewer, drainage and water goods

Recycled goods

Electrical Wiring and Supplies

Construction Materials

Aluminium Shoring

The work calls for the design, supply and installation of a new security system for the City of Richmond, WorksYard. This system could be in the form of a camera monitoring security system or equivalent. With this request for proposal we are requesting separate prices options for this system. Potential Bidders are being asked to quote on the following:

OPTION A – Purchase of a new Security System

OPTION B – 3 year Lease option of a new Security System, with buy-out option at the end of the 3 year period.

5. Project Scope

To design, supply and install a new security system for the City of Richmond WorksYard. This system may contain some of the following:

- low light, high-resolution heat/motion activated pan tilt zoom camera system or equivalent. Cameras and/or equivalent to be installed in strategic locations throughout the Works Yard for maximum coverage.
- Accessibility of camera information/activity via the Internet or by other external medium. Potential Bidders to provide complete information and documentation with their proposal.
- Requirement for Camera images to be stored for 30 days on computer hard drive. Computer supplied by City. Potential Bidders may also provide information on other systems or formats that would produce the same end results
- The City will require that the Security Guard hand held PDA to be linked with Camera system for instant monitoring as cameras are activated. Potential Bidders may also provide information on equivalent proposed systems that have the same functionality.
- The ability for cameras to be monitored by our security firm and Works Yard dispatch.

In the case of a three (3) year lease agreement the contract must include cameras and software upgrades to new technology over the duration of the contract with a buy-out option at the end of the contract.

6. Bidder Provided Items

Bidders must describe the installation method of the proposed system at the Works Yard Site. Bidders must be sure to include details on the following:

- Complete installation process from start to finish
- What the City is required to provide (access to electrical sources, telephone lines, network access, staff persons to assist with installation)
- Whether the data is fed into the monitoring system by a stand alone unit, or through the City's network.

7. Project Schedule

The project is to be completed by December 30, 2006 with work commencing as soon as possible. A project schedule is to be submitted with the proposal.

8. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.

- A detailed listing of supply and install of Security systems experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, eg., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client references from projects of a similar size and scope.

10. Site Visit

A bidder's site meeting will be held Thursday, October 5, 2006 8:30 am - 10:30am. Potential Bidders are to arrive at the City of Richmond WorksYard, Facilities Management Department by 8:15am.

The Works Yard address is 5599 Lynas Lane, northwest corner of Lynas and Westminster Highway. Turn right at this intersection, watch for the City Operations Yard Sign and take the first left into the parking lot. You will see a a trailer, navy-blue canopy for the Parks Department and Facilities Management Department. When you enter the trailer, go through the front doors and walk straight ahead into the meeting room.

Please bring business cards for distribution as we will be registering your attendance at this meeting. Any questions arising from this visit will be documented and distributed to those parties attending as well as being posted on the internet as an addendum.

11. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

12. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required)



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.
2888P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments		Firm Name
		Address
		City
		Province Postal Code
		Telephone Number
		(Empty field for additional comments)

MCCALLAN RD

WESTMINSTER HIGHWAY

RIVER RD

LYNAS LANE

SCALE 1/8" = 1'-0"

