



DISTRICT OF PORT HARDY

Request For Proposal RFP 1220-20-570-2022 Security Equipment & Services

Closing Time:

Friday*, May 27, 2022
3:00 PM, Local Time, Port Hardy, BC

Closing Location:

District of Port Hardy
7360 Columbia Street
Port Hardy, BC V0N 2P0
Attention: Ross Blackwell

By email to: tenders@porthardy.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

**See Addendum #1 Issued May 10, 2022*

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PART 1 - RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1 The District of Port Hardy is seeking proposals to undertake the assessment, design, installation, configuration, and maintenance of facility security, access control, and surveillance cameras.
- 1.2 This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the District and a Proponent upon the Proponent's submission of a Proposal to the District.
- 1.3 The District, at its discretion, reserves the right to;
- select a Proposal that deviates from the requirements of this RFP;
 - modify this RFP at any time.
- 1.4 Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the District.
- 1.5 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.6 The District reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- Changes to the requirements or Scope of Work proposed by the Proponent;
 - Price; and
 - Specific contract details as deemed reasonable for negotiations by the District.

2.0 SITE INSPECTION

- 2.1 District staff will be made available, by appointment, for a site visit/inspection before bidding. A site visit/ inspection is non-mandatory to have your submitted Proposal considered. It is the Proponent's responsibility to view the site to determine the existing conditions, dimensions, and limitations. The Proponent will rely upon his/her own judgment in submitting a Proposal and will include in the Proposal a solution to cover all items required for the types of work specified. The Proponent will be responsible to investigate the project requirements and complete the work to the satisfaction of the District of Port Hardy. In submitting a Proposal, the Proponent confirms they have viewed the work site.
- 2.2 No additional payments or time extensions shall be claimable or due because of difficulties relating to conditions at the site which were reasonably foreseeable by the contractor qualified to undertake the work.

3.0 COMMUNICATIONS AND ENQUIRIES

All enquiries regarding this RFP are to be directed in writing or by email, to the following persons prior to the specified closing date/time. Information obtained from any other source is not official and should not be relied upon. Enquiries and

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responses will be recorded and may be distributed to all Proponents at the District of Port Hardy's option.

Ross Blackwell, Deputy CAO
District of Port Hardy
250-949-6665 rblackwell@porthardy.ca

4.0 COVID-19 GLOBAL PANDEMIC

4.1 Due to the COVID 19 global pandemic, the District may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the District will only pay for actual costs incurred by the consultant.

4.2 In submitting a Proposal, the Proponent acknowledges the presence of COVID-19 in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

5.0 PROPOSAL INSTRUCTIONS

5.1 Proponents should submit one (1) original hard copy of their proposal to:

District of Port Hardy
7360 Columbia Street
Port Hardy, BC V0N 2P0
Attention: Ross Blackwell

or submitted electronically in one (1) PDF file with Subject "**Security Equipment & Services Submission – RFP 1220-20-570-2022**" in the subject line to:
tenders@porthardy.ca

5.2 The District will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

5.3 It is the Proponent's responsibility to ensure that the District receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The District does not accept facsimile or other unsealed Proposals.

6.0 CONTRACT REQUIREMENTS

6.1 The District anticipates that any contract arising from this RFP will be based on the District's Consulting Services Agreement and Statement of Work provided by the Proponent.

6.2 The District expects that the term of any Agreement negotiated between the District and a Proponent will be for an initial term of three (3) years with an additional two (2) one (1) year renewal terms at the sole discretion of the District.

6.3 The District reserves the right to extend the Agreement for another five (5) years for a total of 10 years.

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7.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

7.1 All documents submitted with your Proposal will become the property of the District, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the District in confidence. However, under FOIPPA, the District may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the District's disclosure responsibilities under the Act.

8.0 INSURANCE, PERMITS AND LICENSES

8.1 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the District:

- a) Commercial General Liability Insurance protecting the District, for an amount of five million dollars (\$5,000,000) naming the District as additional insured;
- b) Furthermore, the successful Proponent shall provide WorkSafeBC clearance letter. Both requirements shall be provided to the District prior to the signing of a formal written Contract.

8.2 The successful Proponent will be required to obtain a District of Port Hardy Municipal Business license prior to commencement of work.

9.0 EVALUATION AND SELECTION PROCESS

9.1 The District will evaluate all submitted valid Proposals. The District will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the District's opinion offers the best value for the services requested.

9.2 The District will evaluate the requirements and only those deemed by the District to have the right experience/capabilities/methodology etc. will have their price evaluated.

9.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Overview of Experience	10
Methodology	15
Solution	15
Price	60
Total	100

9.4 The District, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information

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provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

- 9.5** The District advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 1 – 2 months.

10.0 NEGOTIATIONS

- 10.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the District. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the District

- 10.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the District may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.

PART 2 - SCOPE OF WORK

11.0 BACKGROUND

- 11.1** The District of Port Hardy is looking to qualify a Proponent that has a proven track record of providing an integrated approach to the assessment, design and installation of security systems together with monitoring service for security/ access upgrades to the following buildings and facilities within the District:

- a) Municipal Hall
- b) Civic Centre
- c) Firehall #1
- d) Firehall #2.

All of the facilities except Firehall #2 currently have some level of monitored building security. It will be important to determine what, if any, of the existing security/ access and surveillance camera hardware can be reused in an integrated and updated system. There is no integration between the security/ access systems in any of the four facilities nor is there any consistency in the type or model and utilization of hardware.

- 11.2** The District suggests that suppliers to conduct their own discovery and then present in a proposal a recommendation as to the best model for the design, installation, configuration, and maintenance of facility security, access control, and surveillance cameras. Proponents are encouraged to be innovative in their solutions or ideas. The District is also open to different models on pricing, i.e. own or lease.

12.0 SCOPE OF WORK

- 12.1** The District is seeking a Proponent to provide, but not limited to, the following goods and services:

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- a) Undertake a comprehensive security needs evaluation for each of the four listed municipal facilities and prepare recommendations for each facility and for the system as a whole. This should be summarized in report format.
- b) Based on the District's preferred outcomes in step A, undertake a comprehensive and integrated building security and access system design (including surveillance equipment) with monitoring for each of the four District facilities.
- c) Based on the preferred design as confirmed by the District, installation of all associated security, access and monitoring equipment.
- d) Maintain all associated security/ access/ surveillance/ monitoring equipment, software, etc. on an "as and when" needed basis.
- e) Provide alarm monitoring.
- f) Other – TBD.

12.2 The District's preference is **NOT** to have equipment that can only be serviced by one (1) provider.

12.3 The District is open to different models and options in providing recommended solutions.

12.4 The District will be requesting a comprehensive contract with clear Service Level Agreements.

12.5 Note: Security Guards are **NOT** part of this RFP.

13.0 SUBMISSION REQUIREMENTS

The Proposal should include:

- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
- b) **Executive Summary:** (2 pages max) including a brief history of the firm as it relates to the services outlined in this RFP. Include but not limited to the following:
 - 1) Size of your company
 - 2) Describe your operations team that the District would be working with
- c) **Overview of Experience:** (4 pages max) Pick one (1) client (prefer a client that has municipal experience) in the past 5 years where you provided similar service as requested in this RFP and provide an overview of the relationship. The District prefers the client to be similar to the District in size or a local government with multiple facilities. Include but not limit your response to the following:
 - 1) Outline of the services you provided
 - 2) High level annual spend with the customer
 - 3) Lessons learned, what would you do differently
 - 4) What KPI were included in the contract
 - 5) Your management of sensitive data
 - 6) Product replacement life cycle
 - 7) Other
- d) **Methodology:** (2 pages max) provide an outline on your approach to managing

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security equipment, installations and maintenance for your customers.

- 1) How do you ensure you provide the best value when providing recommendations?
 - 2) How do you keep up with emerging technology and new threats?
 - 3) How do you support or manage the coordination of the electrical requirements?
- e) **Solution:** (2 pages max) Although the District has security equipment in place at its facilities, we are seeking improved/ ungraded and integrated solutions that provide a cost benefit to the District on what you are proposing. Indicate the five (5) year benefits.
- f) **Value Add:** Provide a description of your organization's unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project.
- g) **References:** Complete the attached table of references below

14.0 REFERENCES

- 14.1 Please provide three (3) references for companies whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The District of Port Hardy may be used as a reference, if work of a similar nature has been provided to the District. Please use the following format.

Reference 1	
Company Name & Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 14.2 The District reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The District reserves the right to seek a reference from sources other than those provided by the Proponent.