

## **Request For Proposals – Video Surveillance System Upgrades Lafayette Parish Sheriff's Office Public Safety Complex**

### **1. Introduction:**

The Law Enforcement District of the Parish of Lafayette (Owner) hereby solicits the submittal of Proposals from qualified integrators of Security Electronics Systems (SES) interested in providing video surveillance system upgrades (Project) at the Public Safety Complex (PSC). The existing SES at the PSC consisting of analog matrix switching, cameras, and digital video recorder (DVR) system shall be replaced with newer technology. Please refer to Scope of Services which outlines the work to be performed by the selected systems integrator (Contractor).

### **2. Project Description:**

PSC is an existing site located on 28 acres of land along West Willow St. in Lafayette Parish. Within PSC is the Professional Development & Training Center, Community Corrections Campus, and Direct Supervision Unit. Each building has a local SES rack with a fiber connection to the primary SES rack at the data room in the Warehouse where analog matrix switching and DVR system will be upgraded to a Video Management System (VMS). One hundred forty-five (145) analog cameras throughout the PSC will be replaced with IP cameras which transmit digital signals onto a single Network Directory/Archive Server. New VMS client computers will be provided at seven (7) locations along with an additional fourteen (14) remote client licenses. The Warehouse is undergoing an expansion to the existing welding shop. Two (2) new cameras will be added to the welding shop addition and the existing Graphical User Interface (GUI) will need to be updated. Every new/replaced/upgraded system component must be seamlessly integrated into the existing SES. The current Probable Cost Estimate for the Project is \$477,500. The anticipated Notice of Award date is 01/15/25 with a deadline for Project completion on 08/20/25. All work performed on Project shall be in accordance with the construction documents (specifications, drawings, addenda) which can be obtained by contacting Owner's Project Manager.

### **3. Owner's Project Manager:**

Lieutenant Kilyun C. Williamson  
Phone: (337) 889-3897  
Address: 316 W. Main St., Lafayette, LA 70502  
Email: [kilyun.williamson@lafayettesheriff.com](mailto:kilyun.williamson@lafayettesheriff.com)

### **4. Scope of Services:**

A single systems integrator will contract directly with Owner and will be responsible to perform all work necessary for the complete and operational integration of all components of the SES in accordance with International, Federal, State of Louisiana, and local code requirements for the full duration of Project. Contractor will assume all responsibility for the system and shall NOT subcontract or in any way use another company to develop, integrate or program any portion of the GUI and PLC systems. Contractor shall assume responsibility for compatibility for system components furnished. As part of Project and associated construction documents, Contractor shall be expected to, but not be limited to, the following:

- 4.1.** Modify the existing SES for the PSC (software and hardware) to accommodate the additional and replacement devices as shown on the construction documents and as specified in all sections of Division 28. All existing software functionality shall be maintained.
  - 4.1.1.** All existing Programmable Logic Controller (PLC) equipment shall remain and be modified to accommodate the additional and replacement devices.
  - 4.1.2.** Contractor shall replace existing closed-circuit television (CCTV) monitors and replace with new monitors at each VMS client computer location.
  - 4.1.3.** The existing Security Management Server (SMS) hardware shall remain and be maintained.
  - 4.1.4.** The existing Harding Instruments DXL intercom system, intercom stations, paging speakers/horns, and associated wiring shall remain and be maintained. The integration between the existing intercom system and the existing PLC/Touchscreen Control system shall be maintained.

- 4.1.5. The existing Access Control system shall remain and be maintained. The integration between the existing Access Control system and the existing PLC/Touchscreen Control system shall be maintained.
- 4.1.6. All products must be new and unused and without blemish or defect and shall be NDAA compliant as defined in La. R.S. 38:2237.1.
- 4.1.7. All products used in parts replacement shall meet or exceed the specifications for the original equipment.
- 4.1.8. Materials and equipment furnished shall be of current production by manufacturers regularly engaged in the manufacture of such items, for which replacement parts are available.
- 4.1.9. Equipment, products, and services which are not specifically requested in Request For Proposals (RFP) necessary to provide the functional capabilities proposed, shall be furnished by Contractor.
- 4.2. Video surveillance system shall:
  - 4.2.1. Allow for video monitoring and recording of cameras.
  - 4.2.2. Seamlessly integrate with the existing Command & Control System and include all functionality as defined in construction documents.
  - 4.2.3. Utilize matrix switch functionality and have the ability to direct the video from any camera to any network video client in the system.
- 4.3. The existing CCTV System shall be upgraded to a network-based IP video system.
  - 4.3.1. The existing analog Matrix Switch, Multiplexers, Quads, and Digital Video Recorders shall be removed and replaced with new network-based IP video headend equipment
  - 4.3.2. All existing analog cameras shall be removed and replaced with fixed IP cameras (1920x1080 resolution).
  - 4.3.3. All exterior IP cameras shall include new mounting arm.
  - 4.3.4. All cameras shall be recorded for a minimum of sixty (60) days at eight (8) frames per second at full camera resolution for twenty-four (24) hours per day.
  - 4.3.5. All live viewing cameras shall be displayed at thirty (30) frames per second and native resolution.
  - 4.3.6. All video shall be stored for a minimum of sixty (60) days.
  - 4.3.7. The new network-based IP video system shall be integrated with the existing PLC/Touchscreen Control system. Standalone CCTV systems will not be acceptable.
  - 4.3.8. All existing analog CCTV monitors shall be removed and replaced with new network video client PCs and monitors at each VMS client computer location.
  - 4.3.9. New network switches shall be provided as necessary.
  - 4.3.10. Replacement rack-mounted monitor/keyboard/mouse slide-out drawer with built-in KVM shall be provided.
  - 4.3.11. The existing Coax cabling for cameras shall be reused to allow the new IP cameras to be put on the network via Coax media converters.
    - 4.3.11.1. For new IP cameras at welding shop addition, Owner shall be responsible for supplying and installing necessary conduit/raceway from camera locations back to primary SES rack in data room,

backboxes at camera locations, and CAT6 cable from backboxes to primary SES rack in data room.

- 4.4. SES equipment shall be provided as a completely engineered package.
- 4.5. Provide a complete bill of materials for all major components, accessories, and hardware to be provided in order to assemble a complete system.
- 4.6. Submit shop drawings for all equipment showing:
  - 4.6.1. Location and layout of all field equipment on floor plans.
  - 4.6.2. Security Control System Riser, Intercom Riser, Ethernet Riser, Video Riser, and PLC System Riser diagrams. Drawings shall include all interconnecting wiring, cable types and sizing. Provide manufacturers wire type where required.
  - 4.6.3. Provide power distribution and power loading spreadsheets.
  - 4.6.4. Block diagram(s) depicting system integration details.
  - 4.6.5. Elevations of all security racks and cabinets showing equipment mounting locations.
  - 4.6.6. Drawings for each field device type detailing wiring and mounting instructions.
  - 4.6.7. Point-to-point wiring data, utilizing a combination of AutoCAD generated drawings and security control point schedules. The schedules shall be created with Microsoft Excel and shall cross-reference AutoCAD drawings as required.
  - 4.6.8. Provide all GUI layouts. Layouts shall be created by the GUI configuration software and shall not consist of line drawings created by CAD programs.
- 4.7. Provide all labor, equipment, materials, software licenses, permits, and supervision to install, program, calibrate, adjust, document, and test the total system.
- 4.8. The following products and systems shall be submitted to Owner prior to installation:
  - 4.8.1. Managed Video Services
  - 4.8.2. Network Video Client
  - 4.8.3. Network Video Directory Server
  - 4.8.4. Network Video Archiver Server
  - 4.8.5. Network Video Ethernet Switches
  - 4.8.6. Video Storage Equipment
  - 4.8.7. Fixed Dome Camera (IP, High Impact, Indoor/Outdoor)
  - 4.8.8. 32" Flat Panel LED Monitor
- 4.9. Any substitutions for specified equipment must be pre-approved by Owner. Provide complete product data, diagrams and block diagrams for substitution. **Attempts by the Contractor to use non-approved manufacturer's products shall be grounds for termination and removal of the integrator from Project.**
- 4.10. Operations and Maintenance Manuals:
  - 4.10.1. Provide three (3) copies of each Operation and Maintenance Manual for the Video Surveillance System upon final system turnover. Manuals shall be bound in three ring binders with a detailed table of contents.

- 4.10.1.1. Provide one (1) digital copy of each Operation and Maintenance Manual on USB drive.
- 4.10.2. Provide maintenance data for materials and products, for inclusion in Operation and Maintenance Manual.
  - 4.10.2.1. Manuals shall include product data sheets for all new equipment.
  - 4.10.2.2. Operations description of all new equipment software for each system using easy-to-understand terminology, detailed instructions.
  - 4.10.2.3. Programming/configuration instructions for all new systems and software programs.
  - 4.10.2.4. Troubleshooting, repair and preventative maintenance procedures.
  - 4.10.2.5. A complete updated list of PLC input and output points referencing the field device being controlled and/or monitored.
- 4.11. Provide a list of spare parts that are being provided as a requirement of the construction documents. At a minimum, the following shall be provided to Owner:
  - 4.11.1. One (1) spare camera of each type used.
  - 4.11.2. One (1) spare hard drive for video storage array.
  - 4.11.3. Five percent (5%) spare single port coax media converters.
- 4.12. Provide copies of system software upon final system turnover. Software discs and documentation shall be bound in a three (3) ring, hard cover binder that shall include at a minimum, the following items:
  - 4.12.1. All computer manufacturers' backup/recovery discs.
  - 4.12.2. Software drivers for peripheral equipment.
  - 4.12.3. GUI runtime software licenses.
  - 4.12.4. Backup copies of Security Control System application files.
  - 4.12.5. Original passwords (at time of final completion) to access devices such as CCTV keyboards, SMS, GUI stations, and VMS client software, etc.
- 4.13. Contractor shall train Owner's maintenance and operator personnel in the procedures involved in operating, programming, troubleshooting, servicing, and preventative maintenance of the system. Provide a minimum of four (4) hours training during normal business hours. Schedule Owner training with at least seven (7) days advance notice.
- 4.14. Provide maintenance of all updated systems and new/replaced equipment for a period of twelve (12) months. Contractor shall demonstrate they maintain a service organization capable of providing all necessary service and inspection to the SES, including replacement parts, and capability of making additions or changes to the software systems used in Project. The guarantee shall include all equipment and software provided by Contractor in Project.
  - 4.14.1. Contractor shall also provide a five (5) year Software Maintenance Agreement (SMA) for VMS software.
- 4.15. During the warranty period, all service (including equipment, labor, travel, expenses, etc.) shall be provided during normal working hours at no cost to Owner.
  - 4.15.1. Provisions for on-site service shall also be made available at times other than normal work hours to Owner by Contractor.
  - 4.15.2. Contractor shall provide Owner with a manned, twenty-four (24) hour phone number for service. A pager number for a twenty-four (24) hour phone service

number is not acceptable. Contractor shall provide Owner a phone response within four (4) business hours of receipt of service call.

- 4.15.3.** Contractor shall provide an on-site response time of one (1) business day for system critical items during regular business hours. Critical items components shall include GUI stations and video matrix switching equipment.

**5. Proposal Organization and Content:**

The following components are required for a complete submittal. Owner intends to evaluate and compare only Proposals substantially conforming to the terms and conditions of RFP. Owner reserves the right to reject any and all Proposals and to waive any informality. Proposal response should be presented and submitted with the Introductory Section and under tabs as set forth below:

- 5.1. INTRODUCTORY SECTION – GENERAL INFORMATION.** In the Introductory Section, include the following information:
- 5.1.1. SIGNED COVER LETTER** – signed by a company officer authorized to bind the company contractually and committing Contractor to provide all as proposed in their submittal related to Project. The cover letter should be limited to one (1) page.
  - 5.1.2. PROPRIETARY INFORMATION** – state if any information contained in this Proposal is being declared proprietary as detailed in Section 6.3 of RFP. Also, as per Section 6.3, Proposer should attach a separate version of Proposal with any and all proprietary, confidential and/or trade secret information redacted.
  - 5.1.3. EXECUTIVE SUMMARY** – provide a brief summary of Proposal’s content, emphasizing any unique aspects or strengths of Proposal. The executive summary should be limited to three (3) pages.
- 5.2. TAB 1. STATEMENT OF QUALIFICATIONS** – provide information concerning your company, years in business, location(s), officers, financial stability, etc. Provide company overview addressing the company’s specific qualifications for being able to complete Project as required, proposed, and in a satisfactory manner. Statement of Qualifications shall include a summary of experience providing SES integration for projects of similar type, size, and duration completed for local government entities/municipalities.
- 5.2.1.** Provide references for a minimum of three (3) similar projects completed within the past five (5) years. Similar projects shall be defined as local government new construction/renovation/upgrades projects with a total construction cost of over \$250,000.
  - 5.2.2.** Résumés of all proposed personnel who will be involved in Project.
  - 5.2.3.** Provide written affidavit that the equipment or services to be provided on Project are not prohibited telecommunications or video surveillance equipment or services as defined in La. R.S. 39:1753.1(A). See Exhibit A – Vendor Affidavit in RFP.
- 5.3. TAB 2. COST & EQUIPMENT** – provide your overall system cost and describe your system to include all components and their requirements, system functionality, software systems, and GUI layout examples.
- 5.3.1.** Cost & Equipment shall be for a turn-key system. Owner shall not contract with other vendors, contractors, integrators, engineers, designers, programmers, etc. in order for Contractor to provide fully-integrated complete operational system.
    - 5.3.1.1.** It shall be the responsibility of Proposer to identify all aspects of a fully-integrated SES as detailed within Project construction documents and build such costs for delivery into their Proposal.
    - 5.3.1.2.** Owner will reject any Change Order Request by Contractor for any item(s) which should have been identified prior to Contractor’s Proposal due to Contractor not performing their due diligence, or any other fault of Contractor.

- 5.4. TAB 3. INSTALLATION PLAN – describe your proposed installation plan with estimated timelines for each phase from pre-construction meeting through post-implementation testing/training. Provide proposed system risers if possible.
- 5.5. TAB 4. TRAINING & SUPPORT – specify the training and support methods proposed to ensure proper usage and maintenance of the system. Also provide a summary of charges/fees associated with long-term support/system maintenance beyond the warranty period.
- 5.6. TAB 5. WARRANTY – include warranty information for the proposed system/equipment to be provided.
- 5.7. TAB 6. REFERENCES – List references to include entities that have similar systems, with a minimum of three (3) years in use. List how long they have been using the system, contact names with phone numbers and/or email address. Include a minimum of three (3) references.

**6. Proposal Submittal Instructions:**

- 6.1. Contractors interested in submitting a Proposal relative to RFP must follow the guidelines as detailed in Section 5.0. Submit three (3) original signed Proposals and one (1) electronic copy of Proposal on separate USB drive. The exterior of the envelope labeled and addressed as follows:

Proposal For Video Surveillance System Upgrades at LPSO Public Safety Complex

[Company Name]  
 [Company Address]  
 [Company Phone Number]

[Authorized Representative Name]  
 [Authorized Representative Email Address]  
 [Authorized Representative Phone Number]

All information requested should be submitted; failure to submit all requested information may result in an unfavorable evaluation or rejection of Proposal. Documentation submitted with Proposal should be part of a single volume. Elaborate attachments and other representations beyond those sufficient to present a complete and effective Proposal are not required.

- 6.2. To be considered, Proposals must arrive at the Front Desk Lobby located at LPSO Main Office, 316 W. Main Street, Lafayette, LA 70502 no later than **1:00 PM CST on Friday, December 20, 2024.**
  - 6.2.1. Proposers mailing responses should allow normal mail delivery time in order to ensure timely receipt of their Proposal.
  - 6.2.2. Facsimile and/or email submissions shall not be accepted.
- 6.3. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a Proposal identified as proprietary must be clearly marked in Proposal and will be handled in accordance with the Louisiana Public Record Act R.S. 44:1-44 and applicable rules and regulations. With Proposal, Proposer must submit an additional fully redacted version of Proposal which removes any and all proprietary information. Proposer should be aware the redacted version of Proposal may be produced in response to a Public Records Request. Owner shall not be held liable for the release of any proprietary information contained in the redacted version of Proposal in response to a Public Records Request. In submitting a Proposal, Proposer expressly agrees to indemnify and hold harmless Owner in all actions or court proceedings (including attorney fees) which seek to order Owner to disclose this proprietary, confidential, and/or trade secret information. Any Proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 6.4. Costs associated with developing Proposal, preparing for interviews/presentations, and any other expenses incurred by Proposer in responding to RFP are entirely the responsibility of Proposer. Owner shall not be held liable for reimbursement of any of these costs.

- 6.5.** Owner will not be liable for any errors and/or omissions in Proposals. Owner reserves the right to make corrections or amendments due to errors identified in Proposal(s) by Owner or Proposer. Owner, at its option, has the right to request clarification or additional information from Proposers.
- 6.6.** Questions regarding this RFP and requests for construction documents shall be directed to Owner's Project Manager via email and should have "RFI – Video Surveillance System Upgrades at LPSO Public Safety Complex" as the subject line.
- 6.6.1.** Questions received less than five (5) business days before Proposal due date may not be answered.
- 6.6.2.** Only RFI submitted electronically shall be accepted and addressed.
- 6.6.3.** All RFI shall be compiled in list format on a single master document in the order they are received.
- 6.6.4.** Responses to RFI shall be distributed to all users that register via email to Owner's Project Manager with "Register - Video Surveillance System Upgrades at LPSO Public Safety Complex" as the subject line.
- 6.6.4.1.** For proper registration, users should submit their contact information (full name, firm, phone number, and email) for their designee.
- 6.6.5.** Responses to RFI shall be distributed as promptly as possible.
- 6.6.6.** Owner's Project Manager shall provide the following listing of construction documents upon request:
- 6.6.6.1.** Section 28-0500 Common Work Results for Electronic Safety and Security
- 6.6.6.2.** Section 28-2100 Data Communications Network Equipment
- 6.6.6.3.** Section 28-2300 Video Surveillance System
- 6.6.6.4.** Section 28-4619 PLC Electronic Detention Monitoring and Control Systems
- 6.6.6.5.** Site Plan
- 6.6.6.6.** Community Corrections Campus – Security Electronics Plan
- 6.6.6.7.** Warehouse – Security Electronics Plan
- 6.6.6.8.** Warehouse Welding Shop Addition – Security Electronics Plan
- 6.6.6.9.** Direct Supervision Unit 1<sup>st</sup> Floor – Security Electronics Plan
- 6.6.6.10.** Direct Supervision Unit 2<sup>nd</sup> Floor – Security Electronics Plan
- 6.6.6.11.** Training Center – Security Electronics Plan

**7. Interpretation and Addenda:**

If necessary, interpretations or clarifications in response to questions will be issued by Addenda. Oral and other interpretations will be without legal effect.

- 7.1.** Addenda shall be distributed to all users that register via email to Owner's Project Manager with "Register - Video Surveillance System Upgrades at LPSO Public Safety Complex" as the subject line.
- 7.1.1.** For proper registration, users should submit their contact information (full name, firm, phone number, and email) for their designee.

**8. Proposal Evaluation:**

Owner will establish a Selection Committee with members assigned at its discretion. Owner is the official entity making decisions as to the selection of a qualified systems integrator.

- 8.1. Selection Committee shall have the final determination as to whether a Proposal has or has not met the requirements of RFP. Proposals not meeting the requirements of RFP shall be rejected.
- 8.2. By submitting a Proposal, Proposer agrees Selection Committee may research and/or verify information provided and contact any applicable entities associated with such information.
- 8.3. Selection Committee shall not be obligated to recommend the lowest priced Proposal, but shall recommend Proposer in the best interests of Owner.
- 8.4. Owner reserves the right to select systems integrator which it deems to offer the best overall Proposal taking into consideration all factors contained within Proposers (a) Statement of Qualifications; (b) Cost & Equipment; (c) Installation Plan; (d) Training & Support; (e) Warranty; and (f) References.
- 8.5. Selection Committee shall evaluate all Proposals and recommend the submittal deemed to be the highest scoring Proposer. Scoring used to evaluate Proposals shall be based on the following:

Statement of Qualifications	25 points
Cost & Equipment	30 points
Installation Plan	15 points
Training & Support	10 points
Warranty	10 points
References	<u>10 points</u>
<b>Total Points</b>	<b>100 points</b>

**9. Acceptance, Rejection, or Cancellation of Award:**

- 9.1. RFP does not constitute an offer to contract and does not commit Owner to the award of a contract to anyone.
- 9.2. All costs of the proposal process, interviews, contract negotiations, and related expenses are the responsibility of Proposer.
- 9.3. Owner reserves the right to waive any informality or irregularity in any Proposal or Proposals.
- 9.4. Owner reserves the right to delay, suspend, modify and/or cancel all or part of RFP at any time before execution of Contract for any reason determined to be in Owner's best interest.
- 9.5. All submittals become the property of Owner.
- 9.6. Content of Proposal may be used in a legal contract or agreement. Respondents should be aware methods and procedures in their Proposal could become contractual obligations and are part of public record.

**10. Labor and Material:**

- 10.1. Contractor shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all contractual obligations, all at no cost to Owner other than the compensation as provided in Section 5.3.

**11. Taxes:**



- 11.1.** Pursuant to La. R.S. 47:301(8)(c) and Act 1029 of 1991, Owner is exempt from state and local taxes and will provide necessary documentation to selected Contractor upon notice of award.

12. **Exhibit A – Vendor Affidavit**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared,  
\_\_\_\_\_, a resident of \_\_\_\_\_ Parish,  
State of Louisiana, who as \_\_\_\_\_ is a legal representative of  
\_\_\_\_\_, after being duly sworn, deposed and said:

**The equipment and services to be provided by \_\_\_\_\_,  
under the accompanying proposal fully comply with Louisiana Revised Statutes  
38:2237.1 and 39:1753.1.**

**None of the equipment or services to be provided by  
\_\_\_\_\_ are “prohibited telecommunications or video  
surveillance equipment or services” as defined therein, and do not include any  
equipment or components from all of the following:**

- **Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.**
- **Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.**
- **Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People’s Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.**
- **Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:**
  - **Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.**
  - **Building automation, environmental controls, access controls, or facility management and monitoring systems.**

- **Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.**

**In addition, none of the services to be provided by \_\_\_\_\_  
utilize any equipment or components as described above.**

\_\_\_\_\_  
(Name)  
(Title)

As representative of:

\_\_\_\_\_  
(Company)

**SWORN** to and subscribed before me, Notary, this \_\_\_\_\_ day of  
\_\_\_\_\_, in my office in \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
**(Notary Name) (Notary/Bar#)**  
**Notary Public**  
My Commission (expires on (Date) / is for Life)