



REQUEST FOR PROPOSALS

for

**VIDEO APPLIANCE PURCHASE
RFP# 14-06**

**PROPOSAL DUE DATE:
Wednesday, March 26, 2014
at 5:00 pm**

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1. INTRODUCTION / PROJECT REQUIREMENTS

1.1 PURPOSE AND OBJECTIVES

The Port of Vancouver USA (port) is seeking proposals from qualified suppliers to provide *Video Appliance Equipment and Programming Services* for use with its surveillance system. Proposals should include cost associated with new equipment as specified in the RPF. Responses to this RFP will be evaluated by a team of selected port staff who will independently score each proposal based on the criteria defined in this solicitation. The highest scoring proposal may be awarded the contract.

1.2 SCOPE OF WORK

The port is seeking proposals from qualified suppliers to provide video appliance equipment as specified within this RFP and to subsequently program the equipment integrating the server into the existing Ocularis system. Work and equipment will be completed within 30 days from date of contract issuance.

1. Equipment and Service Requirements:

- One (1) Video Appliance, Windows server 2008, 50TB, DDR# 4GB, 24 HOT SWAP drive trays, 2x Gigabit Ethernet Ports, Rack-mount 4U rack rails.
- One (1) Camera/Channel License for Ocularis OC-CS
- One (1) Year CURRENT Plan for One (1) Ocularis CS Camera/Channel License
- Labor for the installation of the server, migration of current ONSSI software and configuration of new camera licenses.

2. Specifics to Equipment:

- Equipment to be purpose-built for surveillance video recording applications.
- Each server should be configured based on the project requirements
- Custom configuration to follow a standard providing technical support with the ability to quickly and efficiently resolve issues.
- High Performance design, processing up to 200 1080p HD cameras at 30 fps and 1200 Mbps throughput provided that the VMS can support it.
- Scalable video storage up to 800TB using Direct Attached Storage (DAS) and more than 1000TB using iSCSI Storage Area Network (SAN) in any combination.
- No proprietary hardware and software, replacement parts and support should be readily available.

2. GENERAL INFORMATION FOR PROVIDERS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the port for this procurement. All communication between the Consultant and the port upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	Randy McCaleb, Procurement Specialist
Address	3103 NW Lower River Road
City, State, Zip Code	Vancouver, Washington, 98660
Phone Number	(360) 693-3611
Fax Number	(360) 735-1565
E-Mail Address	rmccaleb@portvanusa.com

Questions regarding the RFP or the proposed equipment must be directed through the port's electronic bidding system (e-Bid) at <http://www.ebidexchange.com/portvanusa> . Any other communication will be considered unofficial and non-binding on the port. Providers are to rely on written statements issued by the RFP Coordinator.

2.2 SUBMISSION OF PROPOSALS

The proposal, whether mailed or hand delivered, must be received by the port **no later than 5:00 pm on Wednesday, March 26, 2014, at the Port of Vancouver Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.** The proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator, who is the port's sole point of contact for this procurement.

Providers mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Providers' hand delivering proposals should allow time for traffic congestion. The provider assumes the risk for the method of delivery chosen. The port assumes no responsibility for delays caused by any delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of the port and will not be returned.

2.3 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the port.

All proposals received shall remain confidential until the AGREEMENT, if any, resulting from this RFP, is signed by the Authorized Representative of the port and the apparent successful Provider; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records."

Any information in the proposal that the Provider desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated. The page and the particular exception from disclosure upon which the Provider is making the claim must be identified. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The port will consider a Provider's request for exemption from disclosure; however, the port will make a decision predicated upon Chapter 42.56 RCW. Marking the entire proposal exempt from disclosure will not be honored. The Provider must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, or if questions arise, an addendum will be published through the port's web site, <http://www.portvanusa.com/about/doing-business-with-the-port>. **Please register your company on the "eBid System" to download solicitation documents.** Questions arising from this proposal request will be documented and answered in written form and made available on the port's eBid system.

The port reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of an AGREEMENT.

2.5 ADDENDUM ACKNOWLEDGEMENT

The Proposer must acknowledge receipt of any addenda to the solicitation by use of the "Submittal and Addendum Acknowledgement" form (See attachment B). ***Failure to acknowledge receipt of Addenda will render the proposal non-responsive and therefore void.***

2.6 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Provider is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The port also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.7 MOST FAVORABLE TERMS

The port reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Provider can propose. The port does reserve the right to contact a Provider for clarification of its proposal during the evaluation process. In addition, if the Provider is selected as the apparent successful Provider, the port reserves the right to enter into contract negotiations with the apparent successful Provider, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the Provider's proposal. The Provider should be prepared to accept this RFP for incorporation into an AGREEMENT resulting from this RFP. It is also understood that the proposal will become part of the official contract file.

2.8 PORT OF VANCOUVER AGREEMENT AND GENERAL TERMS & CONDITIONS

The apparent successful Provider will be expected to accept and enter into a Port of Vancouver AGREEMENT and its General Terms and Conditions. The Provider may not submit its own standard contract terms and conditions in response to this solicitation. The port will review requested exceptions and accept or reject the same at its sole discretion.

The successful Provider shall comply with all local, state and federal requirements and, when applicable, adhere to all federally mandated procedures and requirements for projects utilizing federal funding.

2.9 COSTS TO PROPOSE/NO OBLIGATION TO CONTRACT

The port will not reimburse Provider for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the port to accept or contract for any expressed or implied services. The port reserves the right to request any Provider to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Provider's proposal.

2.10 REJECTION OF PROPOSALS

The port reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue an AGREEMENT as a result of this RFP.

2.11 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within 5 (5) business days after notification of unsuccessful bid.

2.12 PORT OF VANCOUVER POLICY STATEMENT

Port of Vancouver assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Washington State Department of Transportation. The Port of Vancouver further assures every effort will be made to

ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not. In the event the Port of Vancouver distributes federal aid funds to another governmental entity or other sub-recipient, The Port of Vancouver will include Title VI language in all written agreements and will monitor for compliance. The Port of Vancouver's Office of the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other The Port of Vancouver responsibilities as required by 23 CFR 200 and 49 CFR 21.

3. PROPOSAL SUBMITTAL AND EVALUATION CRITERIA

3.1 EVALUATION METHODOLOGY

Responses to this RFP will be evaluated by a team of selected port staff who will independently score each proposal based on the criteria defined in this solicitation. Provider proposals scoring highest in this evaluation may be issued a contract for specified equipment/services.

3.2 ANTICIPATED SOLICITATION SCHEDULE

Issue Request for Proposals	Thursday, March 20, 2014
Question and answer period ends	Monday, March 24, 2014
Issue addendum to RFP (if applicable)	Tuesday, March 25, 2014
Proposals due	Wednesday, March 26, 2014 5:00 PM
Evaluate proposals	Thursday/Friday March 27/28, 2014
Hold debriefing conferences (if requested)	As required

3.3 REQUEST FOR PROPOSAL FORMAT

Providers are required to submit two, (2) copies of their proposal. **One (1) copy must have original signatures.** Providers are encouraged to use submittal materials that contain post-consumer recycled content and are readily recyclable (i.e. paper, dividers, binders, brochures, etc.). The port discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposals must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating major sections of the proposal. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. It is preferred that proposals responses be limited to **10 pages** (excluding specifications & required forms). Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Proposer in preparing a thorough response.

3.4 EVALUATION CRITERIA

The following information is required and will be used to evaluate and rank responses (*failure to submit these items will be cause for deeming a proposal non-responsive*):

Scoring Criteria # 1: Profile of Provider
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25 Points

Provide company profile, history and experience in providing video surveillance equipment and integrating equipment into existing ONSSI systems.

Scoring Criteria # 3: Equipment Cost**75 Points**

- Provide cost for specified equipment and its installation/integration into existing surveillance system. Costs shall include all hardware, programming services, taxes, and initial maintenance.
- Provide cost for one (1) channel licensing and one (1) year support for an Ocularis/channel license.

End of RFP

ATTACHMENT A
CERTIFICATIONS AND ASSURANCES
Video Appliance Purchase

RFP# 14-06

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related AGREEMENT(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the port without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the port of Vancouver whose duties relate (or did relate) to this proposal or prospective AGREEMENT, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the port will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the port, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample AGREEMENT and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the port the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Note: On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements.

Signature of Proposer

Title

Date

ATTACHMENT B
SUBMITTAL AND ADDENDUM ACKNOWLEDGEMENT
Video Appliance Purchase
RFP# 14-06

DESCRIPTION	COST
One (1) Video Appliance, Windows server 2008, 50TB, DDR# 4GB, 24 HOT SWAP drive trays, 2x Gigabit Ethernet Ports, Rack-mount 4U rack rails.	
One (1) Camera/Channel License for Ocularis OC-CS	
One (1) Year CURRENT Plan for One (1) Ocularis CS Camera/Channel License	
Labor for the installation of the server, migration of current ONSSI software and configuration of new camera licenses	

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your company. To be considered for this project, the submittals must be completed in accordance with this RFQ and this cover sheet must be attached. ***Failure to submit this form will result in your proposal being deemed non-responsive.***

 Authorized Official (Signature)

 Date

 Print Name of Authorized Official

 Title of Authorized Official

 Company Name

 Contact Person

 Address

 City, State, Zip

 Phone Number

 Fax Number

 E-Mail Address

 Federal Tax ID #

The following Addenda is/are hereby acknowledged:

Addendum No	Date of Addendum/Addenda	Signed Acknowledgement
1.	_____	_____
2.	_____	_____

NOTE: Failure to acknowledge receipt of Addenda will render the proposal non-responsive and therefore void.