



**Axis Communications Network Video Cameras, Hardware & Accessories, Axis Communications Camera Station Pro VMS, Axis Communications Value Add Reseller of Record and Axis Communications Security Video System Service Calls
RFQ/P**

July 11th, 2024



**Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610**

SECTION 1 – INVITATION TO PARTICIPATE

1.1 PURPOSE

The Monroe County Water Authority (Authority) is soliciting a Request for Qualifications/Proposals (RFQ/P) from qualified Integrators/vendors to enter into two (2) agreements. The first agreement is to purchase and install Axis Communications Network Video Cameras, Axis Communications Camera Station Pro VMS, and other accessories. The second agreement will require the Proposer to act as the Authority's Value Add Reseller of Record (VAR) and to respond to services calls for maintenance and support of the Authority's security video system. Prospective Proposers must submit two (2) separate proposals – a Qualifications Proposal and a Scope of Work Proposal. Both proposals submitted must meet the Proposal Requirements outlined in Section 3 of this RFQ/P.

In responding to this RFQ/P, Proposers must follow the prescribed format and instructions as outlined in Sections 2 and 3. By so doing, each Proposer will be providing the Authority with comparable data submitted by other Proposers and, thus, be assured of fair and objective treatment in the Authority's review and assessment process.

1.2 PROCUREMENT OFFICER

The Procurement Officer is identified below and is the sole point of contact regarding this RFQ/P from the date of issuance until the selection of the successful Proposer(s).

Gregg Ippolito
Manager of Security and Meter Services
(585)442-2001 x 290
gregg.ippolito@mcwa.com

1.3 PRESENTATION AND CLARIFICATION OF THE AUTHORITY'S RIGHTS AND INTENTIONS

The Authority intends to enter into two (2) agreements with the selected Proposer(s) to supply the Scope of Work described in Section 2. However, this intent does not commit the Authority to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposals or a cost proposal in response to this request, or to procure or contract for any services. The Authority reserves the right, in its sole discretion, to accept or reject in part or in its entirety any proposal received as a result of this RFQ/P if it is in the best interest of the Authority to do so.

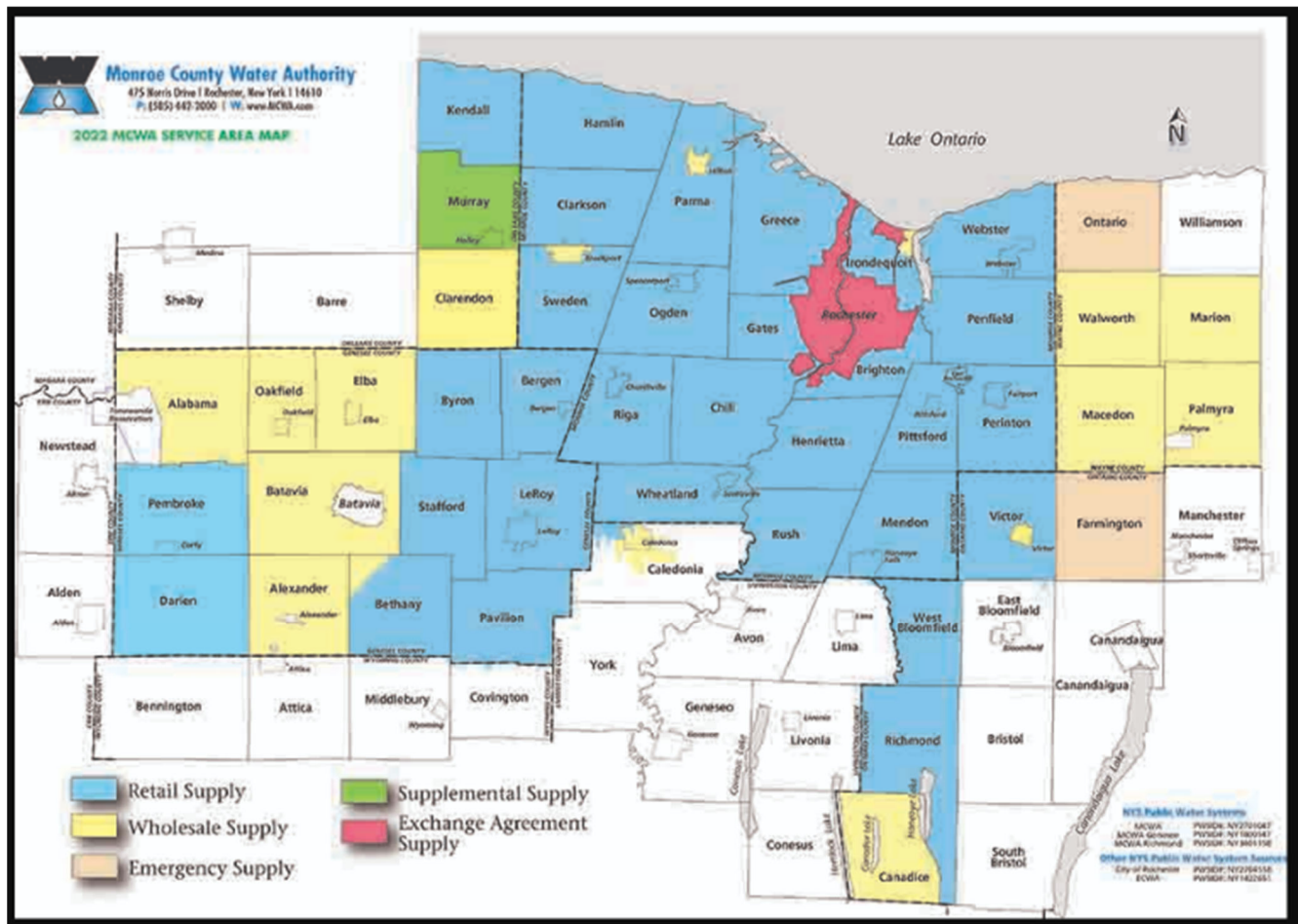
1.4 TENTATIVE SCHEDULE

| | |
|---------------------------|---|
| July 11, 2024 | RFQ/P distributed; announced on the Authority website. |
| July 25, 2024 | Pre-proposal questions due to the Authority, in writing via email. |
| July 29, 2024 | Addenda issued with answers to Proposer's questions (if necessary). |
| August 5, 2024 | Qualifications Proposals requested in Section 2 Part 1 due by 12:00 p.m. ET |
| August 9, 2024 | Qualification decision notifications sent in writing via email to Preselected Proposers |
| August 13-16, 2024 | Site Visits (for preselected Proposers) |
| August 27, 2024 | Scope of Work Proposals requested in Section 2 Part 2 due by 12:00 p.m. ET |
| September 13, 2024 | Estimated Award Date |

1.5 OVERVIEW OF ORGANIZATION

The Authority provides a high quality and reliable water supply in a financially responsible manner. The Authority was created by State legislation in 1950 to solve the water supply needs of this community. In 1959, the Authority took over the assets of the private New York Water Service Corporation and had 27,000 retail customers, serving just portions of the County's inner ring towns and portions of the City of Rochester. As surrounding towns and villages faced new water supply challenges, the the Authority service area has steadily grown. Today, the Authority serves over 190,000 customers in every town and village in Monroe County, plus towns, villages, and other water authorities in each of the five adjacent counties. The Authority system infrastructure includes its main operations center, meter shop, 3 water treatment plants, 49 remote pumping stations, 51 tanks and 2 storage reservoirs and over 3,500 miles of transmission and distribution water mains.

For additional information on the Authority, go to www.mcwa.com.



SECTION 2 – Description of Proposals

It is the Authority's intent to enter into two (2) agreements with one (1) Integrator/Proposer.

The first agreement will require the Integrator to procure and install new Axis Communications network video cameras, Axis Communications VMS, Axis Communications hardware, software and other accessories. This agreement will also include end user training.

The second agreement will require the Integrator to act as the Authority's Axis Communications Value Add Reseller of Record (VAR). This will be a 1-year agreement, with an option of three additional one-year renewals upon mutual consent, for maintenance and support of the Authority's Axis Communications security video camera system. This agreement will also require the Integrator to respond to service calls for the Axis Communications Security System on an as needed basis.

This RFQ/P has been broken down into two parts, and **will require Proposers to submit two (2) separate proposals as outlined in Section 1.4 Tentative Schedule**. Part 1 is the proposal for the Authority to determine the Proposer's qualifications. Proposers deemed qualified and selected to participate by the Authority will be notified and invited to submit a proposal for the Scope of Work, Part 2.

Part 1- Qualifications Proposal

This section outlines the information that must be included in the Proposer's Qualifications Proposal. Please respond with the information in the same order as the items in the section.

A. Company Information

Provide a brief history of your company including the following:

1. Number of years in business.
2. Number of years providing the services requested in the RFQ/P.
3. Identification of company ownership.
4. Total number of employees and the number of employees available to be dispatched from within the Authority's service area shown in Section 1.5.
5. A description of your geographical reach.
6. Total number of current clients.
7. Describe a minimum of five engagements of similar scope that best demonstrate the company's (and subcontractors as appropriate) qualifications to undertake all aspects of the work. Describe level of familiarity with Axis Camera Station and describe experiences of migrating a client from one VMS to another. Include any examples of project plans that prevented loss of information during a VMS switch over.

B. Project Team

Provide a description of the project team's organization and roles, which should include a Project Manager. List the specific project team members, including resumes and location they will be dispatched from. Please include a description of each team member's qualifications/certifications.

Please note the Authority places great importance on the individual team members. Those proposed should be available if selected. If in doubt, listing "alternatives" is acceptable.

C. Value-Added Services/Benefits

Describe any value-added services your company will provide as part of the agreement and any specific benefits to the Authority as a result of this partnership.

D. Additional Requirements

1. Proposer must be an Axis Solution Gold Channel Partner.
2. Please provide copies of certification as an Axis Certified Professional.
3. Must be capable of integrating new cameras with the Authority's current Lenel S2 access control system.
4. Describe company experiences with License Plate Recognition (LPR) systems.

E. Subcontractors

If Proposer is utilizing a subcontractor for any portion of the project, a description of the subcontracting company and the work to be performed must be provided.

F. Procurement Form

Include the procurement disclosure form contained in Exhibit A.

Part 2- Scope of Work Proposal

Below is an outline of the typical tasks and deliverables to be completed. Additional tasks may be required. The Proposer is encouraged to expand upon this outline and present additional detail delineating its proposed approach to these services.

A. Purchasing of Axis Communications Network Cameras, VMS, Audio Devices, Hardware, and accessories.

- a. The quantities listed in Exhibit B represent a single order amount that will be placed by the Proposer at the time of the contract award. Total quantities for some items may be subject to change.
- b. All items shall be new and the manufacturers' standard model in current production and shall meet all performance specifications. Used, refurbished, or aftermarket items will not be accepted.
- c. All Cameras, software, and hardware purchased must be Axis Communications products per the Authority's Standardization to Axis Communication Network Video Cameras and Products. All Items to be purchased are listed by model and serial number in Exhibit B.

B. Installation

- a. Replace/Install cameras at **15** Authority facility locations. Proposer shall install all Cameras per manufacturer's guidelines. A list of locations and copies of site designs will be provided to those selected to participate in Part 2.
- b. Install all mounting hardware per manufacturer's guidelines.
- c. Install all audio devices and other accessories per manufacturer's guidelines.
- d. Update/Install cabling, termination, and electrical requirements for all installations per Manufacturer's guidelines.
- e. Aim and focus all cameras (final aiming of cameras to be approved by the Authority).
- f. Install the latest version of Axis Camera Station Pro and verify the firmware is up to date for all cameras.
- g. Provide the Authority with a detailed report of all licensing information, camera names, locations, IP addresses, and manufacturers' model numbers.

C. Client Station Set up and Training

- a. Proposer must set up and review each Client Station. Verify all cameras, VMS and accessories are functioning according to manufacturers' guidelines.
- b. Proposer must provide training to designated Authority employees on the operation, adjustment and maintenance of cameras, VMS, and accessories.

D. Task/Activity Plan

- a. Provide a logical and appropriate time frame for completing objectives **A, B & C** listed in Part 2 -Scope of Work Proposal.

E. Coordination

- a. Proposer's employees and representatives must fully coordinate with designated Authority departments in regards to procedural policies and requirements for network system components, electrical work, job site safety, and security protocols.

F. Service and Support

- a. The Proposer will respond to service calls for the Authority's system on an as needed basis to any one of the Authority's locations within our service area. A map of the Authority's Service Area (Section 1.5) has been included in this RFQ/P for reference. The Proposer will perform these services based on an annual fee provided in the Proposer's Cost Proposal (Exhibit B). The annual fee should include all labor and travel costs.
- b. The Authority is a critical infrastructure and requires response to service and support requests to be of high priority. The Authority will determine the level of priority of each requested service and will expect the proposer to respond accordingly. Service calls will be broken into the following three (3) priority levels:
 - Priority Level 1 - Onsite response time within 2 hours
 - Priority Level 2 - Onsite response time within 12 hours.
 - Priority Level 3- Onsite response time within 24 hours

- c. If Proposer is repeatedly unable to meet the requirements of the onsite response time guidelines for Priority Service calls the Authority reserves the right to:
 - Solicit services from another vendor
 - Terminate Contract based on the Termination Clause listed in Section 4.5
- d. Service calls may be scheduled during normal business hours between 7:00 a.m. and 4:30 p.m. Monday- Friday or potentially after hours and on weekends.
- e. Proposer shall provide a maintenance schedule on an annual basis for all exterior and interior cameras. The following tasks shall be performed annually:
 - Clean exterior/interior of dome
 - Clean all lenses
 - Remove any dust and debris
 - Check for loose wiring
 - Check mounting hardware and make sure everything is tight and secure
 - Make notes of overall condition and provide the Authority with a report of any concerns or recommendations.

G. Software

- a. Only factory-trained technicians may complete installation and any future updates of software.
- b. Inform the Authority on availability of up-to-date security patches and support for third party products.
- c. Apply security patches and third party updates as required.
- d. When available install the next higher version of software.
- e. Test the system after upgrade installations and provide over the shoulder training on new features.
- f. Inspect the system for proper data storage, archiving, and optimum efficiency

H. Up-to-Date Security Patches and Third Party Support

- a. The Proposer will perform this work based on the service rates provided in the Proposer's Cost Proposal (Exhibit B). The Proposer will be expected to perform Hot Fixes to the Axis Camera Station Software as needed.

I. Health Checks

- a. The Proposer will perform monthly health checks of the video system and system server Windows and Java software updates including patches. The Proposer will invoice the Authority after the completion of each health check based on the rate provided in the Proposer's Cost Proposal (Exhibit B).
- b. Monthly health checks will include firmware updates for all cameras.

J. Axis Communications Value Add Reseller of Record

- a. The Proposer will act as the Authority's Axis Communications Value Added Reseller (VAR) of Record and will submit all documentation required to Axis Communications.

K. Client Workstation Software Updates

- a. The Agreement will include software upgrades for 9 client workstations. Additional workstations will be upgraded based on the rate provided in the Proposer's Cost Proposal (Exhibit B).

L. New Client Workstations/Devices

- a. Should the Authority have the need to add a new client workstation/device to the security system, the Proposer will complete the connection based on the service rate provided in the Proposer's Cost Proposal (Exhibit B).

M. Upgrades to Existing Service Connections at Remote Sites

- a. Should the Authority have the need to upgrade an existing connection (modem, internet, fiber, etc.), the Proposer will complete the connection based on the service rate provided in the Proposer's Cost Proposal (Exhibit B).

N. Labor Rates

- a. Wages paid in relation to the Agreement will be paid in accordance with the current New York State Prevailing Wage Schedule.

O. Replacement Parts

- a. The Proposer will notify the Authority if a replacement part is needed prior to ordering/issuing. All replacement parts must be procured in accordance with the Authority's Purchasing Guidelines and should be invoiced separately per the Authority's purchase order authorizing the purchase

P. Warranty

- a. Proposer should provide details on Manufacturer's warranty and support. Include both standard and extended warranty options.
- b. Proposer should describe their product return process. Provide details on how downtime is minimized while waiting for replacement products.

Q. Sales Tax

- a. The Authority is a tax-exempt organization. Prices submitted in Proposer's Cost Proposal should not include New York State Sales Tax.

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 SUBMISSION OF PROPOSER'S QUALIFICATIONS PROPOSAL AND SCOPE OF WORK PROPOSAL

- A. Please provide one (1) original and six (6) copies of proposal.
- B. To be considered, Proposers must submit a complete response to this RFQ/P. Proposers not responding to all information requested, or indicating exceptions to those items not responded to, may be rejected. The Authority reserves the right to reject any or all proposals submitted. **Requests for extension of the submission date will not be granted.**
- C. All proposals must be submitted in a sealed envelope clearly labeled "RFQ/P – Axis Communications Network Video Cameras, Axis Communications VMS, Axis Communications Value Add Reseller of Record and Video Camera System Service Calls". All proposals must be addressed to the Procurement Officer listed below and must be submitted via a delivery service, such as UPS or FedEx. Delivery service must also be instructed to "**Deliver to blue drop box located at Employee Entrance - Door 19**". The Authority cannot accommodate deliveries requiring signatures to confirm receipt. Proposers shall have sole responsibility to contact the Procurement Officer to confirm receipt of proposal. Proposals hand delivered or submitted via US Postal Service will be returned unopened.

Gregg Ippolito- Manager of Meter and Security Services
Proposal – Axis Communications Network Video Cameras, Axis Communications
VMS, Value Add Reseller of Record, and Video Camera System Service Calls
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610

3.2 CLARIFICATION OF RFQ/P AND QUESTIONS

Questions that arise prior to or during preparation of the Proposal must be submitted **in writing via email** to the Procurement Officer pursuant to instructions in Section 1 of this RFQ/P. Answers to all questions received will be answered by issuance of an addenda. An acknowledgment of such addenda, if any, must be submitted with the RFQ/P response.

As per NYS Finance Law, no contact will be allowed between the Proposer and any other member of the Authority with regard to this RFQ/P during the procurement process unless specifically authorized in writing by the Procurement Officer. Prohibited contact may be grounds for Proposer disqualification.

3.3 ADDENDA TO THE RFQ/P

In the event it becomes necessary to revise any part of this RFQ/P, the Authority will issue addenda. An acknowledgment of such addenda, if any, must be submitted with the RFQ/P response.

3.4 SUBMISSION OF EXHIBIT A , EXHIBIT B AND NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

A. Exhibit A - OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J & 139-K

Exhibit A should be submitted with the Qualifications Proposal.

B. Exhibit B - Cost Proposal

Exhibit B should be submitted as part of the Score of Work Proposal outline in Section 2 Part 2. Altering this form is prohibited and Proposers must provide pricing for all items and years requested to assure fair and objective treatment during the review process.

C. Non-Disclosure and Confidentiality Agreement

All Proposers deemed qualified will be required to sign the attached Non- Disclosure Confidentiality Agreement.

3.5 METHOD OF EVALUATION AND SELECTION

A. Evaluation Committee

Selected personnel from the Authority will form the evaluation committee for this RFQ/P. It will be the responsibility of this committee to evaluate all properly prepared and submitted Proposals and make a recommendation for award.

B. Evaluation and Selection Criteria

All properly prepared and submitted Proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Proposer with whom an Agreement may be signed. Evaluation of the Proposals will consider several factors, each of which has an impact on the relative success of the Proposer to provide the Scope of Work as outlined in Section 2.

Responses to the Qualifications Proposals outlined in Part 1 of the RFQ/P will be evaluated according to the following criteria:

- Qualifications/Certifications
- Relevant Experience
- Location of Project Team/Field Personnel
- Value-Added Services/Benefits
- Meeting of Additional Requirements

Responses to the Scope of Work Proposals outlined in Part 2 of the RFQ/P will be evaluated according to the following criteria:

- Scope of Services/Completeness of Response to RFQ/P
- Cost Proposal
- Customer Service
- Quality of Task/Activity Plan

C. Oral Presentation

At the evaluation committee's option, Proposers who submit a Proposal may also be required to make an oral presentation and interview with the evaluation committee. These presentations will provide an opportunity for the Proposer to clarify their proposal to ensure a thorough mutual understanding. At the same time, the Authority is under no obligation to offer any Proposer the opportunity to make such a presentation.

SECTION 4 – GENERAL INFORMATION FOR THE PROPOSER

4.1 RESERVATION OF RIGHTS

The Authority reserves the right to refuse any and all submittals in part, or in their entirety, or select certain products from various Proposer proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of the Authority. The Authority is not committed, by virtue of this RFQ/P, to award a contract or to procure or contract for services. The proposals submitted in response to this request become the property of the Authority. If it is in its best interest to do so, the Authority reserves the right to:

- Make selections based solely on the proposals or negotiate further with one or more Proposers. The Proposer(s) selected will be chosen on the basis of greatest benefit to the Authority.
- Negotiate an Agreement with the selected Proposer(s).

4.2 INVESTIGATIONS

The Authority reserves the right to conduct any investigations necessary to verify information submitted by the Proposer and/or to determine the Proposer's capability to fulfill the terms and conditions of the bidding documents and the anticipated contract. The Authority will not consider Proposers that are in bankruptcy or in the hands of a receiver at this time of tendering a proposal or at the time of entering into a contract.

4.3 INCURRING COSTS

The Authority is not liable for any costs incurred by Proposer prior to the effective date of the contract.

4.4 MATERIAL SUBMITTED

All right, title and interest in the material submitted by the Proposer shall vest in the Authority upon submission to the Authority without any obligation or liability by the Authority to the Proposer. The Authority has the right to use any or all ideas presented by a proposer.

The Authority reserves the right to ownership, without limitation, of all materials submitted. However, because the Authority could be required to disclose documents received under the New York Freedom of Information Law, the Authority will, to the extent permitted by law, seek to protect the Proposer's interests with respect to any confidential information.

4.5 Termination of the Contract for Cause

The Authority reserves the right to terminate the contract for cause based upon the failure of the Vendor to comply with the terms and/or conditions of this proposal. The Authority shall provide the vendor thirty (30) days written notice of the vendor's failures and the termination date of the contract.

4.6 PROCUREMENT POLICY

Pursuant to State Finance Law §139-j and 139-k, this Request for Proposal includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the Procurement Process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Process by the Authority to other than the Authority's Procurement Officer(s) unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a).

The Authority's Procurement Officer for this Governmental Procurement, as of the date hereof, is identified herein. The Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award, and in the event of two findings within a four (4) year period, the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officer.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law §139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

Exhibit A

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY
DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE
WITH NYS FINANCE LAW §§ 139-J & 139-**

OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J & 139-K

Date _____

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name & Title of Person Submitting this Form:

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

Check One: Yes No

If YES, answer Questions below. If NO, skip to Question 2.

- 1a. Was the basis for the finding of non-responsibility due to a violation of State Financial Law §139-j?

Check One: Yes No

- 1b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

Check One: Yes No

- 1c. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

1a. Was the basis for the finding of non-responsibility due to a violation of State Financial Law §139-j?

Check One: Yes No

1b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

Check One: Yes No

1c. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information:

Check One: Yes No

2a. If you answered YES to the above question, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law §139-j(3) and §139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law §139-j and §139-k is complete, true, and accurate.

By: _____ Date: _____
(Signature of Person Certifying)

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

Bidderer/Offerer Phone Number: _____ E-mail: _____

Exhibit B

PROPOSER'S COST PROPOSAL

COMPLETE USING ACCOMPANYING EXCEL SPREADSHEET