

**Request for Proposal**  
**By the City of Homer, Alaska, for**  
**Installation of a Video Security System**  
**at the Homer Public Library and the Homer Airport**

The City of Homer is requesting proposals from qualified security systems installation firms to install video security equipment. The project includes installation of F/UTP CAT6 or greater data cables to connect the cameras with the City's MDF/IDF; Certification of the Cat cable channel to the appropriate EIA/TIA standard and Removal of existing camera units and data cables (and existing power supply, if not used for new camera units). The City of Homer will dispose of the actual camera units. The contractor will dispose of the mounts and wire.

In 2007 the City of Homer installed video security systems at the Homer Public Library and the Homer Airport. These systems are now approaching the end of their service life. The City seeks replacement systems which will provide coverage of the same areas, but at higher resolution. **This request for proposals applies only to providing the installation.** Detailed floor plans, marked with coverage requirements, are available to qualified firms.

Proposals will be received at the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska until **Thursday, Thursday November 12, 2020 at 4:00 p.m.** Proposals received after the time fixed for the receipt of the bids shall not be considered. All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.

An electronic copy of the RFP Requirements and plan holder registration forms are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

Please direct questions regarding this proposal to:

Nick Poolos, City IT Manager  
907-435-3156  
[npoolos@ci.homer.ak.us](mailto:npoolos@ci.homer.ak.us)

Dave Berry, Library Director  
907-435-3151  
[dberry@ci.homer.ak.us](mailto:dberry@ci.homer.ak.us)

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the City's needs.

Dated this 25<sup>th</sup> day of September, 2020

CITY OF HOMER

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Robert Dumouchel, City Manager

Advertise: Homer News October 1 & 8, 2020  
Ad#20-083  
Peninsula Clarion: October 4, 2020  
Ad#20-084

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**Proposed Schedule:**

1. Proposals due: Nov. 12, 2020
2. Intent to Award: Nov. 19, 2020
3. Notice of Award: Nov. 23, 2020
4. Notice to Proceed: Dec. 30, 2021
5. Project Complete: Apr. 30, 2021

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the City's needs. Please direct questions regarding this proposal to Nick Poolos, City IT Manager (907-435-3156 or [npoolos@ci.homer.ak.us](mailto:npoolos@ci.homer.ak.us)) or Dave Berry, Library Director (907-435-3151 or [dberry@ci.homer.ak.us](mailto:dberry@ci.homer.ak.us)).

**Introduction:**

In 2007 the City of Homer installed video security systems in the Homer Public Library and the Homer Airport. The existing systems are now being replaced, and the City requests proposals for installation of the new equipment. **This request for proposals applies only to the removal of the old equipment and installation of the new system. It does not include providing the equipment itself.**

**Procedure for Submitting Proposals:**

All proposals should include the following:

1. Transmittal letter (one page max.):
  - a. Identify the project for which the proposal is made.
  - b. Briefly state your firm's understanding of the services and equipment to be provided.
  - c. Give the name, title, address and phone number of the person(s) authorized to make representations for your firm.
  - d. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.
2. Statement of qualifications (two pages max.):
  - a. Provide information regarding your firm's experience with installing this type of equipment.
  - b. Describe how the work is to be done—what labor and materials will be needed; what impact the work will have on ongoing building operations, etc.
3. Cost estimate (two pages max.):
  - a. Submit a cost estimate listing all labor and materials (if any).
  - b. Include a proposed timeline for completion of the project.

All proposals must be received by the Homer City Clerk's office no later than **4:00 pm on Nov. 12, 2020**. Submit the completed proposal in an opaque envelope marked as follows:

Video Security System  
Homer Public Library/Homer Airport  
Proposal Dated: *[Insert date]*

Proposals may be delivered in person or mailed to:

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City of Homer, City Clerk  
491 E. Pioneer Avenue  
Homer, Alaska 99603

**Basic Requirements:**

1. Contractor is responsible for obtaining a building permit from the Alaska Department of Transportation before beginning work at the Homer Airport.
2. All work shall be completed in accordance with the National Electrical Code (NEC).
3. All work must be completed by the entity making the proposal, not by subcontractors.
4. Vendor must certify that all proposed equipment is compliant with the National Defense Authorization Act (NDAA) and that all products do not use any equipment, parts or components from an Original Equipment Manufacturer (OEM) that appears on the Department of Commerce "Entity List" at the time of submission.
5. All installed cabling must be tested and certified as defined in ANSI/TIA/EIA-568-B.1 with cable test equipment that carries a current National Institute of Standards and Technology (NIST) traceable calibration certificate. Digital copies of the test reports must be submitted at the completion of the project.

**Scope of Work:**

1. Installation of security-camera units in specified locations. Detailed floor plans, marked with existing cameras and fields of view, are available to qualified bidders.
2. Installation must be completed in accordance with manufacturer's installation guides.
3. Installation of F/UTP CAT6 or greater data cables to connect the cameras with the City's MDF/IDF.
4. Certification of the Cat cable channel to the appropriate EIA/TIA standard.
5. Removal of existing camera units and data cables (and existing power supply, if not used for new camera units). The City of Homer will dispose of the actual camera units. The contractor will dispose of the mounts and wire.

**Evaluation Criteria and Selection Process**

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Evaluators may discuss factual knowledge of and may investigate a proposer's prior work experience and performance, including projects referenced in the proposal, available written evaluations and may contact listed references or other persons with knowledge of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.

Submissions will be evaluated and scored in accordance with the following criteria:

1. Cost (55%)
2. Warranties on completed work, including data-cable materials (15%)
3. Bidder's experience, including past project history (30%)

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The City of Homer reserves the right to award a contract to the highest-ranked firm based solely on the written proposal, or to request oral interviews with a “short list” of the highest-ranked firms.