

Security Equipment for the Law Enforcement Center

25-006-LH

655-29

655-35

680-87



MACON-BIBB COUNTY

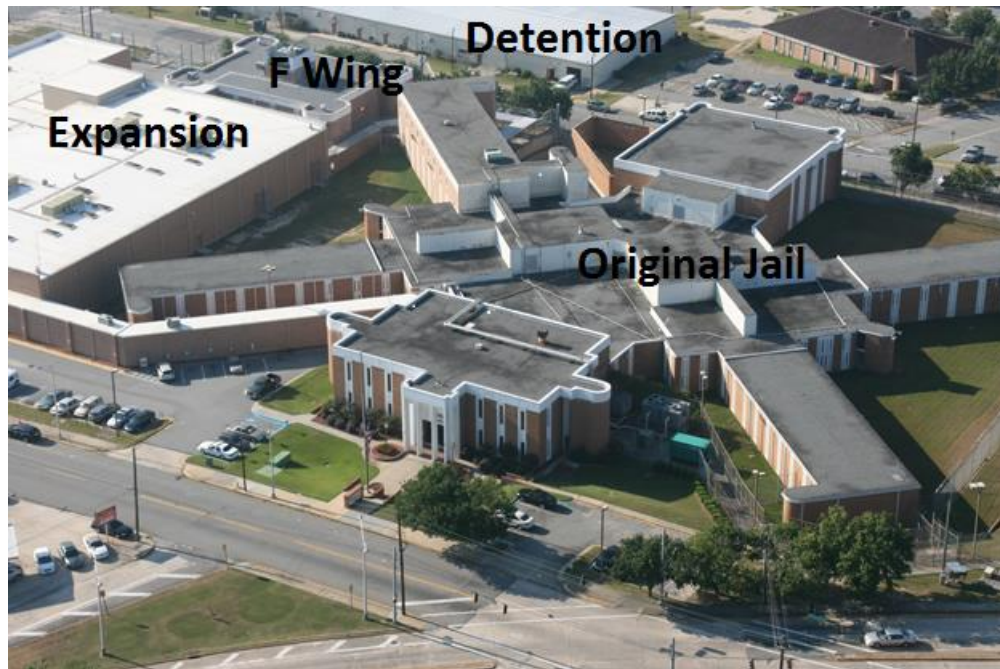
ISSUE DATE: August 21, 2024

DUE DATE: October 3, 2024

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Charise Stephens, Director of Small Business Affairs at (478) 300-2297 or Cstephens2@maconbibb.us

The Bibb County Sheriff's Office is requesting proposals from qualified firms experienced in the design and installation of jail security cameras, recorders and remote automated access and utility control systems for the Bibb County Sheriff's Office, Law Enforcement Center. (LEC). Wherever the term "Owner", "County," or "Macon-Bibb County" occur in these specifications, it shall mean the Bibb County Sheriff's Office, David Davis, Sheriff. All definitions set forth in the specifications are applicable to the instructions to Contractors, the Proposal Form and proposed contract documents including but not limited to, reports, project manuals and any addenda issued prior to the receipt of proposals. Addenda are written or graphic instruments issued prior to the execution of the Contract, which may modify or interpret the proposal documents by deletion, addition, clarification or correction. Addenda will become part of the Contract Documents when the Contract is executed. Addenda will be issued in response to changes in the Request for Proposals. Addenda must be acknowledged either in a cover letter or by signing and returning the Addendum form. Acknowledgments must be received no later than the proposals due date. If Acknowledgments are returned with the proposal, they must be submitted with the Technical Proposal. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness. The Procurement Dept. will post new Addendum on the Macon-Bibb web site. **The Bibb County Sheriff's Office requires eight copies of each proposal.**

The Law Enforcement Center consists of the original main jail, an expansion, F Wing and Detention.



I. General

I. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified security equipment providers to the Request for Proposals (original **plus 8 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, October 3rd, 2024**, for Security Equipment for the Law Enforcement Center for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, October 3rd, 2024, at 2:00 P.M. in the Macon-Bibb County Procurement Conference Room, located on the 3RD Floor of City Hall at 700 Poplar Street, Macon Georgia 31201.

II. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

III. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

IV. Mandatory Pre-Submittal meeting

A pre-bid conference is scheduled for 10:00 o'clock a.m., Thursday, September 12, 2024, at Bibb County Law Enforcement Center located at 668 Oglethorpe Street, Macon, GA 31201. Please meet in the main lobby. This conference is mandatory; contractor must be present in order to submit a bid. Deadline to submit questions is **Friday, September 20, 2024, by 3:00 p.m.** All questions must be emailed to lhardwick@maconbibb.us

E. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five percent (5%) of the total base bid.

This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Automobile Liability: \$1,000,000

V. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP # 25-006-LH – “Security Equipment”

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Proposers seeking an award of a Macon-Bibb County contract shall not initiate or continue any verbal or written communication regarding a solicitation with any Macon-Bibb County employees, elected official or other County representative between the date of issuance of the solicitation and the date of the final contract award by Macon-Bibb County. Alleged violations of this procedure shall be reviewed by the Director of Procurement. If it is determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award.

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County

VI. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

VII. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

VIII. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

II. Background

The Bibb County Jail consists of a facility utilizing a modular design. The total facility has 966 inmate beds. The main jail located at 668 Oglethorpe Street holds 774 beds. The Detention Center located at 645 Hazel Street holds 192 beds. An additional 12 beds are in the Infirmary located at the 668 Oglethorpe location. There are no juveniles housed in the Bibb County Jail facility.

Scope of Services

Macon-Bibb County is soliciting requests for proposals from qualified firms to provide security equipment for the Law Enforcement Center. Please refer to the below attachments for additional information.

- See Attachment B for Scope of Work.
- See Attachment C for List of Locations.
- See Attachment D for List of Cameras.

Key Dates:

- RFP Release Date: 8/26/2024
- Mandatory Meeting: 9/12/2024
- Questions Due: 9/20/2024
- Proposal Due Date: 10/3/2024

III. Selection Process

The selection committee will consist of selected individuals. The Proposals will be evaluated to select the firm which rates highest according to the criteria outlined in this RFP.

The selection committee may then short list to the highest scoring firms.

The pricing of the short-listed firms will then be opened and scored. The highest scoring firm may be selected at this point, or the committee may invite a number of the highest scoring firms to interview. The number of firms short listed and interviewed, if any, will be at the discretion of the selection committee.

If an interview is requested, it will be worth any additional 10 points in the selection process. The Proposer will be responsible for any cost associated with the request for additional information and/or an interview. If unable to reach an agreement with the highest ranked vendor, the Sheriff may negotiate with the second ranked firm and so on until a satisfactory agreement has been reached.

Submittal Format and Requirements

Along with the included required submittal documents, bidders shall provide the following as a **Technical Proposal**

- Cover Letter- The proposal shall contain a cover letter on corporate letterhead signed by an authorized representative of the company. The firm's name, address, telephone numbers, and signature shall be clear and legible.
- A Statement of Qualifications on the company's history with similar projects.
- Key Personnel- Provide a description of key personnel to be assigned. Include professional experience for those individuals identified. Include any proposed Subcontractors to be used.
- Approach to the Project- Describe in detail how you propose to achieve the objectives of this RFP. Include project organization, management, recruiting of qualified personnel, training, and quality control procedures.
- Transition – Describe your approach and organization during the transition period of installation and a timetable along with a timeline for completion.
- References – Provide references for accomplishments of a least three (3) similar projects at least the size of the Bibb County jail facility. Provide names, phone numbers, email, project title, and agency/owner.
- **Cost Proposal Format:** (Provide in separate envelope)

Cost proposal – The proposal shall contain a breakdown of costs with a total. The proposal shall indicate if a yearly maintenance contract is offered, along with costs.

Proposals submitted are not publicly available until after the award. Only the names of the companies submitting a proposal will be read at the opening day. All proposals and supporting materials as well as correspondence relating to the RFP become property of Macon-Bibb County when received.

Proposals shall be submitted by mail or hand delivery by **12:00 noon on October 3, 2024**. The address for submittals is:

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201

Questions:

Any questions regarding this RFP shall be submitted to Laura Hardwick, Procurement Director via email at Lhardwick@maconbibb.us. All questions will be aggregated, and answers shared with all interested bidders.

SCORING (total possible number of points = 100)

Experience and Capacity – Maximum 30 points
Project Timeline – Maximum 25 Points
Project Approach – Maximum 20 Points
Price – Maximum 15 Points
Interview - Maximum 10 Points

I. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.