



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

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February 19, 2025

**Subject: RFP #2532-P: Security Camera System Maintenance & Support**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a proposal for security camera system maintenance and support. You are invited to submit a proposal in accordance with the information contained herein.

Questions concerning this request for proposals should be addressed to Contract Administrator, Sherry White in writing via email to [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 305-5208. Questions will be accepted until 12:00 p.m., Friday, March 7, 2025.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, Georgia 30214

Request for Proposals # 2532-P  
Request for Proposals Name: **Security Camera System Maintenance & Support**

Your envelope must be sealed and should show your company's name and address.

Proposals will be received at the above address until 3:00pm, Friday, March 21, 2025, in the Purchasing Department, Suite 204. Proposals will be opened at that time, and the names of the responding companies will be read.

Proposals must be signed to be considered. Late proposals, faxed proposals, or emailed proposals, cannot be considered.

If you download this Request for Proposals from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this

solicitation. The county cannot not be responsible for a vendor not receiving information provided in any addendum.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", is written over a large, light blue circular scribble.

Ted L. Burgess  
Director of Purchasing

Attachment

## RFP #2532-P: Security Camera System Maintenance & Support

### GENERAL TERMS AND CONDITIONS

1. **Definitions:**

- a. **RFP:** Request for Proposals.
- b. **Offeror:** A company or individual who submits a proposal in response to this RFP.
- c. **Successful Offeror:** The offeror that is awarded a contract.
- d. **Contractor:** The Successful Offeror, upon execution of the contract.
- e. **County:** Fayette County, Georgia.

2. **Preparation of Offers:** It shall be the responsibility of the Offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the Offeror and such exceptions being included with the offer, will form the basis of the contract between the Successful Offeror and the County. The Offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the County, in a sealed opaque envelope. **Price schedules** shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, 3 bound paper copies, and a copy on a flash drive to:

Fayette County Government  
Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214

RFP Number:2532-P

RFP Name: Security Camera System Maintenance & Support

4. **Timely Receipt:** Offers not received in the Purchasing Department by the time and date of the scheduled proposal opening will not be considered.
5. **Open Offer:** To allow sufficient time for a contract to be awarded, the offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety (90) days from the date of the opening to the date of award.
6. **Corrections or Withdrawals:** The Offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.



7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any proposal received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
8. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
9. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the Offeror is acknowledging his acceptance of all site conditions.
10. **References:** Offerors shall submit with proposals a list of three (3) jobs the Offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
11. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

12. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the Offeror may be required to submit literature, samples, or other information prior to award. The County reserves the right to obtain clarification or additional information from any firm regarding its proposal. The County reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the County. The County

further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.

13. **Non-Collusion:** By responding to this request for proposals, the Offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other Offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
14. **Ability To Perform:** The Offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the offer.
15. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any Offeror prior to the County issuing a written Notice to Proceed.
16. **Term of Contract:** The initial term of this agreement shall begin upon issuance of a Notice to Proceed and continue through June 30, 2026. Thereafter, this agreement may be renewed by the County for four (4) additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the County to the Contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the County fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
17. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
18. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
19. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
20. **Indemnification:** The Contractor shall indemnify and save the County and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed by or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence,



recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.

21. **Non-Assignment:** Assignment of any contract resulting from this request for proposals will not be authorized, except with express written authorization from the County.
22. **Insurance:** The Successful Offeror shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
  - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
  - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
  - **Worker's Compensation:** Workers Compensation as required by Georgia statute.

Before a contract is executed with the Successful Offeror, the Successful Offeror shall provide Certificates of Insurance for all required coverage. The Successful Offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia  
140 Stonewall Avenue West  
Fayetteville, GA 30214

23. **Building Permits:** Work performed for the County requiring building permits by licensed Contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the Contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
24. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
25. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. In the event of termination for convenience, the County will pay the Contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the Contractor, which shall itemize each element of performance completed.
26. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.

27. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.
  
28. **Open Records Act:** In the event that the Contractor receives, and responds to, a request for information as provided in Georgia's Open Records Act (O.C.G.A. § 50-18-70 *et seq.*), the Contractor shall promptly provide the County the same information provided to the initiator of the request for information. Contractor shall email such information to the county's Custodian of Records at [tsmith@fayettecountyga.gov](mailto:tsmith@fayettecountyga.gov).

## RFP #2532-P: Security Camera System Maintenance & Support

### Scope of Work & Response Requirements

#### OBJECTIVE

Fayette County, Georgia seeks to enter a contract with a qualified firm for maintenance, support, consultation, and installations for our security camera system. The system currently covers County parks, library, animal shelter, water treatment facilities, solid waste transfer station, historic site, administrative buildings, and potentially other sites.

It is envisioned that this Request for Proposals (RFP) will result in a contract with an initial term of twelve (12) months and four (4) renewals terms. The County's intent is to establish a long-term working relationship with a company to provide the services listed above over an extended period. This could result in additional work under the proposed contract, new contracts, or other actions as deemed appropriate to assure standardization and compatibility of equipment, avoid warranty or maintenance issues, or other reasons.

#### INTRODUCTION / BACKGROUND

The County's existing security camera system began in 2015 with the installation of cameras at Kiwanis Park. To date, camera installations have been as follows:

<u>Location</u>	<u>Install</u>	<u>Qty</u>	<u>Type</u>	<u>Location</u>
Kiwanis Park	2015	17	Arecont , Hik Vision	980 Redwine Rd., Fayetteville
Kenwood Park	2016	17	See below (A)	GA Highway 279, Fayetteville
Library	2016	23	HikVision, Samsung	1821 Heritage Pkwy, Fayetteville
McCurry Park	2017	87	See below (B)	180 McDonough Road, Fayetteville
Brooks Park	2021	18	Samsung	120 Railroad Ave, Brooks
Stonewall Admin.	2021	14	Samsung	140 Stonewall Ave West, Fayetteville
Lake Horton	2021	10	Samsung	1275 Antioch Road, Fayetteville
Lake Kedron	2021	1	Samsung	420 N. Peachtree Pkwy, P'tree City
Lake McIntosh	2021	11	Samsung	3501 TDK Blvd, Peachtree City
Water Field Ops	2021	9	Samsung	444 Dividend Drive, Peachtree City
Starr's Mill	2022	4	Samsung	115 Waterfall Way, Fayetteville
Elections	2023	11	Samsung	175 Johnson Ave, Fayetteville
Transfer Station	2023	5	Samsung	221 1 <sup>st</sup> Manassas Mile, Fayetteville
Animal Shelter	2024	13	Hanwa Vision	1121 Hwy 74 South, Peachtree City
Health Bldg.	2024	<u>44</u>	Hanwa Vision	245 Booker Ave, Fayetteville
Total to Date		284		

(A) Kenwood Park: Arecont Vision, HikVision, Illustra3, Samsung

(B) Arecont Vision, Axis Vampix, HikVision, Samsung



The primary purpose of the system is to provide security for citizens who use County amenities and County staff, and to protect County property.

The existing system uses networked (IP) cameras that record on a Network Video Recorder (NVR). Tag readers are currently used at one park, but license plate readers (LPR's) are not used.

### **STATEMENT OF NEED / SCOPE OF SERVICES**

A qualified contractor is needed to provide maintenance, support, consultations, and related services pertaining to owning and operating the camera surveillance system at existing locations. As additional cameras at existing or additional locations are added in the future, or as additional services are required for the system, it is envisioned that the vendor may be offered the work through an existing contract or new contract(s). This is for assurance of standardization, compatibility of equipment, avoidance of issues with warranties, maintenance, or additions to the system, or other issues.

The contract shall provide the following services, at a minimum:

- **Maintenance:** Preventive maintenance to keep the system running smoothly, including regular inspections, cleaning, software updates, and minor repairs.
- **Support Services:** Repairs, replacements, and other services when needed.
- **Consultation:** As needed or requested by the County, on expansions, improvements, or other aspects of the system.
- **Installation:** Additional sites or cameras, as the need is identified.

When items or services not included in the contract are needed, the County and Contractor will negotiate terms, and incorporate them into the contract via change order.

### **RESPONSE REQUIREMENTS**

Your proposal should include the following information, in a clear and concise manner, in the order shown below. The owner reserves the right to seek additional information or clarification of issues as needed.

1. **Cover page:** Include the RFP number (2532-P) and title (*Security Camera System Maintenance & Support*). Also include your firm's name, address, telephone number, fax number, and e-mail address.
2. **Table of Contents**
3. **Required forms and information:**
  - a. Company Information *{form provided}*
  - b. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) *{form provided}*

- c. List of References *{form provided}*
- d. Exceptions, if any *{form provided}*
- e. Signed Addenda, if any are issued.

Note: Pricing shall be submitted in a separate, sealed envelope, as provided in the Terms and Conditions section of the RFP.

- 4. Project understanding and the proposed approach:** State your understanding of the objectives of the project. Describe the approach you propose to take in addressing the needs addressed by this RFP. Identify potential challenges you may face, and how you would resolve them. Describe any specialized or unique capabilities that your firm may have developed which would be pertinent to this project.

Based on your proposed approach, provide a recommendation as to keeping the current NVR setup or moving to a cloud-based service.

List services included, such as technical support, including remote assistance and on-site visits. Describe any training that is included.

- 5. Company's Expertise and Experience:** Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background and history. Include the firm's experience in providing services such as those described in this RFP.

Demonstrate your company's experience and qualifications by listing at least three (3) current or recent projects involving security camera system maintenance and service on the "References" form included in this RFP. The County reserves the right to contact the listed project owners to use as references.

- 6. The Project Team:** Identify team members who would be assigned to this project. Provide an organization chart of key team members, including any subcontractors if applicable. Identify the project manager who will be empowered to make decisions for, and act on behalf of the firm. Include a resume for key team members. Include relevant training and/or experience each key team member or key subcontractor has acquired.

- 7. Proposed Maintenance & Service Schedules / Response Times:** Provide a schedule of maintenance and support services (as defined in the Statement of Need/Scope of Work above). Indicate what would be included and excluded for each.

State your response times (e.g. 48 hours' notice for on-site visits). Indicate how often you would provide services such as firmware and software upgrades.

- 8. Fees & Hourly Rates:** Provide two proposed annual fixed amounts – one for Maintenance and one for Support Services, as described above. Indicate whether they



are to be paid monthly, quarterly, or annually. Include travel, equipment costs, out-of-pocket expenses, and all other financial considerations in the price proposal. Customer shall not be billed for travel time to and from the facilities.

For items not included in the fixed periodic payments for Maintenance or Support Services, indicate how they would be charged.

For expansions or additions to the existing security camera system, it is anticipated that prices will be negotiated between the County and the Contractor. If an agreement satisfactory to both parties cannot be reached, the County reserves the right to use another vendor for the service.

### **EVALUATION CRITERIA**

Award will be made to the responsible firm whose proposal is most advantageous to the County, with price and other factors considered. An Evaluation Committee will review and evaluate proposals.

**Technical Merit:** Evaluation scores will be based 70% on technical merit of the proposal (please see Items 4-7 in the Proposal Response Requirements section above), using the following criteria:

<u>Criteria</u>	<u>Max. Points</u>
1. Project understanding and the proposed approach	25
2. Company's expertise and experience	15
3. The project team	20
4. Proposed schedules / response times	<u>10</u>
Total Maximum Technical Merit Score	70

**Price:** The remaining 30% of the evaluation scores will be determined by your proposed price, as compared to other responding entities. Proposed prices will be assigned points earned through use of a "variance" weighted method. The lowest offered price will earn the maximum number of points for the Pricing portion of the score. Other proposals' price scores will be calculated based on the variance of their prices from the lowest offered price.

**Presentations:** The County may, at its discretion, choose one or more of the best-scoring firms to make in-person presentations. If more than one firm makes a presentation, the Evaluation Committee will evaluate the presentations and add up to an additional 20 points to the technical score for each company that makes a presentation.



**COMPANY INFORMATION**

**RFP #2532-P: SECURITY CAMERA SYSTEM MAINTENANCE & SUPPORT**

**A. COMPANY**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**B. AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**C. PROJECT CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

2532-P SECUR. CAMERA SYS. MAINT&SUPP  
Name of Project

Fayette County, Georgia  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**RFP #2532-P: SECURITY CAMERA SYSTEM MAINTENANCE & SUPPORT  
REFERENCES**

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_



