

REQUEST FOR PROPOSAL VIDEO CAMERA EQUIPMENT AND INSTALLATION

PURPOSE

Full Gospel Community Church doing business as Family Life Church (FLC), is seeking proposals from individuals or firms for video equipment and installation.

BACKGROUND

Family Life Church is a non-profit non-denominational church in Warsaw, NY. Family Life Church's mission is to "Love God, Love People, Love Warsaw."

REQUESTS FOR PROPOSALS

Interested and qualified individuals or organizations are invited to submit proposals, which will be accepted until **May 31, 2024 at 4:00 p.m.**

Electronic copy are required no later than **Friday, May 31, 2024 at 4:00 p.m.** Please submit the electronic document, including all attachments, to: flcgrant585@gmail.com

Questions may be submitted via email to Melanie Rhodes at the email listed above.

RFP SCHEDULE

RFP posted: May 3, 2024

Deadline to submit questions regarding RFP: May 17, 2024

Response to questions will be posted at flcwarsaw.com/rfp by May 22, 2024

RFP responses due: May 31, 2024 at 4:00 p.m.

RFP review will be begin immediately after RFP deadline

Target project start: June/July 2024

NOTE: The issuing of this RFP in no way obligates Family Life Church to accept any of the proposals that may be submitted by the due date, and may, at its sole discretion, choose not to complete the project.

OBJECTIVES

Family Life Church seeks to install up to 9 cameras, 7 interior and 2 exterior cameras to monitor and secure the children's wing. General goals and objectives expected to result from the new system include:

- Installation of new cameras in order to address security concerns
- Ability for video camera system to function via power over Ethernet or via WIFI or a combination of both.
- Ability for information to be stored on either a local server or on the cloud for up to a year.

- Ability to monitor video camera system activity remotely.

SCOPE OF WORK

Family Life Church will need 9 new cameras with wiring, 7 interior and 2 exterior cameras, storage device, and licenses. Installation and ongoing maintenance required.

1. Seven (7) interior cameras and two (2) exterior cameras with wiring.
2. Ongoing maintenance and support, minimum five (5) years.
3. Installation and Labor

EVALUATION CRITERIA

Cost 60%
Experience 40%

PROPOSAL REQUIREMENTS

Please include the following information about your organization:

Organization Name
Street Address
City, State Zip

RFP Contact Name, Email, Address, Work Phone

Provide a brief company history including the number of years in business and indicate if the vendor is a video camera system vendor or a Reseller/Partner. If a Reseller/Partner, please provide the same company information for the organization submitting the proposal in addition to the reseller/partner vendor's information for all requested information in this RFP.

List the hardware and software required to implement this project. Include description of hardware, including model numbers, and software required. Also, include required licenses associated with hardware and/or software that is necessary for implementation.

Please describe customization capabilities and security privileges and permissions.

Please describe the system's data storage capabilities including local server and/or cloud storage options.

Please describe remote access capabilities and training available for staff designated as system administrators.

Please describe the warranty, maintenance and support services included in the proposal. Additionally, please describe the frequency of system updates.

Does the vendor provide support or is this contracted with a third-party provider? Please provide a copy of the vendor's standard support agreement and contact information.

Please provide three (3) references

TOTAL COSTS

Costs should be broken down by hardware/software, maintenance and support, and installation separately. The vendor is required to include a statement that the submitted proposal includes ALL costs associated with the proposed project.

ACCEPTANCE OF PROPOSALS AND SELECTION OF VENDOR

Proposals submitted are offers only, and the decision to accept or reject will be based on the quality, reliability, capability, reputation and expertise of the proposing vendors.

FLC reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of FLC which may or may not be the lowest overall bid. The contract will be awarded to the vendor whose overall qualifications best meet the requirements of FLC.

FLC reserves the right to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted. FLC reserves the right to terminate the selection process at any time. Proposing vendors should not rely upon, or anticipate, such waivers in submitting their proposal.

Proposals that are not prepared in accordance with the RFP instructions may be rejected or disqualified at FLC's discretion. If not rejected, FLC may request correction of any deficiency and accept the corrected proposal upon compliance with these instructions to proposing vendors.

All proposals must include copies of all sample contracts for all hardware, systems software, application software, hardware maintenance and software support. All contracts will be subject to negotiation between the FLC and the selected vendor.