

# City of St. Louis Treasurer's Office



## Requests for Proposals for Security Cameras

Proposals due no later than 3:00pm, August 23, 2016

### **1) Opening Statement**

The City of St. Louis Treasurer's Office ("STLTO") publically requests proposals from qualified vendors to provide a video surveillance system for the Central Downtown Garage located at 703 Pine Street in Downtown St. Louis ("Central Garage").

This RFP does not obligate the STLTO to complete the selection and contract award process for services. STLTO reserves the right to: 1) accept or reject any and all Proposals; 2) request additional information from any or all Proposers to assist the STLTO in its evaluation process; 3) amend or withdraw this RFP prior to the announcement of the selected firm and 4) award the proposed services in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and be afforded the opportunity to revise their Proposals in response to the RFP amendment.

### **2) Scope of Services**

The STLTO desires a security camera surveillance system that will provide coverage of key access points in the Central Garage. Additionally, the STLTO desires a security camera system that displays footage in real time, records footage, and can export video clips. The proposal should also include back-up power supply in the event the frontline electrical system provided by the STLTO fails.

Successful proposer shall exercise control over the conduct, demeanor, and appearance of its employees, agents, and representatives and the conduct of its subcontractors and suppliers.

Successful proposer shall be responsible to ensure compliance with all Federal, State, and Local regulations pertaining to worker safety. If chosen, vendors may be required to comply with the Living Wage requirements set forth in the City of St. Louis Ordinance #65597.

Successful proposer shall be responsible to ensure compliance with quality control procedures, to include suppliers, manufacturers, products, services, work site conditions, and workmanship.

Successful proposer shall not take advantage of any apparent error or omission in these specifications. In the event the Contractor discovers such an error or omission, he/she shall immediately notify the STLTO. The STLTO shall make any corrections and/or interpretations as may be deemed necessary for fulfilling the intent of the specifications.

### **3) Response Format**

Proposers should include a brief company history, a detailed description of the security camera product components, and the price for each component. The proposal should also include any monthly or recurring fees needed to maintain the security camera system.

**4) Proposal Due Date and Location**

The following is a listing of key proposal and project milestones:

RFP Release	August 8, 2016
Vendors to Submit Questions	August 17, 2016
City Response to Questions	August 19, 2016
Optional Walkthrough	August 16, 2016
Proposals due	August 23, 2016

RFP submittals are due no later than **3:00 PM on August 23, 2016** at the following location:

ATTN: Carl Phillips  
St. Louis City Treasurer's Office  
St. Louis City Hall, Room 220  
St. Louis, MO 63103

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Security Camera Services**. Proposers must supply one (1) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

Questions regarding this RFP may be submitted to Carl Phillips at [PhillipsCa@stlouis-mo.gov](mailto:PhillipsCa@stlouis-mo.gov). All questions are due no later than August 17, 2016. Questions will be answered in writing by August 19, 2016 and will be sent to all proposers and will be posted on our website at <http://www.stlouis-mo.gov/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

Proposers are invited to visit the facility for a walkthrough on August 16, 2016 at 10 AM.