



wirtcountywv.net

REQUEST FOR PROPOSAL (RFP)
SECURITY CAMERA WIRING UPGRADE

WIRT COUNTY COMMISSION
19 WASHINGTON ST
ELIZABETH, WV 26143

03/20/2024



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1. SUMMARY AND BACKGROUND

The Wirt County Commission is currently accepting proposals to upgrade the ethernet wiring for the security cameras in and around the Court House and Sheriff's Annex.

The existing wiring put in during the original install in 2018 is CAT5E non plenum, and non-shielded.

The existing install has small 8 port switches in each office that runs the cameras that are physically located near office as well as a monitoring laptop used by that office.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the Wirt County Commission wishes to go.

The Court House facilities are on the Nation Registry of Historic Places and needs to be preserved in its current state.

The Court House is still used today for all forms of local government in Wirt County including holding Circuit Court hearings.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4pm EST April 26, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name(s) and description of the organizations being contracted.

All line items costing \$1000 or more must be itemized. Line items for consumables must have a description of the goods. Consumables such as conduit, j-hooks, screws, RJ45 ends, etc can all be placed into one line item with a description of the goods.



Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Wirt County Commission and/or prosecuting attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The current installation of the camera system and wiring is not providing sufficient bandwidth for operating the cameras in their HD settings. The current installation of the wiring to the cameras is also not shielded or grounded. This project would be to fix these shortcomings in the current set up.

Project Description:

There are currently a total of 15 cameras in or around the Court House facilities. The current CAT5E wiring will need to be removed from buildings and replaced with at minimum CAT6 Plenum Shielded wiring. All camera runs in or on the main building must be full runs back to the DMARC location within the building. The cameras that are attached to the Sheriff's Annex would be run to the central rack in that building. That rack will need to be connected to the main building via a fiberoptic cable.

There will need to be a secondary fiberoptic cable between the buildings to upgrade the current internet connectivity between the two buildings. These cables must be run through a new conduit installed between the buildings under the catwalk that connects them.

The Wirt County Commission is also looking to receive a secondary bid to cover the rewire of the security cameras that we have around the town that are air fiber connected back to the Court House from their various locations.

There are a total of 8 cameras in our park, there are 3 cameras on a nearby building, 2 more cameras on the WesBanco building, and lastly 2 cameras on a pole at the Coplin Clinic building.



4. PROJECT SCOPE

The scope of this project includes all design, plan development, and construction of the project.

The selected bidder will be responsible for planning and implementation of planned work.

The following criteria must be met to achieve a successful project:

- All new lines ran inside the facility must be placed in J hooks in the drop ceiling.
- Drilling a new cable run and placing conduit between the two floors of the main building.
- Drilling new holes and installing conduit between the two main buildings.
- Installing a new grounded patch panel in the rack in the DMARC location in the main building and the central rack of the Anex.
- Providing and installing new Ubiquiti Switches 1 in each rack.
- All software and licensing requirements should be included as part of this project.
- Ability to work closely with Wirt County's IT Manager on coordination of project tasks and resources.
- Plan and perform a complete testing process on each cable run and device to ensure functionality.
- Provide a working document will all new equipment any licensing, usernames, and passwords to the IT Manager.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4pm EST April 26, 2024.

There will be an open walk thru of the project with the IT Manager on April 12, 2024, at 9am starting at the security desk in the front of the Court House.

Evaluation of proposals will be conducted from May 1, 2024, until May 15, 2024. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 15, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract negotiations will be completed by June 15, 2024.



Notifications to bidders who were not selected will be completed by May 24, 2024.

Project Timeline:

Project initiation phase must be completed by May 15, 2024.

Project planning phase must be completed by June 15, 2024. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- WV Business License and proof of liability insurance.
- Description of experience in planning, building, and executing similar projects.
- Examples of 3 similar projects designed and implemented by your organization.
- A full testing plan.
- Timeframe for completion of the project.

7. PROPOSAL EVALUATION CRITERIA

The Wirt County Commission will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to the scope of this project.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must deliver a copy of their proposal to the address below by April 26, 2024, at 4pm EST:

Wirt County Commission
19 Washington St
Elizabeth, WV. 26143