



**Video Surveillance System Support for the  
Secaucus Animal Shelter, Secaucus Department of Public Works  
and Secaucus Recreation Center**

**REQUEST FOR QUOTES March 4, 2019**

**Deadline for Submissions Tuesday March 26, 2019 at 10:00 a.m.**

The Town of Secaucus is soliciting proposals for a one-year maintenance and support contract for the video surveillance systems installed at the following locations (as a combined contract for all three locations):

- Secaucus Animal Shelter
- Secaucus Department of Public Works
- Secaucus Recreation Center

The combined Contract will be for one (1) year, with two (2) one (1) year options to renew at the Town's sole discretion in accordance with the fees set forth in the quote.

**Items Covered**

This combined contract must provide for the maintenance, repair, replacement, and support of all video surveillance system hardware (a list is provided as Exhibit A) and software upgrades at the three (3) locations specified above. In addition, this coverage must include all installed licensing and expansion modules, internal and external system interconnect cables, and equipment mounts. Any hardware that is replaced under this contract must be replaced with the same or newer/better make and model.

**Administrative Functions**

This contract must provide for you to perform the following services:

- Build and maintain standard configurations, including video analytics as necessary.
- Retrieve and store video surveillance clips upon request.
- Provide help desk support for covered systems upon request.
- Add, modify, and delete users upon request.
- Provide remote system administration, maintenance, and software upgrades as necessary.
- Replace equipment/hardware to ensure proper system functioning.

**Response Time**

This contract must provide for unlimited telephone and remote support, as well as, on-site support for critical service issues that cannot be resolved remotely.

During business hours (8 AM to 5 PM, Monday through Friday, excluding government holidays):

- **Emergency Calls:** All emergency calls must be processed and handled immediately through remote support, to the extent practicable. On-site support must be dispatched to arrive within four (4) hours of an emergency support request for critical issues that result in a service outage. If after business hours, calls must be handled in the morning hours of the next business day.
- **Non-Emergency Calls:** Remote support must commence within four (4) hours of a non-emergency support request. On-site support for all non-emergency calls must be handled on the next business day.

### **Fees**

The proposed fee must be an all-inclusive flat rate annual fee that covers all items, equipment and services specified on page 1. Any additional hourly rates or fees for on-site or other support not covered under the agreement, including but not limited to, after hours response rate, holiday rate, and travel charges (if any), should also be specified in the quote submitted. If you choose to maintain any underlying manufacturer's support coverage, you must bear the cost of such coverage without passing it on to the Town as a direct expense.

### **Pre-Response Information Session and Site Tour, Question and Answer Period**

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On **Tuesday March 12, 2019 at 10:00 a.m.**, the Town will hold an optional information session and site tour for potential respondents. The tour will commence in the lobby of the Secaucus Recreation Center at 1200 Koelle Boulevard, Secaucus promptly at 10:00 a.m. and proceed to the other locations (Secaucus Animal Shelter and DPW) as time dictates.

In addition, the Town will take questions submitted via facsimile to the Purchasing Agent at 201-271-3615 until Friday March 15, 2019 at 4:00 p.m. Answers to all questions will be provided in an addendum to this quote that will be published on the Town's website at [www.secaucusnj.gov](http://www.secaucusnj.gov) by Wednesday March 20, 2019 at 4:00 p.m.

### **Quote Evaluation Process and Other Criteria**

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Quotes will be evaluated on cost and other factors considered, including but not limited to, the following:

- 1) The quality of the proposed support and the materials and equipment it employs relative to its cost
- 2) How well the proposed support meets the requirements and specifications contained in this request without unnecessarily exceeding them
- 3) The quality of the respondent's references and past performance
- 4) Experience with the municipality or other governmental entities

The successful Respondent for the combined quote will be awarded a one (1) year combined Contract with two (2) one (1) year options to renew at the Town's sole discretion in accordance with the fees set forth in the quote.

All Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended), N.J.A.C. 17:27-1.1 et seq., and the Business Registration Law N.J.S.A. 52:32-44.

For any contract entered: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the Contractor violates any requirements of the Contract, the Town shall thereupon have a right to terminate the Contract by giving written notice to the Contractor of such termination at least thirty (30) days prior to the proposed effective date of termination. Such termination shall relieve the Town of any obligation for the balances to the Contractor of any sum or sums set forth in the Contract. In case of default by the Contractor, the Town may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

### **Submission of Quotes**

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**The Town is requesting quotes be submitted to the Office of Purchasing, Town of Secaucus, 1203 Paterson Plank Road, 3<sup>rd</sup> Floor, Secaucus, NJ 07094 in writing no later than Tuesday March 26, 2019 at 10:00 a.m. All quotes must indicate the words "Video Surveillance Support." Hand delivery, mail or facsimile to 201-271-3615 is permitted for submissions. The Town is not responsible for quotes that are misdirected or not received by the deadline due to technical problems.**

The Town reserves the right in its sole judgment to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.

Any questions regarding submissions or this request for quotes should be directed to Sandy D'Arzen, QPA at the Office of Purchasing at 201-330-2000 ext. 3037.

**EXHIBIT A**  
**Equipment List**

**Animal Shelter, 525 Meadowlands Parkway**

3	3.0W-H3A-BO1-IR	Avigilon 3.0MP WDR HD Bullet with Analytics, 3-9mm lens, Integrate IR
1	VMA-AS1-8P4	Avigilon 8-Port NVR incl ACC5 Core Software POE Switch 4 TB
3	MNT-PEND-WALL	Avigilon Compact Wall Bracket for Use with H3PTZ-DP and H3-DP Pendant Dome Cameras
2	HS-BO-JB	Avigilon Junction box for the H3-BO-IR HD Bullet Cameras
1	8C-ACC5-STD	Avigilon Standard License for up to 8 Cameras and 5 client connections
2	3.0W-H3A-BO1	Avigilon VCA 3.0 MP WDR HD Bullet Camera 3-9mm Lens, Integrated IR
1	M2300	M2300 Monitor 24"

**Department of Public Works, 370 Secaucus Road**

1	IPOS-3000-R2-2F	ExacqVision NVR 3TB Hard Drive Up to 64 Cameras
1	P5512-E	Axis PTZ Camera for Main Gate
4	IP8362	Vivotek IP8362 IP 2MP Bullet
5	FD8162	Vivotek FD8162 IP 2MP Dome
1	3526T-PWR+24 Port	Avaya Ethernet POE Switch 24 Port

**Recreation Center, 1200 Koelle Boulevard**

1	IPOS-3000-R2-2F	ExacqVision NVR 3TB Hard Drive Up to 64 Cameras
1	SNO-6011R	Samsung Bullet IP 2MP Camera
5	IP8362	Vivotek IP8362 IP 2MP Bullet
10	FD8162	Vivotek FD8162 IP 2MP Dome
1	3526T-PWR+24 Port	Avaya Ethernet POE Switch 24 Port
1	Monitor	Monitor connected to NVR for Viewing in Rec Reception Area