



**Town of Summerville**  
**ATTN: Michelle Beltz, Purchasing Agent**  
 200 S. Main Street | Summerville, SC 29483  
 T: 843/851.4201 | F: 843/871.0634  
 mbeltz@summervillesc.gov

<b>Bid Title:</b> Security System	
<b>Bids will be received until:</b> July 22, 2016 - 2:00 p.m.	
<b>Vendor Name:</b>	<b>FEIN/SS#:</b>
<b>Vendor Address:</b>	<b>State Contractor #:</b>
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Minority or Women Owned Business:</b> Are you a certified Minority or Women-Owned business in the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide a copy of your certificate with your response.	
<b>Authorized Signature:</b> _____  <b>Title:</b> _____  <b>Date:</b> _____	
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. <b>This signed page must be included with bid submission.</b>	

## **Invitation to Bid Security System**

The Town of Summerville (hereinafter referred to as "Town") is seeking sealed bids for a security system in accordance with the specifications outlined in this bid package.

Bid packages are available on the town website ([www.summervillesc.gov](http://www.summervillesc.gov)) under **RFP's, Qualifications, & Bids**. Sealed bids are due by **2:00 p.m. on Friday, July 22, 2016** at which time they will be opened and publicly read in the 2<sup>nd</sup> floor Training Room at the Summerville Town Hall Annex, located at 200 S. Main Street, Summerville, SC 29483. **Late bids will not be accepted, NO EXCEPTIONS. A pre-bid meeting and tour of the facility will be held on Thursday, June 30, 2016 at 10:00 a.m.**

All inquiries related to this bid must be submitted in writing, via e-mail, to Purchasing Agent, Michelle Beltz ([mbeltz@summervillesc.gov](mailto:mbeltz@summervillesc.gov)) so they can be addressed through a posted addendum. All registered bidders will receive an e-mail notification when project addenda are posted. The cut-off date for questions is **Friday, July 15, 2016 at 5:00 p.m.** **All addenda will need to be signed and included with the submitted bid package.** Any bid packages which do not include the signed addenda may be disqualified.

The Town reserves the right to reject any and all bids, to waive all formalities and to award the contract as it appears to be in the best interest of the Town. The right is also reserved to hold any and all bids for a period not exceeding ninety (90) days from the opening thereof.

This solicitation does not commit the Town to award a bid or contract, to pay any cost incurred in the preparation of the response or to procure or contract for goods or services listed herein.

The Town reserves the right to reject any and all responses, to cancel this solicitation and to waive any technicality, if deemed to be in the best interest of the Town.

**Bidder Registration Form**  
**Security System**

Fax or e-mail to: Michelle Beltz, Purchasing Agent  
Fax #: 843/871.0634  
E-mail: [mbeltz@summerville.sc.gov](mailto:mbeltz@summerville.sc.gov)

Bidders are required to submit this form to Michelle Beltz, via e-mail or fax, to become registered as a firm interested in this solicitation and to ensure receipt of any amendments to the solicitation referenced above. Please print clearly.

\_\_\_\_\_  
Company Name, as registered with the IRS

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Federal Tax ID (FEIN)/SS Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
SC General Contractors License

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor       Partnership  
 Corporation                       Limited Liability Company  
 Other (*please specify*): \_\_\_\_\_

## NO BID RESPONSE FORM

<b>Bid Title:</b> Security System	
<b>Bids will be received until:</b> July 22, 2016 - 2:00 p.m.	
<b>Vendor Name:</b>	<b>FEIN/SS#:</b>
<b>Vendor Address:</b>	<b>State Contractor #:</b>
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Minority or Women Owned Business:</b> Are you a certified Minority or Women-Owned business in the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide a copy of your certificate with your response.	
<b>Authorized Signature:</b> _____	
<b>Title:</b> _____	
<b>Date:</b> _____	
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. <b>This signed page must be included with bid submission.</b>	

To submit a **“No Bid”** response for this project, this form must be completed for your company to remain on our bidders list for commodities/services referenced. If you do not respond, your name may be removed from the bidders list.

Please check statement(s) applicable to your **“No Bid”** response:

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bid Form

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**BIDDER SHALL COMPLETE BID FORM AND RETURN TO THE TOWN. FAILURE TO SUBMIT BID ON THIS FORM MAY RESULT IN DISQUALIFICATION.**

**Bid of:** \_\_\_\_\_

(Name of Contractor)

### **BID HOLDING TIME AND ACCEPTANCE**

By signing your offer, you agree that this bid may not be revoked or withdrawn after the time set for the opening of bids, but shall remain open for acceptance for a period of not less than ninety (90) days following the bid opening date.

### **ILLEGAL IMMIGRATION**

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1] (NOV. 2008)  
(An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov).)

### **ETHICS CERTIFICATE**

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2] (May 2008)

**Bid Form**

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**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS. BY SUBMITTING AN OFFER, THE OFFEROR CERTIFIES COMPLIANCE. [02-2A032-1] (MAY 2008)

**BIDDER'S STATEMENT/NON-COLLUSION:**

I, the undersigned, certify that this bid does not violate Federal or State Anti-Trust laws and that I have received and read the solicitation documents and understand that this bid is subject to all conditions thereof. The undersigned offers and agrees, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish services to the Town in accordance with the performance requirements of the solicitation.

A signature below indicates that the bidder herein, his agents, servants and employees have not in any way colluded with anyone for and on behalf of the bidder or themselves, to obtain information that would give the bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the bidder, or themselves to gain any favoritisms in the award of the contract herein.

**I have carefully reviewed the price as indicated in this bid to the Town and to the best of my belief and knowledge; it is complete and accurate including any incidental cost.**

**Authorized Signature:** \_\_\_\_\_

**BID DUE DATE AND TIME: Friday, July 22, 2016 at 2:00 p.m.**

I, the undersigned, have reviewed and after having examined all the solicitation documents and acknowledged all Addenda, if applicable;

agree, if selected by the Town, to execute the entire work in the solicitation documents to provide a security system for the Town's Municipal Complex located at 200 S. Main Street, Summerville, South Carolina 29483.

The total bid amount as indicated herein, is inclusive of all costs, including all labor, supervision, materials, supplies, and equipment that are not provided by the town, taxes, insurance, permits and any other costs incidental or otherwise, to provide a security system.

**TOTAL BID AMOUNT**      \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

## Instructions to Bidders

### Successful Bidder

The successful bidder shall be required to assume the sole responsibility for the complete effort as required by this solicitation. The Town will consider the successful bidder to be the sole point of contact with regard to contractual matters, and will be responsible for the quality and timeliness of the work.

### Business License/Permits

The successful bidder and all subcontractors, if any, shall have or obtain a Town of Summerville business license. Please contact the business license office at (843) 851-4215 for information about obtaining your business license.

The successful bidder and all subcontractors, if any, shall obtain permits, as may be necessary, and required by the Town, County and State agencies. Any Town required permits shall be issued by the Town at no cost to the successful Bidder.

### Termination

Subject to the provisions below, any contract resulting from this solicitation may be terminated by the Town, provided a fifteen (15) day advance notice, in writing, is given to the vendor.

- a) *Non-Appropriations:* In the event sufficient appropriations are not made to pay the charges under the contract, it shall terminate without obligation to the Town.
- b) *Convenience:* In the event that this contract is terminated or canceled upon request and for the convenience of the Town without the required fifteen (15) day advanced written notice, then the Town shall negotiate reasonable termination costs, if applicable.
- c) *Cause:* Termination by the Town for cause, default or negligence on the part of the successful bidder shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The fifteen (15) day advanced notice requirement is waived and the default provision listed herein shall apply.

### Default

In case of default by the successful bidder, the Town reserves the right to purchase any or all items and services in default in open market, charging the successful bidder with any excessive costs. **SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING SUCCESSFUL BIDDER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.**

### References

A minimum of **three (3) references** shall be submitted with the bid.

## **Insurance**

The successful bidder shall within ten (10) days of execution of contract, provide to the Town a Certificate of Insurance certifying proof of insurance for all coverage specified in the contract documents.

Certificates of Insurance acceptable to the owner shall be filed with the owner prior to the commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the owner. All insurance policies shall be issued by responsible companies whom are acceptable to the Town and licensed and authorized to do business under the laws of the State of South Carolina. The successful bidder shall affect insurance to protect the interest of the contractor, subcontractors and sub-subcontractors in the work. The successful bidder shall provide proof of such insurance to the Town by providing a Certificate of Insurance reflecting such coverage and adding the Town as a certificate holder. The Certificate of Insurance shall endorse the Town as an additional insured on all policies.

The successful bidder shall procure and maintain, at the successful bidder's own expense during the contract time, Liability Insurance as hereinafter specified.

- a) Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the successful bidder and protecting the successful bidder from all claims for personal injury; including death and all claims for destruction of or damage to property arising out of or in connection with any operations under this contract, whether such operations be by the successful bidder or subcontractor employed by the prime contractor.
- b) Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.
- c) Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The successful bidder shall procure and maintain, at the successful bidder's own expense during the contract time, in accordance with the provisions of the laws of the State of South Carolina Workers' Compensation Insurance, including occupational disease provisions, for all of the successful bidder's employees, and in case any work is sublet, the successful bidder shall require such subcontractor identically to provide Workers' Compensation Insurance, including an occupational disease provision for all the latter's employees unless such employees are covered by the protection afforded by the successful bidder. In case any class of employees engaged in hazardous work under this contract are not protected under the Workers' Compensation Law, the successful bidder shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.

## **Local Vendor Preference**

Article V, Division 2, Section 2-326, of the Town of Summerville Code of Ordinances states local vendor preference shall be given to those vendors who maintain a principal place of business (owned or rented)

within the town, as registered in official documents filed with the Secretary of State, the Internal Revenue Service, or state Tax Commission and hold a valid town business license.

**Response**

Bidders shall return sealed bids no later than **2:00 p.m. on Friday, July 22, 2016**. Bids submitted via facsimile machine, or e-mail, will not be accepted.

**Bids received after the scheduled opening date and time will be disqualified in accordance with the Town's Procurement Ordinance.**

**Bids may be hand-delivered or mailed to:** Town of Summerville  
Attn: Michelle Beltz, Purchasing Agent  
200 S. Main Street  
Summerville, SC 29483

**Indemnification**

To the fullest extent permitted by law, the successful bidder shall indemnify and hold harmless the Town and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or damage to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the successful bidder, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity that would otherwise exist.

**Town's Rights**

The Town reserves the right to; 1) waive any informalities or irregularities in the bid, 2) reject any or all bids, 3) select or refrain from selecting the bid of any bidder; and, 4) select the bid that is in the best interest of the Town.

This solicitation does not commit the Town to enter into a contract, to pay any costs incurred in the preparation of a bid, to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all bids received as a result of this request, to cancel in part or in its entirety this solicitation and to negotiate with any or all responsible bidders, if it is in the best interest of the Town to do so.

## **Bid Specifications** **Security System**

### **“Old Town Hall”**

#### Old Town Hall, First Floor:

Indoor Cameras: Four (4)

- Main Entrance Lobby
- Rear Exit
- Building Permit Window
- Business License Window

Doors with Card Access: Seven (7)

- Finance Director (Hall Access)
- Grant Writer
- Finance/Business License
- Assistant Finance Director (Hall Access)
- Break Room
- Building Permits/Inspections
- Inspector’s Office

Duress Buttons: Two (2)

- Receptionist Office
- Security Office

Security Camera Monitors for Security Office: Four (4)

*Note: The Town of Summerville IT Department will procure PC and monitors for Security Office.*

#### Old Town Hall, Second Floor (Municipal Court):

Indoor Cameras: Six (6)

- Keep two (2) existing Mobotix cameras
- Replace four (4) existing cameras with Mobotix compatible cameras
  - Bond court lobby (360° w/ audio)
  - Bond court (360° w/ audio)
  - Ticket window area (360° w/ audio)
  - Hallway (360° w/ audio)
- Add one (1) bullet camera at hallway intersection to jury room
- Add one (1) bullet camera to glass walkway

Doors with Card Access: Five (5)

- Court Offices
- Cash Office
- Records Office

- Bond Room
- Bridge Door (*Note: move existing key pad to jury room door*)

Duress Buttons: None (*Note: already installed; monitored by Alarm Control Integrators*)

Old Town Hall, Outdoor:

Outdoor Cameras: Three (3) – Day/Night, Outdoor, Vandal proof

- Corner of Old Town Hall, Main Street side facing North
- Corner of Old Town Hall, courtyard side facing South
- Flagpole area

## **Bid Specifications Security System**

### **“Town Hall Annex”**

#### Town Hall Annex, First Floor:

Indoor Cameras: Two (2)

- Lobby (360°)
- Hallway

Doors with Card Access: Three (3)

- Engineering Department
- Planning Department
- Employee Only Stairwell

Duress Buttons: One (1)

- Public Works Reception

#### Town Hall Annex, Second Floor:

Indoor Cameras: Three (3)

- Lobby (360°)
- Training Room (360°)
- Hallway (at intersection; 360°)

Doors with Card Access: Two (2)

- Hallway
- Main Hallway (Double Doors)

Duress Buttons: One (1)

- Second Floor Reception Area

Video Storage Device: IT Server Room

- Monitors and storage device must be compatible with existing Mobotix cameras
- All cameras must be High-Def with Power over Ethernet (POE)
- Contractor will provide camera monitoring software and storage capacity for video storage of up to thirty (30) days

#### Town Hall Annex, Human Resources Office:

Indoor Cameras: One (1)

- Lobby (360°)

Doors with Card Access: One (1)

- Exterior Door from Bridge (*Note: add buzzer system with peephole*)
- Duress Button: One (1)
- Human Resources Office Lobby

ID Badge and Proximity Reader Printer System:

- H.R. Director's Office
- Initial Order of 500 proximity cards

Town Hall Annex, Third Floor:

Indoor Cameras: Three (3)

- Lobby (360°)
- Council Chambers (360°)
- Hallway

Doors with Card Access: Three (3)

- Executive Conference Room (Hall)
- Executive Conference Room (Kitchen)
- Council Chambers (Single door in back of Chambers)

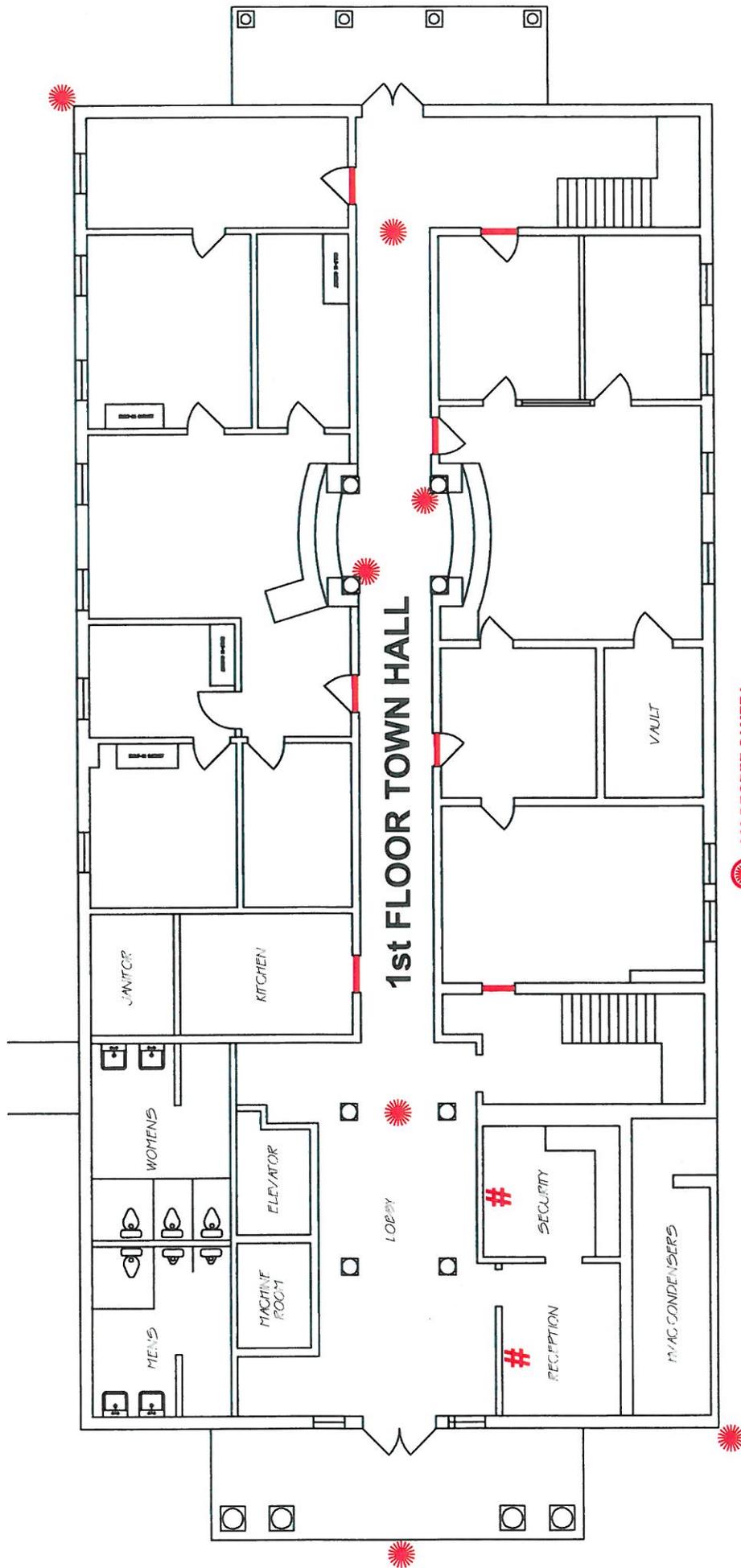
Duress Buttons: One (1)

- Clerk to Council Desk

Town Hall Annex, Outdoor:

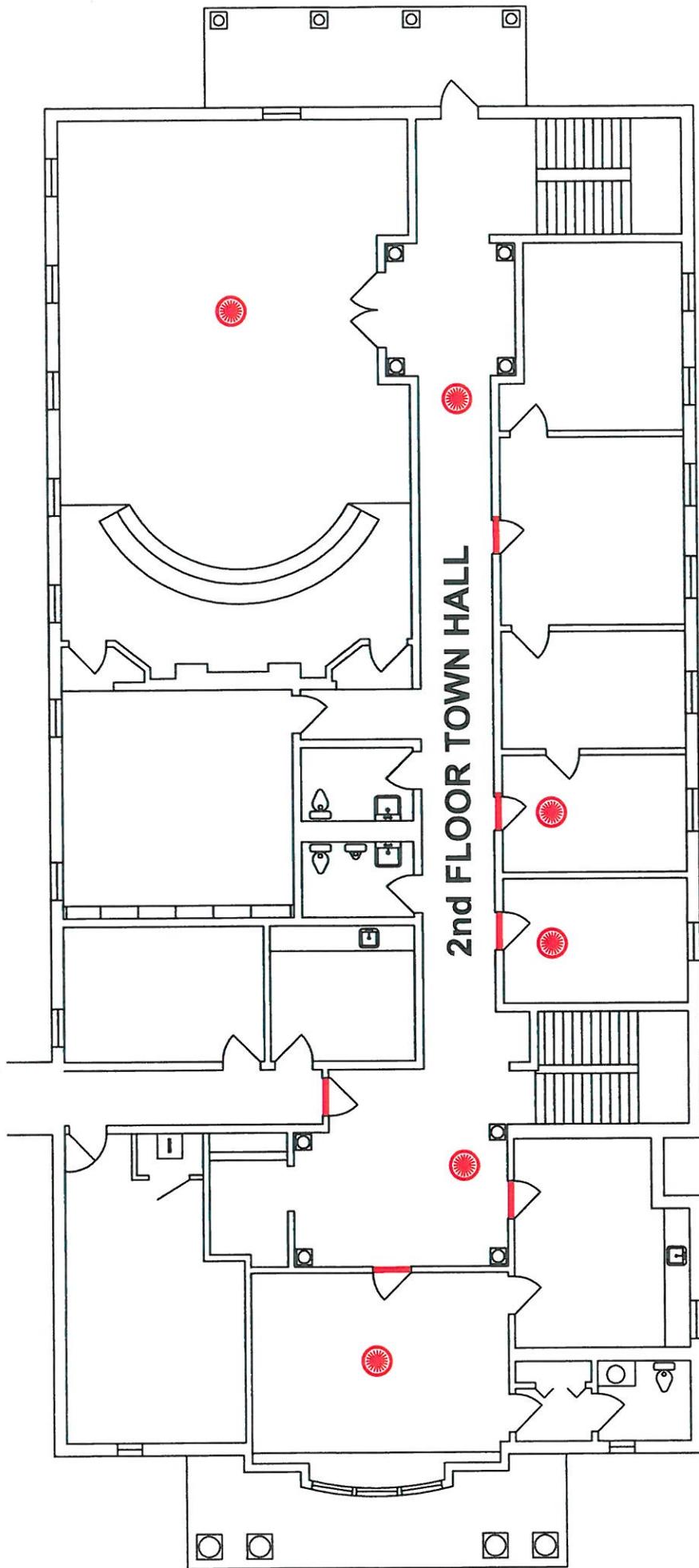
Outdoor Cameras: One (1) – Day/Night, Outdoor, Vandal proof

- Main Entrance (360°)



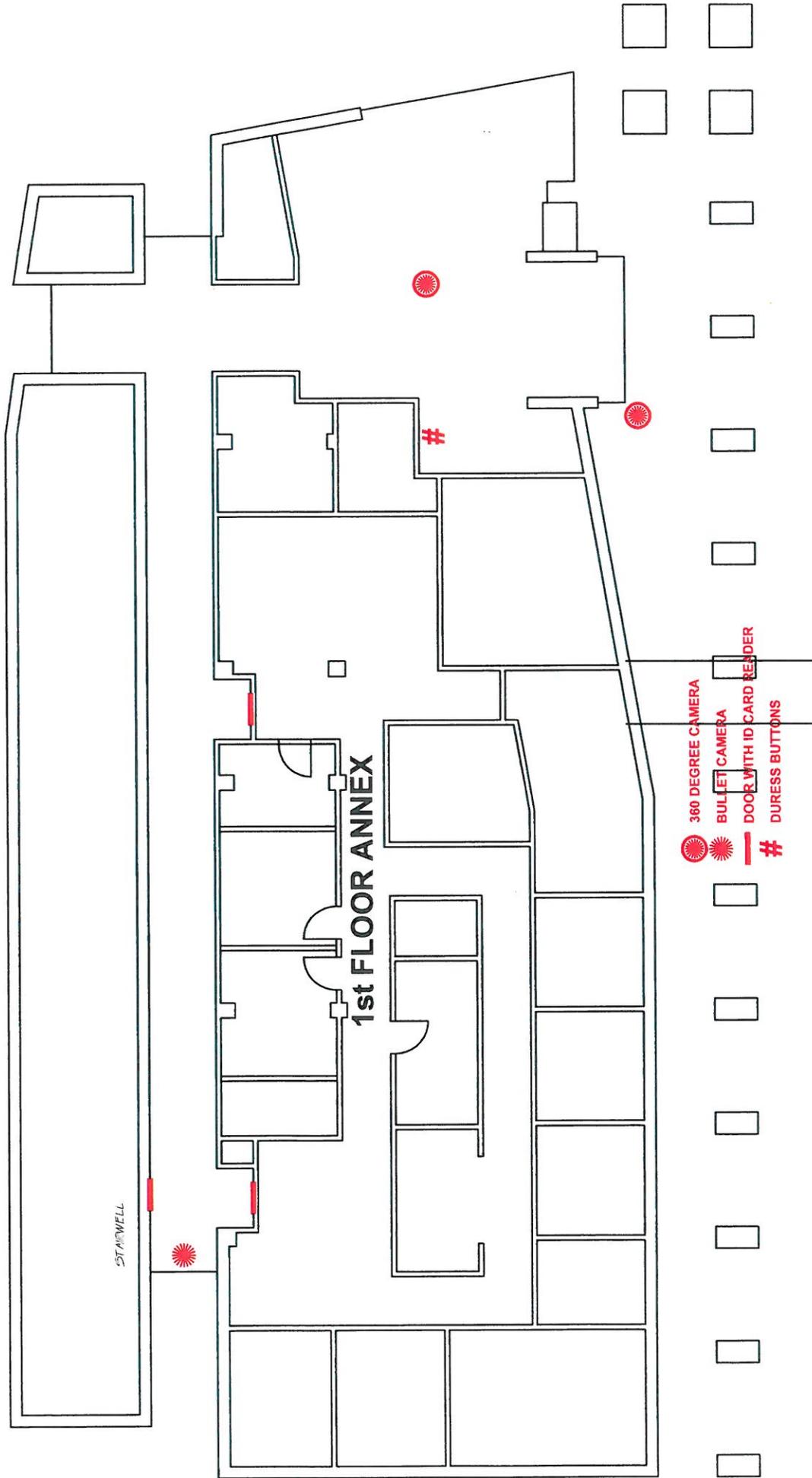
**1st FLOOR TOWN HALL**

-  360 DEGREE CAMERA
-  BULLET CAMERA
-  DOOR WITH ID CARD READER
-  DURESS BUTTONS



2nd FLOOR TOWN HALL

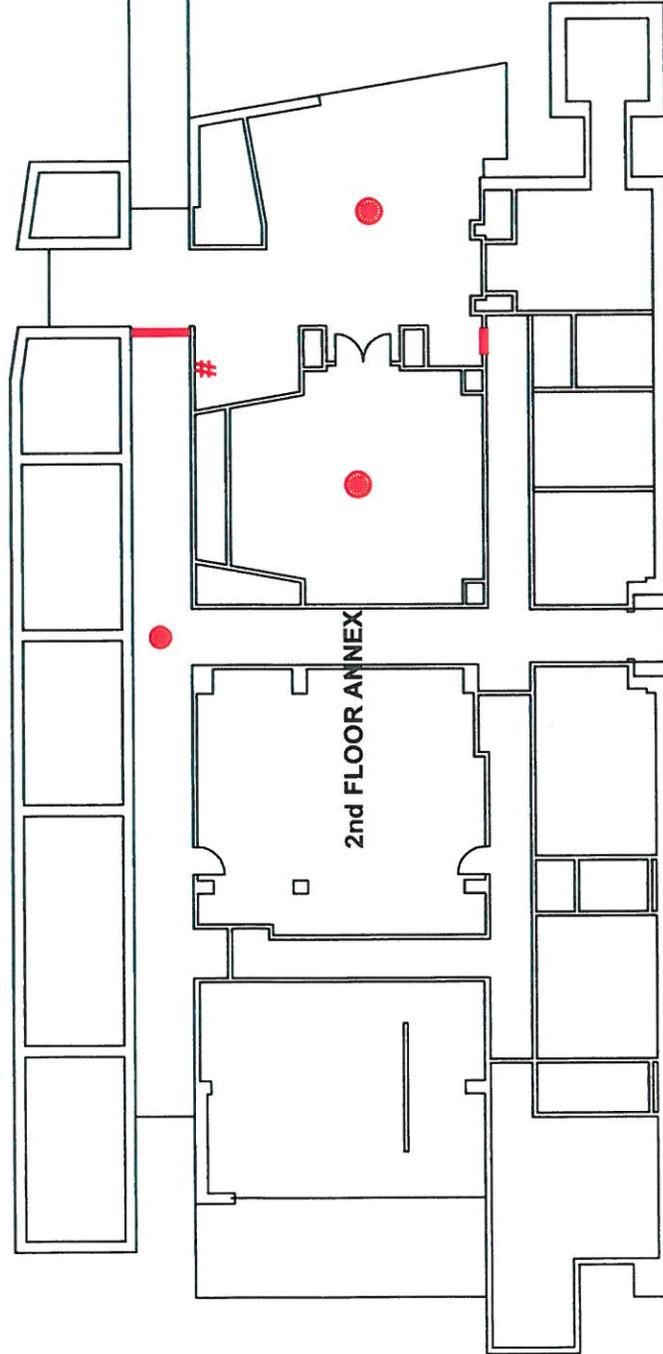
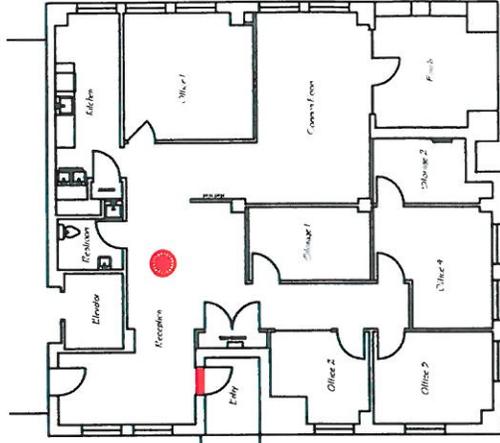
-  360 DEGREE CAMERA
-  BULLET CAMERA
-  DOOR WITH ID CARD READER
-  # DURESS BUTTONS



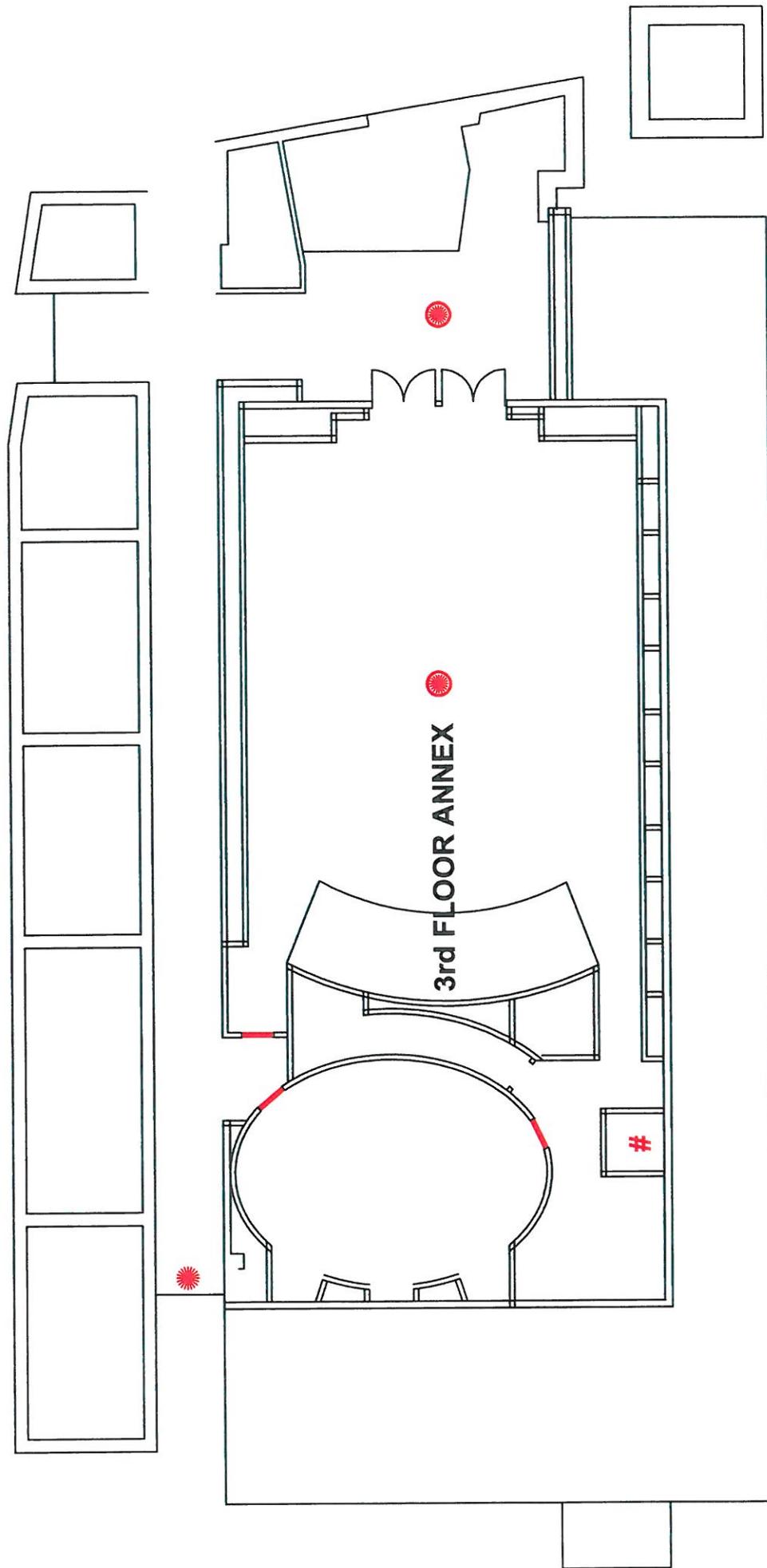
**1st FLOOR ANNEX**

STAIRWELL

-  360 DEGREE CAMERA
-  BULLET CAMERA
-  DOOR WITH ID CARD READER
-  DURESS BUTTONS



-  360 DEGREE CAMERA
-  BULLET CAMERA
-  DOOR WITH ID CARD READER
-  DURESS BUTTONS



360 DEGREE CAMERA



BULLET CAMERA



DOOR WITH ID CARD READER



DURESS BUTTONS