

**CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT**



**REQUEST FOR PROPOSALS**

**FOR A CONTRACTOR TO PERFORM SERVICES FOR SECURITY CAMERA  
INSTALLATION FOR A RESIDENTIAL PROGRAM OF THE CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**SUBMITTAL DEADLINE: ON OR BEFORE FRIDAY, JUNE 28, 2019 at 10:00 A.M.**

**CITY OF HAWAIIAN GARDENS  
REQUEST FOR PROPOSALS**

**SERVICES: FOR A CONTRACTOR TO PERFORM SERVICES FOR SECURITY CAMERA  
INSTALLATION FOR A RESIDENTIAL PROGRAM OF THE CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**PROPOSAL DUE DATE IS FRIDAY, JUNE 28, 2019 10:00 A.M.** to the following name and  
address:

**City of Hawaiian Gardens  
Community Development Department  
Attn. Gloria R. Thomas  
21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716.**

Proposals should be labeled **“Request for Proposal – For a Contractor to Perform  
Services for Security Camera Installation for a Residential Program of the City of  
Hawaiian Gardens Community Development Department**

If you have any questions concerning the RFP, please contact:

Gloria R. Thomas, Housing Rehabilitation Supervisor  
City of Hawaiian Gardens  
21815 Pioneer Boulevard  
Hawaiian Gardens, CA 90716  
(562) 420-2641 X237

Release Date: June 7, 2019

## **CITY OF HAWAIIAN GARDENS**

### **REQUEST FOR PROPOSAL**

#### **SUMMARY**

The City of Hawaiian Gardens (“City”) is seeking proposals from qualified and experienced licensed contractors to provide camera installation services for the City’s Window Security Bar Removal Residential Program. There will be one selected contractor who will be required to provide services for the installation of security cameras. The program is budgeted at \$50,000 for (FY) 2019-2020.

The Window Security Bar Removal Program is a voluntary program intended to improve the aesthetic of homes, increase curb appeal, and enhance the overall appearance of the City’s neighborhoods while boosting community pride.

The Program provides financial assistance to the City of Hawaiian residents to remove security bars from windows in exchange of installation of security cameras. The applicant may qualify to receive 4-8 cameras installed on their property depending on the configuration of their home. A property inspection of the home will be conducted to determine the number of cameras the property may require.

Applicants who choose to have security cameras installed will not be required to have internet service or a home computer. This is a low maintenance Program for which the resident should not anticipate a monthly maintenance fee for the camera(s) installed. The camera installation will be standard residential grade, low maintenance service, and traditional category 5 wiring, in which wires will be concealed where possible. Program applicants will also receive a monitor.

The City will award only one contract to the most qualified Contractor to provide the required services for the installation of cameras for residential homes.

## ABOUT THE CITY

The City of Hawaiian Gardens is a small City, located in the southeastern section of Los Angeles County, just east of the San Gabriel (I-605) Freeway. Adjacent cities include Lakewood to the north and northwest, Cypress to the east, and Long Beach to the south and west. The City covers slightly less than one square mile of land just west of the Los Angeles-Orange County boundary. The intersection of Carson Street and Norwalk Boulevard represents the approximate geographic center of the City, while also encompassing the major commercial corridors.

## HOW TO SUBMIT PROPOSALS

In order for proposals to be examined and evaluated by the Community Development Department, the City is requesting two (2) copies of any and all supportive materials. **Proposals must be received no later than 10:00 A.M, JUNE 28, 2019.** Late proposals will not be considered. Once received, the proposals and supplementary documents become property of the City. Please deliver proposals (hand deliver or ship) to:

City of Hawaiian Garden  
Community Development Department  
Attn. Gloria R. Thomas  
21815 Pioneer Blvd.,  
Hawaiian Gardens, CA 90716

## **I. GENERAL SPECIFICATIONS**

The City will select and award bids to licensed California Contractors in good standing with the California State Contractor License Board. The General Contractor shall perform the work with the standard of skill, care, and due diligence, of which a competent and suitable qualified person performing such services would reasonably be expected to exercise, and in accordance with the work specifications. The work shall be performed in a "Workman like Manner."

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the property Owner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of the contract by, the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible. The Contractor certifies its financial capacity to complete the project and pay all sub-contractors and vendors.

The Contractor will certify that the location of the proposed work has been examined to understand the nature of the work. The work should be complete within the time limit(s) specified and in accordance with the plans and work specifications.

After the Notice to Proceed has been executed, work must begin within ten (10) days from the date of the Notice to proceed is signed. Work will be completed within thirty (10) days from issuance of notice to proceed.

The contract time frame for this project may be for a period of one (1) year from the date of contract awarded, with the opportunity to extend the contract, based on performance.

## **II. CONTRACTOR REQUIREMENTS**

- A. The selected Contractor will be required to maintain in force at all times during the performance of their work the following policy or policies of insurance covering its operations:
  1. Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily injury and property damage with a combined single limit of \$2,000,000. The City shall be named as "additional insured" on all policies required to be furnished. Such insurance shall be primary and noncontributory with any other insurance maintained by the City of Hawaiian Gardens.
  2. Professional liability coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

3. Contractor shall provide one year labor warranty and one year material warranty on equipment.
4. Worker's Compensation coverage at statutory limits.
5. The contractor must meet the following requirements:
  - a. A valid C-10 State Contractors License in the proper category and in good standing or equivalent.
  - b. Contractor must have professional liability and property damage insurance.
  - c. Contractor must have City of Hawaiian Gardens Business License.
6. Staff will verify that contractor is in good standing with State License Board.

### **III. SCOPE OF WORK**

- A. Contractor shall install and program outdoor wireless cameras with a video surveillance system that includes DVR, cables, and connectors. Camera installation may be between 4-8 cameras depending on configuration of applicant's home and subject to review and approval by CDD Director.
- B. Typical placement of cameras to provide adequate surveillance shall include: front door, back door, off street windows, and other important places that will provide surveillance. Cameras installed shall provide good quality image and range, and be weatherproof.
- C. The installation of exterior cameras shall include CAT 5 wiring and wires should be concealed where possible.
- D. Contractor shall provide a digital video recorder that can record footage 24/7 and where the DVR storage matches the capacity of a 4MP camera installed. Contractor shall also provide monitor.
- E. The Contractor shall provide 1-hour training session on the use of camera system to Program participants.
- F. The entire camera installation should be a turn-key solution.
- G. The contractor will be required to submit costs for scope of work for each camera installation project that will be agreed between the City and the Contractor.
- H. The Contractor will be required to obtain a City of Hawaiian Gardens Business License. Please contact the City's Business License Department at (562) 420-2641 ext. 224 for information on application process and fees.

- I. Jobsite should be completely clean at the end of each workday. Remove, rubbish, and other waste material from the site.

#### **IV. CONSULTANT SELECTION**

A. The City will evaluate the proposals submitted, and select the most qualified contractor for the project. The proposals will be evaluated based upon several factors. These factors include the format, organization, and presentation of the proposal, the qualifications and experience.

B. The company should have considerable knowledge of security surveillance related to the installation residential security cameras.

C. In evaluating the proposals, the City will consider the following factors:

1. Cost based on proposed scope of work - Contractor shall submit a detail project cost that includes a diagram of a standard residential home, illustrating the installation locations that covers surveillance needs, prioritizing areas that should be covered and capture the best possible views. The diagram of the residential home, should also illustrate the specific location where cameras will be installed and the number of cameras needed. Contractor shall also include camera type and name of manufacturer.
2. Completeness of the proposal and compliance with the required format.
3. Experience working with the installation of security cameras for residential homes.

D. Upon receipt of Proposals, the City may select the most qualified contractor or may conduct additional interviews with the top three (3) ranked contractors. The City will negotiate final scope and fee with the most qualified of contractor.

#### **V. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL**

A. Proposals shall include the following information:

1. Contractor shall submit diagram of a standard residential camera installation – see IV C-1 for specifications.
2. Scope of work: The contractor shall include in its proposal a detailed scope of work and understanding of the process to undertake such projects and complete work that will be in compliance with all applicable rules, regulations, standards, and requirements.
3. Timeline: The preparation of the specifications will be required to be completed with the bid package due to be approved by the City Council on Tuesday, July 23, 2019. Company qualifications: Provide a summary of your contractor's general qualifications and service capabilities.

4. References: submit at least 3 references, including company name, contact person's name, and address, size of the company; number of employees, relevant project experience, and current phone numbers.
5. Include information of subcontractors, if applicable.

## **VI. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP**

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected Company. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

## **VII. PROPOSAL CONTENT**

- A. In order to be considered for selection, the respondent individuals or company shall submit a proposal using the following criteria:
  1. Copy of an active contractor's license for signs, C-10 (preferred but not required).
  2. Proposed cost of scope of work – see IV C-1
  3. Number of years the company has been in business and hourly rate.

## **VIII. ACCEPTANCE OF PROPOSAL CONTENT**

- A. City Staff will schedule interviews as quickly as possible and make a recommendation to the City Council for possible award of contract.
- B. It is likely that the content of the proposal of the successful bidder will be used in a legal contract of part of the agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

## **IX. INQUIRIES**

- A. If the contract company has any questions in regards to this RFP, contact: Gloria R. Thomas, Housing Rehabilitation Supervisor at (562) 420-2641, extension 237.

**X. LEGAL RESPONSIBILITIES**

- A. The contractor shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to, those pertaining to conflict of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The contractor shall at all times observe and comply with all such laws and regulations.

**XI. COSTS FOR PROPOSAL PREPARATION**

- A. The City of Hawaiian Gardens shall not be responsible for any costs incurred by any company for the preparation of any proposals including interviews.

**XII. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

- A. The City of Hawaiian Gardens reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

**XIII. LIABILITY INSURANCE REQUIREMENTS FOR CONTRACTOR**

- A. As a condition of awarding a contract, the company will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation at state-mandated minimums, and vehicle coverage including comprehensive and collision insurance naming the City of Hawaiian Gardens as additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.