



Tri-Valley Transit, Inc.

Hedding Drive, Randolph, VT Camera Installation RFP

The intent of this RFP is to secure a company to install security camera systems at our Hedding Drive, Randolph, VT location.

Scope of Work:

We are looking to have remote security cameras for the exterior of the TVT Bus Garage site located at Hedding Drive in Randolph, VT. We are looking to have 360-degree visual coverage of our building and the entire parking lot.

Proposal Requirements:

- 1) Contractor to provide a layout plan of the system and provide details of the coverage of facility and site.
- 2) Contract to provide the programming needed to access video recordings on/ off site.
- 3) Provide a system that has a minimum of a month recording capability.
- 4) Contractor will supply the installation timeline and will install the system with a timeframe that does not hinder operations. Installation must take place during the week and cannot cause significant power down times between the hours of 5-9 am and 2-5 pm.
- 5) Contractor will supply training to owner and staff.
- 6) System installed will have a minimum of a 5-year warranty.
- 7) System to be installed before 3/30/2022.
- 8) Acknowledgement of Receipt of Federally Required Third Party Clauses, located on our website (Federal Required Third Party Contract Clauses and Acknowledgement on the last page of the attached addendum).
- 9) A COI (accord page) insurance document to be submitted with bid documents.

Contract Provisions for Federally Funded Projects:

Contractor must follow the regulations for federally funded projects as noted in the attached Addendum. It is the contractors responsibility to provide an acknowledgement of their agreement to abide by these regulations, this acknowledgement is attached within the Addendum.

In accordance with the Governor of Vermont's Executive Order 01-20 and all Addenda thereto, the Contractor shall conduct work in a cautious and safe manner to prevent the spread of COVID-19. Work practices and training of Contractor personnel shall be in compliance with the latest guidance from the U.S. Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Local health departments and any applicable state executive orders and addenda.

Tri-Valley Transit, 297 Creek Road, Middlebury, VT 05753

info@trivalleytransit.org | 802-388-2287 | www.trivalleytransit.org

Addison Office, Middlebury 802-388-2287 | **Orange/N. Windsor Offices**, Randolph & Bradford 802-728-3773



Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority-and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

All proposals are the property of TVT upon submission. Any expenses incurred to prepare or submit this RFP are the responsibility of the applicant. TVT reserves the right to reject any and all proposals or to cancel this RFP in part or in its entirety if it is in the best interests of TVT. The RFP does not obligate TVT to award a contract. Any bid received after the “deadline for submission of bids” shall be declared late and will be rejected.

Any solicitation, award, procurement, and activity involved with the project shall be done in conformance with Title VI of the 1964 Civil Rights Act, such that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

Payment Terms

Tri-Valley Transit Inc. adheres to a net 30 payment schedule, deviations from the payment schedule may be discussed.

Evaluation of bids:

Criteria proposals will be judged on:

- Adherence to minimum scope 30%
- Availability to perform work within guidelines 40%
- Comparison of specs to other bids, minimum requirements met 10%
- Total performance value in comparison to cost 20%

Submission Requirements:

Electronic copies of the proposal should be sent to angela@trivalleytransit.org and jmccallen@trivalleytransit.org.

If you would like to include hard copies, envelopes should be addressed to:

Tri Valley Transit, Inc.
Attention: Angela McCluskey, Procurement Administrator
297 Creek Road
Middlebury VT 05753

Bids will be due no later than December 29, 2021 at 2:00pm.

It is the applicant’s responsibility to ensure that proposals are complete and delivered by the deadline time and date as indicated above. Incomplete or late proposals received after the stated deadline may not be accepted or returned.

Questions

Submission of questions regarding the project scope of work or site visits should be completed by December 21, 2021, please contact Jade McClallen at jmccallen@trivalleytransit.org . All potential bidders submitting questions will receive all questions and corresponding answers no later than December 22, 2021.

Timeline

RFP release	December 15, 2021
Deadline for questions	December 21, 2021
Deadline for pre-proposal opening protests	December 23, 2021
Deadline for proposals to be submitted	December 29, 2021
Deadline for post-proposal protests	January 5, 2022
Date of vendor selection	January 7, 2022
Deadline for post-award protests	January 10, 2022
Date contract is implemented	January 12, 2022

