



Corpus Christi
HOUSING
Authority & Affiliates

REQUEST FOR QUOTATIONS (RFQ) No. Q19002

Security Monitoring & Support Services

DATE: January 3, 2019

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org

Quote responses are due on **Friday, January 18, 2019 at 3:00 p.m. Central Standard Time**. Email signed responses to Procurement@hacc.org or hand carry to the Corpus Christi Housing Authority, Procurement Office located at 3740 S. Port, Corpus Christi, Texas 78415.

Note: 1. The term is for one initial year with an option to extend one additional year.
2. Vendors may contact Procurement at (361) 889-3373 or email Procurement@hacc.org to schedule an appointment to view equipment.

Brian Bray C.P.M.
Vice-President of Procurement

Signature and submission of this response shall serve as evidence that the Contractor understands and agrees to all conditions of the Request For Quotations.

Company Name

Printed Name of Authorized Representative

Signature

Address

Phone Number

E-Mail Address

Date

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1.0 THE AGENCY’S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 **Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
- 1.2 **Right to Not Award.** Not to award a contract pursuant to this RFQ.
- 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 **Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 **Right to Prohibit.** At any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is soliciting pricing for Security Monitoring & Support Services. See attached Scope of Work.

3.0 Offer’s Experience: Offerors must complete the following information and return as part of the RFQ response. Offerors must provide a list of similar accounts for the last 5 years using the following sample format:

Client Name, Description & Location	Contact Name/Phone Number/Email	Annual Contract Amount	Dates of Service
ABC Housing Authority Monitoring Services Somewhere, USA	Name Phone Email	\$\$\$\$\$	January 1, 2014 – December 31, 2016; or January 1, 2017 - present

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4.0 PROVISIONS.

- 4.1 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
- 4.2 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 4.3 Award Period.** The award period is for one year with one additional one-year option to renew.
- 4.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 4.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 4.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
- 4.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 4.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.

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- 4.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are quoted by Approved Vendors.
- 4.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations. Industry and manufacturer standards apply.
- 4.7 Jurisdiction of Law.** The laws of the State of Texas shall govern. The parties agree that Nueces County, Texas is the appropriate forum for any action relating to this contract. Should any party hereto retain counsel for the purpose of initiating litigation or arbitration to enforce, prevent the breach of any provision hereof, or for any other judicial remedy, then the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses incurred thereby, including, but not limited to, reasonable attorney's fees and costs incurred by such prevailing party.
- 4.8 Indemnification.** Offeror shall fully indemnify, save, and hold harmless the Agency, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever based on personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of the contract, unless such injury, loss, or damage is caused by the sole negligence of the Indemnities. Offeror shall at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and/or actions.
- 4.9 Commitment of Current Revenue:** The Agency, by law, reserves the right to terminate this contract at the expiration of each budget year. The contract is conditioned on a best effort attempt to obtain and appropriate funds for payment of the award and the continuing right to terminate. This award is a commitment of current revenues only.
- 4.10 Warranty.** All products shall have a standard commercial or manufacturer's warranty.

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1 – General Information

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to any contracts within the last fifteen years?

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(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

(2) Resident Participation. Are you claiming a Resident participation business preference? Yes No

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, either in hard copy or referenced. Pursuant to all RFQ Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within.

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**Statement of Work
Security Monitoring & Support Services**

Background/Introduction:

The Housing Authority is requesting quotes for Security System Monitoring and Support Services.

Current system is comprised of Radionics (Bosch) D7412GV/D9412GV2 alarm panels and the local RPS monitoring software. Some equipment may have been upgraded. Within 10 days of award, successful vendor must provide CCHA an updated inventory of existing monitoring equipment.

Scope:

The Corpus Christi Housing Authority (CCHA) has existing alarm systems within the complex that uses existing, operational alarm sensors and control panels, key panels, key pads, door contacts, glass breaking sensors, motion detectors, manual and wireless panic switches, and/or typical dial-put functions. The existing security has the capability to meet features commonly available in current integrated security systems like on-site centralized monitoring by utilizing the existing Radionics 7412/9412GV2-GV3 alarm panels and the local RPS monitoring software. Successful vendor must have capability to monitor and support existing system and equipment.

On-site system validation shall be required. The security monitoring system should utilize existing serviceable sensors and wiring.

Detailed Work/Service Requirements/Measures/Deliverables:

The complex-wide security system monitoring (24/7) shall be based on the monitoring of all remote locations.

The remote security monitoring contractor shall utilize a compatible alarm interface designed to receive, display and log multi-location monitoring data received. The in receiver shall receive and process unique monitoring data from all CCHA sites and interface seamlessly with the remote security monitoring system.

PC Monitoring Software (If required)

The monitoring software shall, but not limited to, interpret, alert (without operator interaction if desired) track, record and maintain alarm data including account configuration for the remote sites. The monitoring software shall typically include detailed event and alarm reporting.

Alarm Reports:

Triggered events and alarms will be formally documented per event and submitted by email to the affected Property Manager and the IT department. Designated alarm zones shall require a Corpus Christi Police Department alert for policing the alarm.

Contractor

Required Reports: Weekly email report for the previous week's activity or a platform/software that allows administrator access for the CCHA representative to review as needed.

Current Monitoring Alarm System Inventory. (Must be verified and updated by Vendor)

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Location	Panel Type	Proximity Card	Doors	Area	Points	Camera Mfg	Cameras
Central Office 3701 Ayers	D9412GV2	Yes	8	1	32	Argus	5
Alaniz Gardens 3801 Violet	D7412GV2	Yes		2	8	Super Rite Master	10
CFP/Procurement 3740 S. Port	D7412	Yes	1	1	16	Speco	6
Clairelaine Gardens 1410 Arlington Dr.	D7412	Yes	2	2	8	ClearPix IP System	11
Corban Townhomes 1455 Corban Dr.	Vendor Verify						
Fee Center (Oaker) 1435 Sulaine Pl.	D9412GV3	Yes	2	1	12	None	0
Hampton Port 6130 Wooldridge Rd.	Vendor Verify						
La Armada I & II 1455 Southgate Dr.	D9412GV3	Yes	4	2	8	Speco	6
La Armada III 1401 Tompkins St.	D7412	Yes	2	2	12	Speco	4
Maint A, B, C 1425 East Dr.	D7412	No		3	16	None	0
Leeward Homes 2800 Sacky Dr.	D7412	No		2	12	Unknown	7
McKinzie Manor 2842 McKinzie Rd.	D7412	No		1	8	Super Rite Master	5
Navarro Place Office 180 N. 19 th St	D7412	Yes		2	8	Speco	2
Navarro Place Maint. 160 N. 19 th St	D7412	Yes		2	8	Speco	2
Painter Building 1451 Roosevelt Dr.	D7412	No		1	8	None	0
Parkway Homes 2614A Houston St.	D7412	Yes	2	3	8	None	0
Ruthmary Price Place 4117 Gollihar Rd.	D7412	Yes	2	3	10	ClearPix IP System	13
Sea Breeze 809 Derry Dr.	Vendor Verify						
Treyway Terrace 2022 Treyway Ln.	D7412	Yes	2	3	12	ClearPix IP System	17
Wiggins Homes 2320 Buford St.	D7412	Yes	2	4	21	Scallop	2

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RFQ 19002 – Security Monitoring Support Pricing Sheet			
	Location	Monthly Amount	Total Annual Amount
1	Central Office 3701 Ayers		
2	Alaniz Gardens 3801 Violet		
3	CFP/Procurement 3740 S. Port		
4	Clairelaine Gardens 1410 Arlington Dr.		
5	Corban Townhomes 1455 Corban Dr.		
6	Fee Center (Oaker) 1435 Sulaine Pl.		
7	Hampton Port 6130 Wooldridge Rd.		
8	La Armada I & II 1455 Southgate Dr.		
9	La Armada III 1401 Tompkins St.		
10	Maint A, B, C 1425 East Dr.		
11	Leeward Homes 2800 Sacky Dr.		
12	McKinzie Manor 2842 McKinzie Rd.		
13	Navarro Place Office 180 N. 19 th St		
14	Navarro Place Maint. 160 N. 19 th St		
15	Painter Building 1451 Roosevelt Dr.		
16	Parkway Homes 2614A Houston St.		
17	Ruthmary Price Place 4117 Gollihar Rd.		
18	Sea Breeze 809 Derry Dr.		
19	Treyway Terrace 2022 Treyway Ln.		
20	Wiggins Homes 2320 Buford St.		
	Total Monitoring Svc		\$
21	Allowance for equipment/repair		\$7,500 annually