

MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

LITTER ORDINANCE VIOLATION DETECTION AND ENFORCEMENT CAMERA SYSTEM

22-001-FL

68-087

95-944

99-050



MACON-BIBB COUNTY

ISSUE DATE: August 30, 2021

DUE DATE: September 16, 2021

Macon-Bibb County Procurement Department

(Attn: Franklin Lawson)

700 Poplar Street Suite 308

Macon, Georgia 31201

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal for **Litter Ordinance Violation Detection and Enforcement Camera System** (original **plus 3 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on September 16, 2021, for **Litter Ordinance Violation Detection and Enforcement Camera System, Bid 22-001-FL** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

All questions or concerns regarding the RFP should be made via email only.

flawson@maconbibb.us

The Deadline for questions is September 7, 2021 at 5:00 PM EDT.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposal may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP Enter 22-001-FL – Litter Ordinance Violation Detection and Enforcement Camera System

Macon-Bibb County Procurement Department

700 Poplar Street

3rd Floor, Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Cost Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein.
- Licensed to do business in the State of Georgia.
- Financially and legally responsible to perform the services included herein.

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential award.

II. BACKGROUND

The Macon-Bibb County Commission has noticed that the public streets and roads in Macon are covered in an unacceptable amount of litter. The litter creates a significant burden for the Public Works Department which must dedicate resources to removing the litter from the roadways in addition to other Public Works duties. A significant source of the litter is trash thrown from vehicles traveling on public roads. Macon-Bibb County is seeking a contractor to assist with efforts to deter motorists from littering our public roads and greenways. The contractor must be able to provide the services described herein to install a camera system along public roadways, detect littering thereon, and issue citations to persons who violate Macon-Bibb County’s litter ordinance.

III. SCOPE OF SERVICES

This request for proposals is issued by Macon Bibb County, Georgia Procurement which is seeking to procure anti littering security monitoring services to include camera equipment and installation of cameras in areas within the city located near roadways and areas susceptible to littering. Contractor shall provide all services, supplies, and equipment related to the monitoring of the anti-littering security services.

REQUIREMENTS

- Contractor shall provide anti-littering monitoring security service and installation and maintenance of camera equipment.
- The Contractor shall work with law enforcement in successfully issuing citations to the owners of vehicles from which litter is illegally discarded.
- The Contractor shall provide regular service checks twenty-four (24) hours per day, seven (7) days per week, weekends, and holidays.
- The Contractor shall provide emergency repair and service on an as needed basis.
- All equipment will be set up in areas located near roadways most susceptible to the crimes of illegal dumping or littering throughout Macon Bibb County and must be installed for outdoor use, hardened and weatherproof.
- The equipment must have sufficient field of view to be capable of capturing video and/or or time lapse images of moving vehicles traveling up to 50 MPH and clear images of the vehicles' license plates numbers. The equipment must be capable of capturing color or monochrome images by day and monochrome by night.
- The Camera must have dual scheduling capability which powers the camera on/off by day of week and time. The equipment shall be motion activated.
- All equipment must be suitable for mounting in different locations. (Nine Cameras).
- System should allow for instantaneous retrieval of images. System shall include archive for a minimum of thirty (30) days, back-up solutions including local disk/media and offsite cloud storage.
- System should be designed with each camera as a stand-alone unit or in a manner that will allow for expansion with additional camera.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Contractors Background

- Letter of Interest
- History of the Contractor (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Enter additional elements of experience relevant to RFP scope.

Project Approach

- Detailed plan for accomplishing the (**Litter Ordinance Violation Detection and Enforcement Camera System**).

Project Timeline

- Provide a project schedule outlining each identified deliverable.

Cost Proposal

- Provide prices on the form included.
- This form must be included in a **separate sealed** envelope marked "**For Cost Phase Only**"
- **Although cost is a significant factor, it will not be the dominant factor. Cost will be given more importance when all the other evaluation criteria are relatively equal. The general approach is to first identify all qualified, responsive proposers and then to award the proposal to the lowest cost proposer.**

V. SCORING (total possible number of points = 100)

Experience – Maximum 35 points

Project Approach – Maximum 20 Points

Project Timeline – Maximum 20 Points

Price – Maximum 25 Points

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.