



SAGINAW COUNTY
REQUEST FOR PROPOSAL
CAMERA PROJECT AT 618 CASS STREET

PROJECT-SCOPE

The Saginaw County Emergency Management Office is seeking proposals to provide new cameras for the Early Voting Center located at 618 Cass Street, Saginaw, MI.

Saginaw County will accept any questions submitted by email to: (ksuppes@saginawcounty.com)

PROJECT/SCOPE REQUIREMENTS

Project 1 Description:

- Install a 2MP IP dome camera in an interior vestibule.
- Run and conceal above-ceiling Cat6 plenum cable and connect the camera to an existing network switch (est. distance 300').
- Aim and focus the camera to capture people entering through the main door of the building.

Project 2 Description:

- Install a 5MP x4 lens 360-degree IP dome camera on an exterior corner of the 911 building at a height of approximately 15' AGL. The 911 building is a two-story brick structure.
- Run and conceal above-ceiling Cat6 plenum cable and connect the camera to an existing network switch (est. distance 300').
- Aim and focus the camera to provide coverage on the west and south side of the building, including street views.

Project 3 Description:

- Install a 2MP x4 lens 360-degree IP dome camera integrated with a 40X PTZ camera on the northeast corner of the 911 building at an approximate height of 30' AGL. The 911 building is a two-story brick structure.

- Run and conceal above-ceiling Cat6 plenum cable and connect the camera to an existing network switch (est. distance 300').
- Aim and focus the camera to provide coverage on the north and east sides of the building, including the parking area.

Prohibited Camera Manufacturers:

Hikivision, Huawei, Duhua, Hytera, ZTE, and any other camera manufacturer prohibited by the National Defense Authorization act or other Federal or State law, rule, or guideline.

PROPOSAL SUBMITTAL

Sealed Proposals will be due and publicly opened at **1:00 p.m. on Thursday, July 17, 2025**, County Administrator's Office, first floor conference room, 111 South Michigan Avenue, Saginaw, Michigan. All proposals must be sealed and clearly marked "CAMERA PROJECT-618 CASS" to ensure the proposal is not lost, misplaced or opened y; the name and address of the proposer must be on the outside of the mailing envelope. Late proposals will not be considered.

All proposals submitted must be accompanied by at least three (3) references, including the name of the contact person, facility, address and phone number. References submitted should include similar work

All proposals must be submitted in a sealed envelope or package and must include the following information on the exterior of the package:

- Bidder's Business Name and Address
- RFP Response – Camera Project (618 Cass)
- Send Proposals to: Kelly M. Suppes, Purchasing/Risk Manager, 111 S. Michigan Ave., Saginaw, MI 48602

****DO NOT PUT YOUR PROPOSAL IN THE COUNTY DROP BOX.**

It is the responsibility of the Bidder to ensure that the proposal arrives on time and in the right place. Any proposal received after the above date and time will be disqualified.

PUBLIC INFORMATION

All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the County.

CLARIFICATION OF RFP

Any request(s) for clarification of this RFP shall be made in writing to Kelly Suppes, Purchasing/Risk Manager at ksuppes@saginawcounty.com. Any required addendum will be posted to all prospective bidders. Verbal comments are not part of this solicitation.

SITE VISIT

Any Vendor requesting a site visit, must schedule with Lt. Mark Przybylski, Emergency Management Office at (989) 790-5434 or email mprzybylski@saginawcounty.com

RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

The County reserves the right to reject any or all proposals for sound, documentable business reasons, to award the contract, not award the contract, split the award after review of the proposals, and award more than one (1) contract. The County reserves the right to reject low proposals or to accept a higher proposal, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. The County reserves the right to award the project or serve to the bidder it deems to best serve the overall interests of the County and reserves the right to accept or reject all proposals received in response to the RFP.

BIDDERS RESPONSIBILITY TO UNDERSTAND REQUIREMENTS OF PROPOSAL

Bidders are expected to examine the RFP requirements and all instructions. Failure to do so shall be at the Bidder's risk. The proposal shall substantially conform to the terms, conditions, and specification of the RFP, otherwise, it may be declared nonresponsive and rejected. Bidder shall provide a straightforward, concise description of the capabilities to satisfy the requirements of the RFP. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, then the bidder is advised to email and have the portion in question clarified.

CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to the RFP will be on file in the Administrator's Office and be posted on the County website. It is the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract, and all bidders shall be bound by such changes or addenda.

INTERVIEWS/PRESENTATIONS

The County reserves the right to interview qualifying bidders as part of the evaluation process if deemed necessary.

DETAILED COST PROPOSAL

Describe in detail the pricing to meet the scope of services specified above. Include a description and proof of your process for ensuring the project cost remains within budget and is completed on time. Include this on a "Proposal Pricing Form".

The costs proposed shall be held firm for 120 days or final award of contract, whichever comes first, except the successfully proposal prices shall be held firm for the entire contract period. The terms and provisions of this RFP and the Bidder's response shall become contractual obligations of a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

AWARD

Proposals will be evaluated on the basis of factors presented in this section, which are listed in order of importance.

The County will award the Vendor with the highest-scored proposal that represents the best value. Price is relatively less important than the other criteria as a whole. Award will only be made to a responsive and responsible firm. This solicitation will result in a firm, fixed price contract.

- Project Approach/Solution – 40% (40/100)

Explain the general approach to meet this project's goals, including technologies offered, technical capabilities, installation timeline, employee training, warranty and ongoing technical support.

Describe your understanding of the requirements presented in this scope of work and your firm's demonstrated expertise to perform the type of work requested.

- Qualifications and Experience – 30% (30/100)

Describe the qualifications of the firm, including years in business and successful experience with at least three similar projects.

Provide a minimum of three references, public transit or government agencies to which the firm has provided similar services, or other entities that are familiar with the work of the firm. Include the address, phone number, email and contact name for each reference.

Provide the expertise and names of the staff that will be responsible for supporting this project.

- Warranty – 15% (15/100)

Scope of coverage, response time, availability of dispatching service team.

- Price – 15% (15/100)

The price provided in the Price Proposal Form will include the cost for the Cameras and Installation as requested in this RFP and any amendments to and will be evaluated based on the following formula: lowest proposal price divided by the proposal price being evaluated multiplied by the available points.

VENDOR APPEAL PROCESS

Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Administrator. All appeals shall be made in writing to the County Administrator with a copy to purchasing within five (5) business days of the Notice to Award. The County Administrator will take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) business days. This response shall be documented in writing in the bid file.

EXECUTION OF CONTRACT

Each proposal is received with the understanding that an acceptance in writing by the County of the offer to furnish any or all services and materials described shall be implemented by a written contract to be approved by the County between the Bidder, as the independent contractor, and the County. This contract shall bid the Bidder to furnish and deliver the services proposed at the prices stated and in accordance with the conditions of said accepted proposal. It is agreed that the successful Bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title, or interest in or to the same, or any part thereof, without previous consent of the County and any sureties.

LIABILITY FOR COSTS

The County is not liable for any costs incurred by Bidders with regard to this RFP.

INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain insurance not less than the limits set forth below.

- Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with all applicable Statutes of the State of Michigan.
- Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured's". The County of Saginaw, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- Cancellation Notice - All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Saginaw County Purchasing Department, 111 S. Michigan Ave., Saginaw, Michigan 48602."
- Proof of Insurance - The Contractor shall provide to the County of Saginaw at the time the contracts are returned by it for execution, a copy of certificates of insurance for each of the and policies mentioned above. If so requested, certified copies of all policies will be furnished.

INDEMNIFICATION AND HOLD HARMLESS

The Bidder shall, at its own expense, protect, defend, indemnify and hold harmless the County of Saginaw, its elected and appointed officials, employees and volunteers, and others working on behalf of the County of Saginaw against any and all claims, damages (including, but not limited to direct, indirect, incidental, consequential, special, and punitive damages), costs, lawsuits, and expenses including, but not limited to all costs from administrative proceedings, court costs, and attorney fees that may incur as a result of any acts, omissions or negligence of the selected Bidders, its employees or agents, or its subcontractors of any of their officers, employees or agents which may arise out of the contract.

IRAN LINKED BUSINESS

In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, *et seq.*, effective date 4/1/13, all vendors must certify that they are not an "Iran Linked Business" to submit a proposal. The Act prohibits individuals who have economic relations with Iran from submitting proposal on RFPs with the State or any other public entity. The Act also includes penalty provisions for submittal of false certifications. (See Attachment A)

NON-COLLUSION

Bidder declares that the proposal is not made in connection with any other Bidder submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

LOCAL, STATE AND FEDERAL LAWS

All Bidders shall comply with all Local, State and Federal laws, ordinances, rules and regulations. Ignorance on the part of the Bidder shall not in any way relieve the Bidder from responsibility for compliance with said laws and regulations or any of the provision of these documents.

CONTRACTOR REQUIREMENTS

- Bonding: The Contractor awarded the project will be required to provide a Payment and Performance Bond for this project. All Costs for the Bond must be included in your bid. **The P&P bond requirement only applies if your bid exceeds \$50,000.00.**
- Warranty: Parts and Labor must be warranted for a minimum of one (1) year from the date of completion of the work. (Please submit your warranty information)
- Field/Site Measurements: All measurements are estimated and must be verified by Contractor.
- Changes: Any alteration or deviation from the above-described work must be requested and approved in writing including the cost of the change.
- Schedule: Contractor must provide a tentative timeline/schedule of work if awarded the project.
- Compliance: The Contractor shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- Permits/Licenses: The Contractor shall obtain all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work specified herein.
- Site Visits/Contact: Please contact Lt. Mark Przybylski @ 989-790-5434 if you wish to come to the facility and do a site inspection.
- Cost Proposal: Please provide a detailed cost proposal to ensure if changes need to be made that a cost modification can be calculated.

ATTACHMENT A

VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311, *et seq.*), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS,” as defined by law.

VENDOR	
Legal Name	
Street Address	
City	
State and Zip	
Corporate ID # / State	
Taxpayer ID #	

(please complete in its entirety)

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311, *et seq.*, and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below certifies that the Vendor is NOT an “IRAN LINKED BUSINESS” as defined by MCL 129.311, *et seq.*, and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the County of Saginaw.

Signature of Vendor’s Authorized Agent:

Printed Name of Vendor’s
Authorized Agent:

Witness Signature:

Printed Name of Witness: