



**REQUEST FOR PROPOSAL (RFP)  
#041423**

**IP SECURITY CAMERA SOLUTION & SYSTEMS**

**IMPORTANT**

**THIS IS A REQUEST FOR COMPETITIVE BIDS.  
ALL BIDS ARE TO BE EMAILED ONLY TO  
[adelre@cc-si.org](mailto:adelre@cc-si.org)**

**CATHOLIC CHARITIES OF STATEN ISLAND  
6581 HYLAN BLVD.  
STATEN ISLAND, NY 10306**

**DATE: 4-14-2023**





## TABLE OF CONTENTS

1.	OUR MISSION	3
2.	PROPOSAL GUIDELINES	3
3.	PROJECT PURPOSE AND DESCRIPTION	4
4.	DEMO SUMMARY	5
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE	4
6.	BIDDER QUALIFICATIONS	5
7.	INSTRUCTIONS TO BIDDERS	6
8.	CONTRACT AWARD	6
9.	INSPECTION AND TESTING	6
10.	INSURANCE REQUIREMENTS	7
11.	INDEMNIFICATION	7
12.	ASSIGNMENT	7
13.	TERMINATION	8
14.	QUESTIONS	8
15.	PAYMENT TERMS	8
16.	MBE/WBE	8
17.	VENDOR REQUIREMENTS	8





## 1. OUR MISSION

Catholic Charities of Staten Island (CCSI) is a not-for-profit agency of the Archdiocese of New York, founded in 1871 by Father John C. Drumgoole, has always responded with services for those in need.

The Mission response continues in the tradition of Father Drumgoole and its Catholic heritage. In line with the Gospel mandate and the social mission of the Catholic Church, it seeks to promote family life, create a caring and healing community, and to allow all those it serves the realization of their God-give potential. The Mission strives in all its programs to promote the universal ideals of justice, peace and compassion and to work in concert with other community resources.

As the population of Staten Island increases and the need for large congregate care programs serving geographically diverse populations decreases, the Mission directs its services to the residents of Staten Island.

These services include infant and pre-school day care; residential and other programs for developmentally challenged youth; social services to families in crisis to enhance relationships, build upon strengths and achieve stable healthy family lives; assistance to senior citizens to maintain relationships, function as independently as possible and contribute of their experience and wisdom in intergenerational programs, and to share its resources with parish communities.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until April 30, 2021. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. (cont'd)





Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Catholic Charities of Staten Island.

### **3. PROJECT PURPOSE AND DESCRIPTION**

**The purpose of this project is as follows:**

#### **PROJECT SCOPE: CURRENT SYSTEM, NEW SYSTEM**

The current CCTV system operates on our network infrastructure. Currently, we use a CCTV system which is administered in the CCSI Admin building. The system can be viewed from a computer via a web browser, has the ability to show historical video while recording, can adjust to daylight and nighttime vision, has the ability to download video.

The current system is limited to 14 cameras hardwired into a conventional DVR.

We are looking to:

- Replace our current CCTV system and expand it to 16 or more cameras.
- Have a scalable system for future growth.
- Have the capability of retaining video for longer periods of time.

### **4. SCOPE OF WORK**

CCSI is requesting proposals from qualified firms interested in providing Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware, a Video Management System, Support, Maintenance, Warranty, Cabling and Training. This system will replace our current CCTV system at the CYO Anderson Avenue facility. The CYO building has 3 floors and several outdoor areas that require camera presence.

The IP Security Camera solution should be capable of handling 16 or more cameras. The CCTV System should have the capability of adding cameras as deemed necessary by CCSI.



## 5. Indoor and Outdoor Camera

All indoor and outdoor cameras should have the following specifications at a minimum:

- Full High Definition (FHD)
- IP66 Rating to protect against dust and environmental elements.
- Infrared Illumination for night visibility
- Defocus Detection
- View DR (120dB) for areas that have lighting differences.
- Capability to produce 30 FPS or more.
- Image stabilizing to reduce blurring.
- Day/Night capability
- RJ45 Connectivity
- Power Over Ethernet (PoE)
- 4-megapixel resolution
- Must have motion detection (if required)

## 6. VIDEO MANAGEMENT SYSTEM

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that can record on alarm, supports video aging, and have the option to search by thumbnails.

Additionally, the system must be able to do the following:

- Provide multiple levels of administrators that will have varying roles in the system.
- Provide email notification of critical system events.
- Has the capability to store 36TB or more.
- Has the capability to provide video monitors.
- Has the capability to view live videos and review historical videos for up to 1 month.

## 7. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

- All proposals in response to this RFP are due no later than June 1, 2023
- Evaluation of proposals will be conducted after June 1, 2023. If additional information or discussions are needed with any bidders the bidder(s) will be notified.





- Upon notification, the contract negotiation with the winning bidder will begin immediately.

### **Project Timeline & Penalties**

- Project must be completed within 8-weeks upon job start-up.
- For each calendar day beyond the scheduled date of Completion, Catholic Charities will deduct the sum of \$100.00 (One Hundred Dollars) as a penalty in the event the work has not been completed as per the agreed date of completion.

### **8. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience.
- Two referrals' listing the names and contact numbers of clients.
- Time frame for completion of the project.
- The bidder will be required to sign a Hold Harmless Agreement.
- Completed W-9 Tax Form will be required.
- Current Business License. A copy of the current business license will be required.

### **9. Instructions to Bidders**

Each bidder shall be responsible for inspecting the site and verifying the scope of the project.

- Site inspections can be arranged between the hours of 9 A.M. to 3 P.M. Monday – Friday by calling 718 724-4847.
- Written Bid Submissions must be received on or before June 1, 2023, and submitted to the email below:

[adelre@cc-si.org](mailto:adelre@cc-si.org)

**IMPORTANT: BIDS EMAILED, MAILED OR TRANSMITTED TO ANY OTHER PERSON WILL BE DISQUALIFIED**

### **10. Contract Award**

As in the best interest of Catholic Charities of Staten Island we reserve the right to reject all bids in whole or in part. Since the date of delivery may be a factor in the awarding of bids, it is necessary that the bidder indicate the length of time that would be required by his company to complete the project if awarded the contract.

**RIGHT TO REJECT BIDS:** After the proposals/bids are opened, CCSI reserves the right to reject any or all bids, and to waive technical errors and informalities or to request resubmission. No Proposer/Bidder shall have any right against the CCSI arising from such rejections. (cont'd)





A "Purchase Order", when furnished to the successful bidder, shall result in a binding contract without further action by either party providing the bidder completes the project within the specified time frame.

### 11. Inspection and Testing

- Catholic Charities of Staten Island-Mount Loretto shall have the right to reject defective materials and/or workmanship. Material and/or workmanship not in conformance with the specifications will be considered defective.
- Rejected materials and/or workmanship, at no additional cost to Catholic Charities of Staten Island-Mount Loretto shall be satisfactorily corrected.
- Before submitting a proposal, Vendors are to fully inform themselves of the nature of the work by personal examination of the site, and by such means as they consider necessary, as to matters, conditions, or considerations bearing on or in any way affecting the preparation of their proposal. A Vendor is not at any time after the submission of his/her proposal claim that there is any misunderstanding regarding the location, extent, or nature of the work to be performed.

### 12. Insurance Requirements

- Throughout the time work is being performed under this Agreement, Contractor shall obtain and maintain public liability insurance for damages relating to any one person or for damages relating to any one occurrence.
- Contractor's Certificate of Insurance, must be prepared as follows:
- Provides evidence of: \$1 million General Liability Coverage
- \$1 million Commercial Auto Coverage (if company vehicle will be driven onto parish property)
- NY Statutory Workers Compensation.

**Name as Additional Insured, in the exact manner as outlined here:**

- Catholic Charities of Staten Island, Mount Loretto, The Archdiocese of NY and Timothy Cardinal Dolan
- The insurance policy must contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Catholic Charities of Staten Island-Mount Loretto.
- Contractor shall provide notice of compliance with this insurance provision before beginning the work to be performed under this Agreement.



### **13. Indemnification**

Contractor shall indemnify and hold harmless Catholic Charities of Staten of Staten Island-Mount Loretto, its officers, board members, assigns, agents, servants, employees, and insurance companies from all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.

### **14. Assignment/Sub-Contractors**

No Assignment without Written Consent. (cont'd)

The Contractor shall not assign, sublet or subcontract all or any part of the agreement without the prior written consent of CCSI and no purported assignment by the Contractor shall be binding on CCSI without such consent.

### **15. Termination**

Catholic Charities of Staten Island-Mount Loretto may terminate this Agreement by giving to Contractor seven (7) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein, Contractor shall only be paid the pro rata compensation based on the percentage of work completed as required in this Agreement to the date of termination.

### **16. Questions**

For all technical or project questions email Mike Berg, Facility Director at: [mberg@cc-si.org](mailto:mberg@cc-si.org) or call 718 724 4847.

### **17. PAYMENT TERMS**

1/3<sup>rd</sup> After Agreement Signing, 1/3<sup>rd</sup> Mid-Point Completion, Balance to be paid 30 days after completion and inspection. - **NOTE: THERE ARE NO EXCEPTIONS TO PAYMENT TERMS**

### **18. MBE/WBE Companies**

- We make good faith efforts to utilize City-certified minority and women-owned business enterprise (M/WBE) vendors whenever possible and encourage M/WBEs to apply.

### **19. Vendor Requirements Upon Contract Award**

- **The following documents will be required:**
  1. Company W9
  2. Certificate of Insurance
  3. Two Referral's

