



# REQUEST FOR PROPOSAL

## HEAD START CCTV SYSTEM (CLOSED-CIRCUIT TELEVISION) FUNDING YEAR 23/24

*Release Date: February 12, 2024*

*Intent to bid due: February 16, 2024*

*Deadline for Submission: February 23, 2024*



**Project Overview:**

Gaston Community Action, Inc. is looking to replace the current CCTV system at all Head Start Centers. The goal is to have a scalable system for future growth. Have the capability of retaining video for more extended periods. Have the ability for daylight/night vision, motion activated, view the video on any device (iOS, Android systems), and limit access to view video to levels of staff. Walk-thru the centers will be available by appointment only. If you are interested in bidding an **intent-to-bid response is requested and due by February 23, 2024.**

**Schedule of Events:**

- Release of RFP February 12, 2024
- Intent to Apply due on or before February 16, 2024
- The deadline for submission is February 23, 2024
- Selection of service provider on or about February 29, 2024 (on the GCA website)

**Inquiries & Submission:**

Questions regarding this RFP will only be accepted by email at [bids@gastonca.org](mailto:bids@gastonca.org) with “CCTV System” in the subject line.

All proposals shall be sent to [bids@gastonca.org](mailto:bids@gastonca.org) with “CCTV” in the subject line. **Proposals received after the due date will be rejected.** *This Request for Proposal does not commit GCA to award a contract, to pay any cost incurred in the preparation of a proposal, or to contract for the goods and/or services offered. GCA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel this Request for Proposal if it is in the best interest of GCA to do so.*

**Vendor Requirements:**

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Five (5) years of experience

**Information Required with Proposal:**

Each vendor must submit a proposal including:

- Cost
- Time of completion
- Vendor profile (page 4)
- References (page 4)
- Certificate of Insurance
- W-9

**Description of Service:**

The current CCTV system operates on our current network infrastructure. Currently, we use a CCTV system which is administered in each building. The system can be viewed from a computer via a web browser and can show historical video. At the same time, the recording has several search-by features, can record on motion, can adjust to daylight and nighttime vision, can download video, and has a video monitoring station. The current system is limited. We are looking to replace our current CCTV system. Have a scalable system for future growth. Have the capability of retaining video for more extended periods. Have the ability for daylight/night vision, motion activated, view the video on any device (iOS, Android systems), and limit access to view video to levels of staff.

**Head Start Locations**

|  |  |   |   |
|--|--|---|---|
| <b>Highland Charter Head Start</b><br>324 N. Highland Street<br>Gastonia, NC 28052 | <b>Rankin I Head Start</b><br>714 Rankin Ave<br>Gastonia, NC 28052                   | <b>Rankin II Head Start</b><br>304 N. Highland Street<br>Gastonia, NC 28052 | <b>Cherryville Head Start</b><br>203 N. Elm Street<br>Cherryville, NC 28021 |
| <b>Deaton Head Start</b><br>101 Deaton Street<br>Lincolnton, NC 28092              | <b>Lincoln Park Head Start</b><br>140 Industrial<br>Park Rd. Lincolnton,<br>NC 28092 | <b>Oaklawn Head Start</b><br>410 Linden Street<br>Lincolnton, NC 28092      |   |

**Evaluation Metrics and Criteria:**

1. The proposal will be selected using the following criteria. The criterion is not in any particular order.
  - Price (25%)
  - Conformity to Gaston Community Action, Inc. Head Start Standards (20%)
  - Vendor’s prior experience (20%)
  - Personnel qualifications of the vendor (20%)
  - Vendor financial stability (15%)
2. Alternatives, variations, and exceptions must be clearly stated.
3. We reserve the right to consider proposals based on their relative merit, risk, and values to GCA.
4. We reserve the right to negotiate with all vendors. The successful vendor may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. Examples of this would be, but not limited to, discontinued materials/models, changes to specifications, and state, federal, or local funding changes.
5. In submitting a proposal, each vendor represents that they have read and understand these requirements.

## Vendor Profile

|                                  |
|----------------------------------|
| Business Name: _____             |
| Authorized Representative: _____ |
| Telephone: _____ Email: _____    |

### References

*Provide at least three (3) references*

|                               |
|-------------------------------|
| Customer Name: _____          |
| Type of Business: _____       |
| Main Contact Person: _____    |
| Telephone: _____ Email: _____ |

|                               |
|-------------------------------|
| Customer Name: _____          |
| Type of Business: _____       |
| Main Contact Person: _____    |
| Telephone: _____ Email: _____ |

|                               |
|-------------------------------|
| Customer Name: _____          |
| Type of Business: _____       |
| Main Contact Person: _____    |
| Telephone: _____ Email: _____ |