



City of Wheeling

REQUEST FOR PROPOSAL

FIRE DEPARTMENT SECURITY

Send to:

City of Wheeling

RFP # 2023-SECURITY-FD

Michael A. Lloyd, Director of Information Technology

1500 Chapline Street, Suite 115

Wheeling, WV 26003

mlloyd@wheelingwv.gov

Submission Due Date for Proposal:

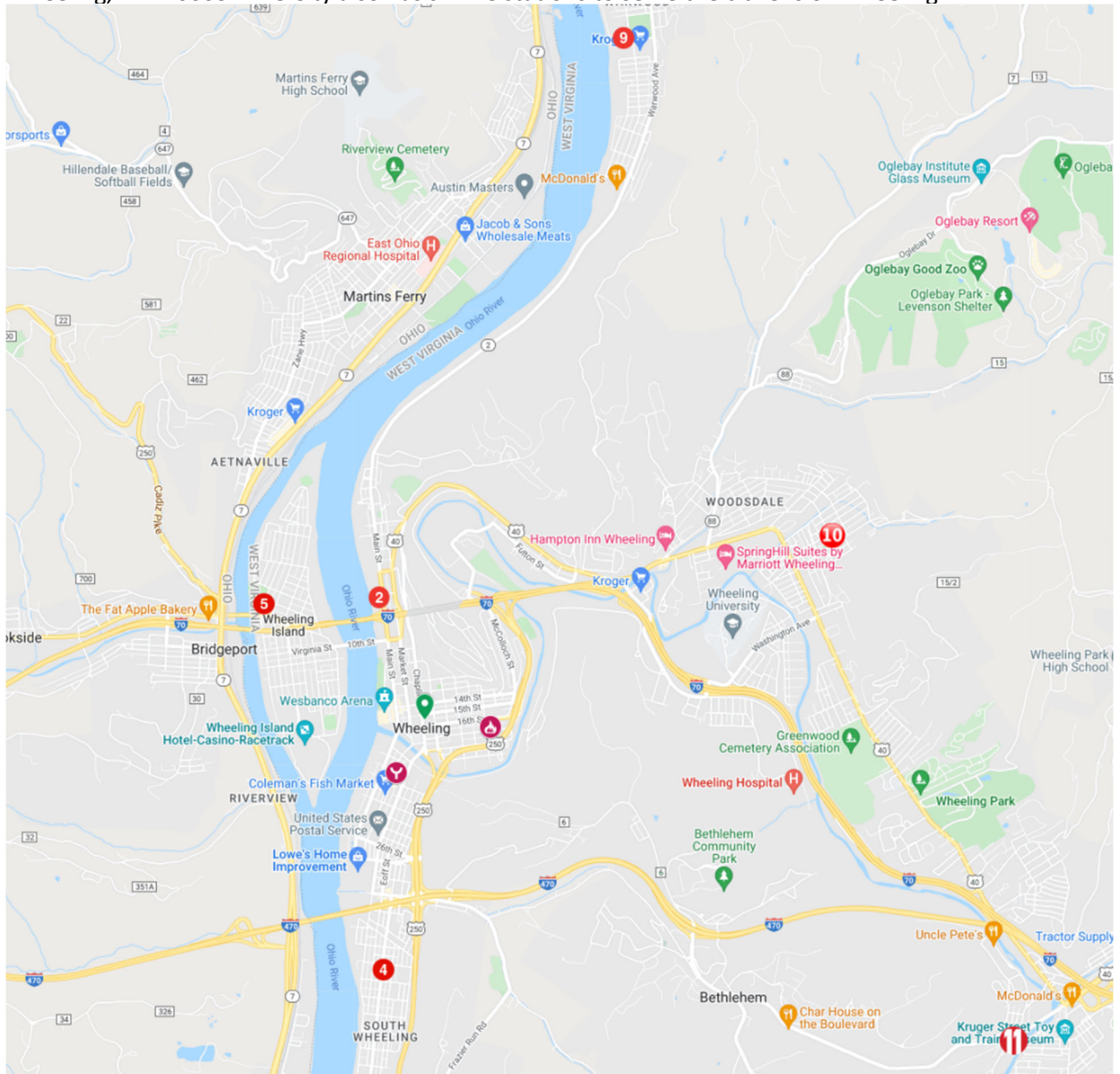
Deadline for Submission of Proposal: **Bids will only be accepted through and no later than 12:00 P.M.
on Monday, February 6, 2023**

I. About the City of Wheeling

See Appendix A

II. Background

The City of Wheeling, green marker below, West Virginia (“City”) is building a new facility for the City Fire Department headquarters (“WFD”), red marker, at Wood and 17th St aka 167 17th St, Wheeling, WV 26003. The City also has six fire stations to serve the citizens of Wheeling.



III. Project Description

All fire department locations require security systems for access control and video surveillance to protect the facilities from unauthorized access, vandalism, and other physical threats.

The WFD is a campus-style building. The fire stations are two-story or three-story structures.

The WFD headquarters (HQ) construction is due for completion in December 2023. The other stations are existing structures.

The WFD HQ location will have dedicated internet access of 100 Mbps with the ability to increase, if necessary. The stations' internet access varies. It is expected to have all stations connected prior to project completion.

The solution must be designed to be easy to use and operate, meet current and future needs, and be highly reliable.

The addresses of the new HQ and six fire stations are:

- NEW FIRE HQ, 167 17th St, Wheeling, WV (est. 2023)
- STATION 2, 801 Main St, Wheeling, WV (est. 1974)
- STATION 4, 3618 Jacob St, Wheeling, WV (est. 1954)
- STATION 5, 11 N Wabash St, Wheeling, WV (est. 2007)
- STATION 9, 1301 Richland Ave, Wheeling, WV (est. 1974)
- STATION 10, 298 Poplar Ave, Wheeling, WV (est. 1931)
- STATION 11, 139 E Bethlehem Blvd, Wheeling, WV (est. 1969)

IV. General Requirements

- A. With the exception of any price decreases, all proposals will remain in effect through completion of project.
- B. Service provider is responsible for ensuring parts availability to meeting established deadlines. No additional funds will be provided supply chain or vendor error in this responsibility.
- C. Refurbished equipment is not acceptable. All equipment must be new and from an authorized reseller of the manufacturer.
- D. Partial or incomplete bids will not be accepted.
- E. When providing equipment quotes, service provider must have at least one (1) certified engineer or equivalent on staff for hardware quoted. Proof must be provided in bid package to be accepted. If bidder is subcontracting or outsourcing this function, then certifications from subcontractor must be provided.
- F. All proposals must include shipping as separate line items.
- G. Three (3) references describing bidder's portfolio experience with comparable projects must be provided in proposal.
- H. Any licensing or subscriptions to support the security systems, if required, and hardware warranties shall be a minimum of five (5) years.
 - 1. Warranties shall be at a minimum of next business day.
 - 2. Software upgrades shall be included.
 - 3. During the warranty period and any subsequent maintenance agreement period, any defective components shall be repaired or replaced within a timely manner at no cost to the City provided that equipment is covered in any agreement. The manufacturer's warranty shall not be less than one (1) year from the installation date of each location. Shipping costs on warranty items shall be the expense of the manufacturer or vendor. Hardware requiring replacement during the warranty period shall be replaced based upon criticality. For example, hardware that is not functioning properly shall be advanced RMA'd within one (1) business day and replacement product installed upon receipt within 48 hours. Non-critical hardware may be shipped within a reasonable period of time.
 - 4. Each warranty year is to include Quarterly Preventive Maintenance Calls.

- I. The proposal must include all hardware, software, subscriptions, licensing, materials, labor, etc. to ensure a fully functional deployment and configuration enabling the WFD department to go-live. This includes consideration for unforeseen, yet reasonable, configurations. Anything excluded from winning proposal will be provided at bidder's expense.
- J. An itemized spreadsheet shall be provided listing, at a minimum, Manufacturer, Manufacturer Part #, Part Description, Quantity, Price Per Unit, Total Cost.
- K. Any and all login credentials shall be provided in an encrypted, electronic form to the Director of Information Technology following completion of installation and testing. All default credentials will be changed or removed before completing installation. Vendor will communicate with the Director to identify what credentials should be used.
- L. Any source code will be provided to the Director of Information Technology at the completion of the project and ownership retained by the City of Wheeling.
- M. All systems will be configured to be fully functional by the service provider of the awarded bidder.
- N. A Project Manager (PM) shall be listed in the proposal identifying qualifications or a resume and the contact information (address, office phone, mobile phone, hours, etc.). The PM shall be separate from installers or technicians. The PM shall attend all meetings. PM shall establish a project schedule and milestone chart. PM shall establish a bi-monthly schedule to ensure project milestones are met.
- O. Service provider is responsible for setup, staging, configuration, installation, testing, coordination, identifying entire scope of work and sign off, and cleanup.
- P. A solution demonstration, remote or in-person, may be requested by the Director of Information Technology prior to final selection. Demonstration shall include devices similar to what will be included in proposal. Demonstration shall be no more than one hour in length. Failure to provide a demonstration will prevent consideration of proposal.
- Q. Service provider will provide a 90-day and 180-day follow-up meeting for any necessary fine-tuning for the installed solution and perform any necessary configurations as part of the proposal.

- R. Service provider must commit that the solution they provide will be viable, maintained, and supported for a minimum period of seven (7) years from the date of the first installation.
- S. Previous experience with The City of Wheeling is preferred.

V. Selection Criteria

#	Factor	Description	Points
1	Solution Provided	A key component is the solution the vendor supplies. The solution must be 100% complete and provide a detailed listing of necessary equipment. Vendor is expected to determine if a network can support the solution prior to implementation. What is the best solution for the City now and for any future growth or changes? What is both secure and easy to manage?	30
2	Vendor experience and vision	Can the vendor provide a complete solution that meets the requirements of this proposal? Is the vendor experienced to install and support their provided solution? Does the vendor have sufficient resources to support the installation and maintenance? Does vendor have properly certified technicians?	15
3	Vendor references	Who has a comparable system as proposed? Who has the vendor sent proposals but wasn't the chosen vendor?	15
4	Vendor support and service	Can the vendor support the proposed system remotely or locally and at all current and future locations?	15
5	Technology	Is proposed system technologically advanced and continuing to be enhanced and maintained or is it a legacy system? What is the expected supported lifespan of the proposed system?	20
6	Scalability	Will the system grow as the City does? Can the system handle future upgrades? At what point does the system need upgraded or replaced?	15
7	Pricing structure	Is the pricing competitive and comprehensive?	25
Total Points			135

VI. Bid Information

A. Timelines

It is the sole responsibility of the bidder to see that the proposal is received before the date and time listed. Postmarks will not be considered as an indication of successful submission.

B. Bid Main Contact

Michael A. Lloyd, Director of Information Technology, 1500 Chapline Street, Suite 115, Wheeling, WV 26003, mlloyd@wheelingwv.gov, 304-234-3719

C. Questions Related to the RFP

All requests for information related to this RFP must be made in writing via email to the Bid Main Contact. Subject line must be RFP2023-SECURITY-FD. All questions and answers will be posted publicly at <https://www.wheelingwv.gov/RFP2023-SECURITY-FD>. All bidders will be responsible for checking this site for updated questions and answers during the bidding period. Questions will be accepted up to one week prior to the bid submission deadline as stated on the first page of this document.

D. **Hardcopy Required**

All proposals must be submitted electronically. The last electronic copy submitted by the deadline will be considered the final. No pen/pencil marks or notations will be accepted!

E. **Costs**

All costs must be included in the bidder's proposal. Any expected shipping costs must be included in the proposal.

F. **Taxes**

The City is exempt from sales taxes. Applicable municipal Business & Occupational Licensure and taxes shall apply to the vendor.

G. **Payments**

Payment for any equipment would be paid in full 30-days following award and invoice receipt.

Thirty percent (30%) of Services will be paid 30-days after project kickoff. The remaining 70% will be paid upon project completion and final signoff of project and agreed completion by the Director of Information Technology or City Manager.

H. **Deadline**

December 1, 2023

I. **Performance**

By signing below, bidder agrees to perform all work by the established Deadline unless an extension is provided in writing by the Director of Information Technology. If Deadline is not met, a \$1,500.00 penalty will be assessed for each day project is not complete. This includes necessary cleanup, punch list completion, and completion of outstanding issues. Any delays due to construction will be considered if the extension is provided in writing.

J. **Signatures**

Each proposal must be signed in the name of the bidder and must contain a written signature of the person authorized by the bidding enterprise to submit proposals on its behalf. A typed spelling of the signature and the position of the signor must be included with the signature.

K. **Withdrawals and Errors**

The bidder may withdraw any proposal between the submission date and the date and time of bid opening. The request for withdrawal must be made in writing and can be emailed to the Bid Main Contact. A bidder withdrawing a proposal will not be allowed to submit a new proposal. Proposals cannot be withdrawn after the February 7, 2023, 2:00 pm opening date and time without the approval of the Director of Information Technology. Once opened, the responding bidders will be responsible for any additional costs incurred due to pricing errors in the proposal if their bid is awarded a contract.

L. [Evidence of Responsibility](#)

The City reserves the right to request evidence from each respondent showing the bidder's financial stability, technical expertise, and staffing ability to fulfill the contract.

M. [Acceptance or Rejection of Proposals](#)

The City reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal.

N. [Contract](#)

The awarded bidder will be required to enter into a written contract with the City. These bid specifications and the bidder's proposal will be attached to, and become part of, the final contract documents.

O. [Award of Contract](#)

No contract will be awarded without the review by the City of Wheeling Legal Department and final approval of the City of Wheeling Council.

P. [Brands](#)

The City has provided manufacturer preference but is willing to accept proposals featuring other equipment that is functionally equivalent or superior. Functional equivalence must be proven through documentation provided by the bidder, and product sheets or links to online product sheets must be included in the bid response. When bidding an alternative, bidder must ensure that any additional components or licensing costs required to integrate into the existing City network are included in the bid.

Q. [Right to Reject Any Proposal](#)

The City reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The service provider's submission is recognition of this right. In addition, the City reserves the right to award for some, all, or none of the products and services sought herein.

R. [Prevailing Law](#)

In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations, or rules, then the latter will prevail.

S. [Federal and State Regulations](#)

The bidder's proposal and any contract entered into are subject to all applicable statutes of the United States and the State of West Virginia and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of the contract. The winning bidder is expected to sign form WV.96. By bidding on this project, the bidder acknowledges this requirement.

VII. Technical Requirements

Bidders must provide a narrative description of your product's ability to comply with each item in this section as appropriate. Each description should refer to the section and item number/letter being addressed.

A. Base Requirements

Requirements may be answered by acknowledging a question (such as "Read – Comply"), a description of compliance, or with a statement explaining non-compliance. Non-compliance statements should include a description of alternatives available to reach the same result.

1. Standards

- i. Hanwha cameras are expected.
- ii. Switches with lifetime warranty preferred or a minimum of five (5) years
- iii. Switches should have a sufficient PoE budget for current proposal and future expansion.
- iv. HPE Aruba series switch brand is preferred; however, other models or switch brands may be considered.
- v. Redundant power supplies
- vi. PoE+
- vii. Cat6 minimum, Cat6a preferred
- viii. Full wire-runs to switches
- ix. Keystones used for terminations on both ends
 - 32-port blank patch panel in rack
 - Data keystone color = Blue
 - Wireless Access Point keystone color = Red
 - Network device (switch, firewall, router) keystone color = White
 - Surveillance keystone color = Yellow
 - MFP/Printer/Copier/Fax/Scanner keystone color = Black
 - Telephone keystone color = Orange
- x. Patch cable shall be supplied and match the keystone color.
- xi. Redundant Triplite Online, Pure Sine, 120v, hot-swappable battery, L5-30R plug UPS for server room and 5-15P for areas outside the server room
- xii. Enclosed rack with door/wall filters and exhaust
- xiii. Rackmount power receptacles, equipment, and shelving

- B. An all-inclusive quote for both security projects (Access Controls and Video Surveillance) shall be prepared for the WFD.
- C. Work should include, but not be limited to, the following:
 - 1. All cable runs.
 - 2. All necessary cameras for all locations.
 - 3. All mounting hardware.
 - 4. Mounting, configuration, and installation.
 - 5. Networking and connectivity, internally and externally.
 - 6. Testing. Documentation showing testing is successful. This includes cables, terminations, cameras, NVRs, access pads, fobs, etc.
 - 7. End-to-end terminations, including labeling all terminations and tracking all termination port descriptions in a log. Consult Director for acceptance.
 - 8. Cable and termination testing report is expected. Report should include Pass/Fail status, wire map, cable length estimate, crosstalk, and return loss.
 - 9. NVRs for each location.
- D. System capabilities must include:
 - 1. Cameras and NVR must be remote viewing capable from a desktop or smartphone.
 - 2. Viewing multiple cameras from any device must not be resource (i.e., bandwidth or CPU/memory) intensive.
 - 3. Access Control solution should have smartphone, fob, and card options.
- E. See “FD Security Upgrades” document for further requirements.

VIII. Responsibilities

- A. See attached Security Project Manual for comprehensive details of the entire project. This project manual is in accordance with AIA A701-2018 standards. This project manual supplements this RFP and is considered part of this RFP.

IX. Warranty and Customer Service

- A. Support

Describe the support structure, including specific processes and procedures. Include the following, both product details and cost method (per hour, per day, included with contract, etc.). Indicate the roles of the manufacturer and reseller in each item.

 - i. Support availability, hours, phone or web-based, SLA response time, etc.
 - ii. Procedure or process for escalating support issues.

- iii. Options available for onsite support, SLA for appearance or resolution, location of nearest support technicians.
- iv. Options for remote assistance.
- v. Number of employees on staff with expertise in access control systems and video surveillance design? Additional staff who can assist, when needed?
- vi. If outside the City of Wheeling, describe in detail how service provider will support the City from afar or onsite, when necessary.
- vii. Describe the process for dealing with failures related to faulty units and system maintenance. What would be expected of City personnel as far as specialized skill required or training for component replacement, etc.?
- viii. Describe the warranty period. Include any annual or recurring fees for maintenance support including firmware, software revisions, new versions of OS, etc.
 - a. Warranties shall take effect at the date of the project's final completion, which is the date the final punch list is accepted.
- ix. Specify options and requirements for hardware licensing/maintenance, software upgrades, and technical support in 1 year, 3 year and 5-year increments, including any guaranteed pricing models.
 - a. Describe whether each proposed licensing/maintenance agreement is for a named group of devices or for a pool of devices.
 - b. Maintenance & Support shall begin on the date the equipment is installed, not the date it is delivered. Vendor to verify that the manufacturer will comply with this requirement.

X. Application Submission Procedure

- 1. Completed and Signed Application Form (See Attached)**
- 2. Project Descriptions** – Provide a brief overview of the project. (Not to exceed two pages)
- 3. Supporting Materials** – These materials should convey the work to be performed in detail listing the labor, shipping and makes, models, parts, supplies of the materials included in the project. Also include all related costs.
- 4. Work Plan** – Provide a brief outline of the steps involved in the proposed project with time requirements included. **Project Must Be Completed by the stated Deadline.**
- 5. Bio or Resume** – Provide any information on the vendor's support team who will be involved on the project.
- 6. References** – Please provide references of at least three (3) current customers and three (3) business that are no longer a customer.
- 7. RFP** – All questions contained within this RFP are answered in detail

XI. Drawings

- A. See Appendix B.

Application Form

Name: _____ Date: _____

Address: _____

City: _____ State, ZIP: _____

Phone: _____ Email: _____

Website: _____

To assure that your application is complete, please check the following:

- This application is completed and signed
- Project Description is enclosed
- Supporting materials enclosed
- Time Frame/Work Plan is enclosed
- Bios or Resumes
- References
- All questions are answered, in detail, and complete

Certification

I certify that all statements made in this application are true and complete.

Applicant Signature: _____

Date: _____

APPENDIX A

CITY OF WHEELING AND OHIO COUNTY (WEST VIRGINIA) ECONOMIC AND DEMOGRAPHIC DATA



City of Wheeling:

The City of Wheeling is the County Seat of Ohio County, West Virginia. The City is located in the Northern Panhandle of West Virginia and is 128 miles from the City of Charleston (West Virginia State Capitol), 55 miles from Pittsburgh, Pennsylvania, 120 miles from Columbus, Ohio, and 130 miles from Cleveland, Ohio. Interstate 70 and 470 run through the City east-west. U.S. Route 40, WV Route 2 and U.S. Route 250 also run through the City.



Wheeling is the birthplace of West Virginia, served as the first state capitol and, with the arrival of National Road in 1818, was the primary gateway to early western expansion in the United States.

Completed in 1856, the first suspension bridge of its kind in the world was constructed in Wheeling and, until the completion of the Brooklyn Bridge, was the longest in the country. Today, it is the oldest suspension bridge still in use, though limited, and is a National Landmark. The Historic American Engineering Record has called the Wheeling Suspension Bridge "the most important extant antebellum civil engineering structure in North America."

With a rich history spanning more than 250 years, our city blends decades of architectural design with beautiful West Virginia scenery. Did you know that Wheeling has more Victorian-style buildings than any other city in the United States? The Wheeling Metro Area continually ranks among the safest and most affordable places to live in America.

The City of Wheeling is situated along Interstate 70 in the northern panhandle of West Virginia, less than an hour's drive from the Pittsburgh International Airport, making travel easy and convenient.

Recent years have seen a number of positive projects and developments occur. Downtown living has multiplied with the Boury Lofts and Stone Center Lofts projects, with future development of former Wheeling Pitt Building into loft apartments, new investment in the Health Plan's new headquarters, project expansions at Williams Lea, Centre Market, Orrick, Wheeling Hospital, LaBelle Greene, and WesBanco, to name a few, have created hundreds of new jobs and millions of private sector investment. The City has also invested in its own facilities with the construction of a new Water Treatment Plant, completion of the City's Civic Arena/WesBanco Arena renovation and expansion, numerous park and playground improvements, several sewer and water system improvements, bridge re-construction, a major downtown streetscape project and the upcoming new Fire Department Headquarters Building and the Police Department Building renovation project. The Ohio County Board of Education is currently in the midst of over \$70 million in capital investments into every school in the Ohio County School District. All of these efforts, as well as many others, shows the community commitment for continuing to strive to make Wheeling the best City possible.

Known as the Friendly City, Wheeling has a lot to offer in the way of attractions, restaurants, culture, sports and entertainment – there is truly something for everyone.

City Council: Rosemary Ketchum
 Chad Thalman
 Ben Seidler
 Jerry Sklavounakis
 Ty Thorngate
 Dave Palmer

City Mayor: Glenn Elliott

Wheeling MSA: The City of Wheeling is the largest city in the Wheeling-Belmont County (Ohio) Metropolitan Statistical Area that includes Ohio and Marshall Counties, WV, and Belmont County, OH. Greater Wheeling is generally considered part of the Pittsburgh Tri-State area.

Ohio County:

The Ohio County Commission is comprised of three elected commissioners and five independently elected county officials that work together to oversee the fiscal affairs, record keeping, annual budget, levying of real estate taxes, enforcement of state code, and emergency response procedures for the residents of Ohio County.



Commissioners: Randy Wharton, President
 Don Nickerson
 Zachary T Abraham

Administrator: Randy Russell

Population					
Year	City of Wheeling	Wheeling MSA	Ohio County	West Virginia	United States
2015	27,502	144,157	42,969	1,842,050	320,635,163
2016	27,287	142,955	42,629	1,831,023	322,941,311
2017	26,863	141,255	42,001	1,817,004	324,985,539
2018	26,650	140,059	41,705	1,804,291	326,687,501
2019	26,430	138,948	41,411	1,792,147	328,239,523

Source: U.S. Census Bureau

Per Capita Personal Income (\$)				
Year	Ohio County	Wheeling MSA	West Virginia	United States
2015	48,902	40,420	37,036	49,019
2016	53,562	41,503	37,070	50,015
2017	61,380	45,940	38,891	52,118
2018	64,115	49,171	41,154	54,606
2019	64,461	49,301	42,242	56,490

Source: U.S. Department of Commerce, Bureau of Economic Analysis

Average Annual Unemployment Rates (%) - Not Seasonally Adjusted				
Year	Ohio County	Wheeling MSA	West Virginia	United States
2016	5.5	6.9	6.1	5.3
2017	4.7	5.7	5.3	4.8
2018	4.5	5.2	5.2	4.4
2019	4.5	5.4	4.9	3.9
2020	8.4	9.5	8.3	3.6

Source: U.S. Department of Labor, Bureau of Labor Statistics

Average Employment		
	2016	2020
Wheeling MSA	61,100	56,900
Ohio County	19,480	18,720
West Virginia	734,500	726,000

Source: WORKFORCE West Virginia

Largest Employers Ohio County
March 2020
1. WVU Medicine
2. Ohio County Board of Education
3. Williams Lea, Inc.
4. Wesbanco Bank, Inc.
5. Cabela's Wholesale, LLC
6. Tunnel Ridge, LLC
7. Wheeling Park Commission
8. Wheeling Island Gaming, Inc
9. City of Wheeling
10. West Liberty State College

Source: WORKFORCE West Virginia

Average Annual Employment for Ohio County by Industry

Average Annual Employment by Industry (2019)	
Industry	Employment
Construction	720
Manufacturing	1,152
Trade, Transportation, and Utilities	5,271
Information	308
Financial Activities	1,566
Professional and Business Services	3,756
Education and Health Services	6,898
Leisure and Hospitality	3,700
Other	1,138
Government	3,351

Source: WORKFORCE West Virginia

Average Weekly Wage (\$)		
	2016	2019
Ohio County	769.86	841.79
West Virginia	799.90	893.05

Source: WORKFORCE West Virginia

Wage per Industry (\$) (2019)		
Industry	Total Wages	Average Weekly Wage
Construction	48,328,021	1,290.81
Manufacturing	60,854,483	1,015.87
Trade, Transportation, and Utilities	194,020,163	707.87
Information	11,013,953	687.68
Financial Activities	90,336,593	1,109.35
Professional and Business Services	192,924,406	987.78
Education and Health Services	335,003,211	933.95
Leisure and Hospitality	73,981,501	384.52
Other	37,091,991	626.81
Government	149,346,131	857.07

Source: WORKFORCE West Virginia

Total Wages (\$)		
Year	Ohio County	West Virginia
2015	1,161,496,340	29,063,859,298
2016	1,161,063,828	28,560,707,319
2017	1,217,266,619	29,626,307,630
2018	1,233,227,414	31,965,019,645
2019	1,240,885,018	32,052,477,697

Source: WORKFORCE West Virginia

Selected Demographic Information

Education: Public and Private Schools:

Ohio County Schools
Wheeling Catholic Central
Linsly School

Higher Education Institutions:

West Virginia Business College
West Virginia Northern Community College
West Liberty University
Wheeling University
Bethany College

Transportation: Ohio Valley Regional Transportation Authority
East Ohio Regional Transportation Authority

Healthcare: Doctor's Urgent Care
East Seals West Virginia
MedExpress
Ohio Valley Medical Center
Peterson Rehabilitation Hospital and Geriatric Center
Wheeling Hospital
Wheeling Clinic

Community: Ohio County Public Library
WesBancoArena.com
CapitolTheatreWheeling.com
WheelingCVB.com
WheelingSymphony.org
Oglebay Institute
Oglebay-Resort.com
Children's Museum of the Ohio Valley
Centre Market
Wheeling Nailers (East Coast Hockey League)

Source: City of Wheeling

APPENDIX B

** Drawings are solely used for reference and may still have minor changes. Vendor selected will need to coordinate with the general contractor for the latest floor plans.*

WFDHQ Cameras.pdf

WFDHQ Cable TV.pdf

WFDHQ Electrical.pdf

WFD Security Upgrades.pdf