



Jefferson Parish Office of Inspector General



Security Services Follow-up

Audit Report 2023-0002

Appendix

October 25, 2023

Kim Raines Chatelain, Inspector General

APPENDIX

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Parish Administration
Response to JPOIG
Audit Report 2017-0027





JEFFERSON PARISH

Office of the President

Michael S. Yenni
President

December 16, 2019

Jefferson Parish Office of Inspector General
990 Corporate Drive, Suite 300
Jefferson, LA 70123
ATTN: David N. McClintock, Inspector General

**RE: Administration Response to JPOIG Draft Audit 2017-0027
Security Services Contracting**

Dear Mr. McClintock:

In accordance with the provisions of Sec. 2-155.10(9)(c) of the Jefferson Parish Code of Ordinances the Administration provides the following response to Office Of Inspector General (JPOIG) Draft Audit 2017-0027 – Security Services Contracting (the “Audit”), which was received in the Parish President’s office on October 24, 2019.

As noted in the Audit two separate contracts with New Era Information Technology LLC were reviewed by the JPOIG: a computer services contract dated September 27, 2012 and amended on May 27, 2014 (the CSC), and a security services contract dated December 5, 2016 (the SSC). Both contracts were awarded by the Jefferson Parish Council pursuant to a Requests for Proposals process. The Audit produced nine “Findings and Observations” which will be addressed individually, and in accordance with prior requests from JPOIG each response will commence with “Agree”, “Disagree” or “Agree in Part”.

FINDING 1: Inefficient/Ineffective Contract Model

Agree. Virtually all of the observations contained in the Audit had been previously identified by the General Services and Security Departments and will be addressed before the present CSC and SSC contracts expire. The Administration is presently reviewing and anticipating extensive changes to the specifications and contract language for the SSC, which will likely be ready for advertisement long before the present contract extension expires at the end of 2020. Similar attention will be paid to the CSC prior to the present contract expiration in June 2021. It is also anticipated that future contracts for security services will identify the vendor by a bid process rather than through an RFP.

FINDING 2: Lack of Adequate Contract Oversight

Agree. The Financial Management System can track "Tasks" which can be used as "sub-caps" as referred to on Bates page 11. The Tasks include contracted costs of one or more elements of a contract, all of which contribute to the overall contract cap, but which can be monitored individually.

FINDINGS 3 & 4: Lack of Support for Invoices (CSC and SSC)

Agree. It should be noted, however, that documentation other than the vendor invoices reviewed by the JPOIG exists. Since February 2017 the contractor has utilized a "ticketing" system to receive and track requests for security services. A "ticket" is generated by the requesting department which details the problem to be addressed, to which the contractor then may add comments regarding the service performed to remedy the problem. Copies of a number of such service tickets are attached as *in globo* Exhibit "A". In the future the vendor will be instructed to include the required detail on the individual invoices as an additional means of verification.

It is also noted that the Audit discussion of Lack of Support for Invoices (Bates page 12) contains the following statement: *The Contractor invoiced a lump sum for maintenance on a monthly basis. The Parish paid \$53,333 under the computer services contract, and \$281,531 under the security services contract for a maintenance total of \$334,864. Since these numbers represent 1/12 of the contracted rate for monthly maintenance as provided in the cost proposal of the RFP, the invoiced amounts are contractually due whether the contractor works 20 hours or 220 hours.*

FINDING 5: Contractor Improperly Passed on Sales Tax Charges

Disagree. The Administration believes that use of the word "Improperly" in this finding is misleading for the following reason(s).

Although LSA-R.S. 47:301(8)(c) does clearly provide that state governmental entities are exempt from payment of sales taxes, well established policy in the Jefferson Parish has restricted application of the statutory exemption to "...publically bid construction projects which require \$500,000 or more in equipment purchases."¹ In order to extend the sales tax exemption to vendors similar to the CSC and SSC vendor would require a change in a long-standing Parish policy, after due consideration of the possible ramifications to other taxing authorities which currently benefit from sales taxes. Those entities include the Jefferson Parish School Board (2%) and the Jefferson Parish Sheriff's Office (3/8%).

It is therefore somewhat disingenuous to conclude that the contractor has "improperly" passed on sales tax charges when there was no contractual prohibition to do so.

FINDING 6: Overbillings on Security Services Contract

Agree. Over the past 12 months steps have been taken by the Security and General Services Departments to assure that incorrect billings are rejected. The process now in place is as follows.

The Security Department first performs a security needs assessment at the facility followed by a walk-through with the contractor to assure complete understanding of the scope of work and equipment expected. An estimate is then prepared by the contractor and submitted to the requesting department

¹ Memoranda from Parish President's Office July 6, 2015 & May 1, 2017
(See Exhibits "B" & "C")

for review, revision if required, and approval. A final walk-through is performed by the Security Department following completion of the project prior to approval of final payment.

FINDING 7: Lack of Written Agreements with Subcontractor

Disagree. JPOIG apparently sought documents for review from the contractor who advised that they did not possess such documents, and referred the JPOIG to their subcontractor. The finding is based on contract language requiring the contractor to "...maintain adequate books of account with respect to its services...", and we do agree that the contractor should have been in possession of all documents pertaining to the services. We disagree, however, that the solution is to require contractors to have written contracts imposing specific requirements on their subcontractors. Ultimately the contractor is responsible for fulfilling all terms and conditions of the contract, and how the contractor chooses to do that is not and should not be of concern to the Parish. It is sufficient to provide for consequences in the event of any contractor default in performance.

FINDING 8: Lack of a Security Services Plan

Agree. The Security Department has already begun the process of creating "Security Districts" for management of Critical Infrastructure/Key Resources (CIKR), and it is reasonably anticipated that a complete and manageable system will be developed and implemented as soon as practical.

As a final comment the Administration wishes to state its objection to the "Findings and Observations" found on Bates page 22 of the Audit. The dollar amounts of the "Questioned Costs by Contract" presuppose that the Parish received no benefit whatsoever from the CSC and SSC contracts, which is patently untrue. Although it is admittedly impractical for the JPOIG to have derived a precise number of dollars that might have been saved had all of the safeguards noted in the findings been implemented, we submit that it is grossly misleading and improper to simply state the full amount of the contracts as "questioned costs".

Respectfully,



Michael J. Power
Chief Administrative Assistant

Cc: Michael S. Yenni, Parish President
Walter R. Brooks, Chief Operating Officer

RFP 443



REQUEST FOR PROPOSAL

To Provide Security System Equipment, Maintenance, Repairs, Replacement, Installation, Etc. of an Existing Security Access and Video Management System for the Department of Security



RFP No.: 0443

Proposal Receipt Date: September 16, 2022

Proposal Receipt Time: 3:30 PM

Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053

(504) 364-2678

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REQUEST FOR PROPOSAL FOR

To Provide Security System Equipment, Maintenance, Repairs, Replacement, Installation, Etc. of an Existing Security Access and Video Management System for the Department of Security

1.1 Background

Over the past decade, Jefferson Parish has used a “Security Access and Video management System”. Frontier Security System-Frontier R4.5. Access Control system is currently used as the Parish’s security access control platform and HikVision IVMS-4200- Free Client Software for its video management system. While, the parish desires to build on, and maintain, the existing Frontier Security System-Frontier R4.5 access control platform, we invite all qualified proposers to submit proposals to provide the following:

- Installation of a new card access swipe/proximity readers to work with existing Card Access Control Hardware/Software on an as needed basis.
- Installation of new security video cameras and associated equipment including but not limited to recorders, software, etc. on an as needed basis.
- Repair, maintenance and replacement of all of the equipment of an existing Access Control Hardware and Software (ACHS) system, including card readers with and without Personal Identification Number (PIN) code key pads, proximity, and biometric readers, audio and/or visual equipment, computer equipment (hardware and software) for the operation and management of existing ACHS and an Identification Management System including badge printers, cameras, access cards, and all associated primary and peripheral equipment including Uninterrupted Power Supply (UPS) units needed to provide a full security system.
- Provide security systems consulting and security system design and engineering.

Security management system description

The Security Management System shall function as an electronic access control system and shall seamlessly integrate alarm monitoring, CCTV, digital video, digital analytics, and digital recording of all video, ID badging and database management into a single unified platform. A browser-based, network-enabled architecture that shall allow maximum versatility for tailoring secure and dependable access control, alarm monitoring and video management solutions is preferred.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide,

qualified proposers who are interested in providing equipment and maintenance for an existing security system consisting of, but not limited to, Access Control Hardware/Software (ACHS), card access with and without PIN code access, proximity and biometric readers, audio and/or visual equipment, computer equipment (hardware and software) and an Identification Management System including printers, cameras, access cards, and all associated primary and peripheral equipment needed to provide a complete security system utilizing the latest technological advances to provide a unified platform for access control, video management, intrusion and video monitoring. Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives

While Jefferson Parish desires to build on, and maintain the existing Frontier Security System-Frontier R4.5 access control platform, Jefferson Parish desires to obtain a qualified firm to provide Control Hardware/Software (ACHS) and an Identification Management System security system consisting of, but not limited to, Access Control Hardware/Software (ACHS), card readers with and without PIN keypads, proximity and biometric readers, audio and/or visual equipment, IP cameras, video analytics, network video recorders/servers and video management software computer equipment (hardware and software) and an Identification Management System including printers, cameras, access cards, and all associated primary and peripheral equipment needed to provide a full security system. The qualified firm must also be able to provide maintenance of the existing system or proposed new equipment, replacement parts and maintenance.

An equal system to the existing system will be allowed as per the proposer's proposal. If the successful proposer proposes an equal and this proposal is accepted, it will be the responsibility of the proposer to replace all current equipment if needed in order for the Security/ID Management Operations to remain the same or better than the existing system at no additional cost to Jefferson Parish.

1.4 Proposer Minimum Requirements

Proposer Qualifications – Proposer must have a minimum of 5 years of experience in providing maintenance and support of similar sized systems and complexities, and also meet the following requirements:

1. Proposer and sub-contractor(s) must be a licensed commercial contractor in the State of Louisiana and supply copy of license certificate with proposal.
2. Proposer and sub-contractor(s) must be licensed by the Louisiana State Fire Marshall for security dealers and supply a copy of license with proposal.

3. Proposer must be an authorized dealer for the proposed or existing system with three (3) certified technicians on staff at time of proposal.
4. Proposer must have a Microsoft Certified Engineer on local staff at time of proposal.
5. Proposer and sub-contractor(s) must have an office with a response time of 60 minutes of Jefferson Parish.
6. Proposer shall provide at least three references of similar size access control systems.
7. Proposer must be experienced at providing systems similar in nature and complexity to the project outlined in this Request for Proposal.
8. Proposer shall be responsible and in charge of the project at all times, including the installation and configuration of any Security equipment.
9. Proposer and sub-contractor(s) must possess a Louisiana State Licensing Board for Contractors "Commercial" license per LSA-R.S. 37:2150-2163 in the classification of Security and furnish a copy of the current license with its proposal.
10. Proposer must be a franchised dealer and service facility for the major manufacturer's products furnished under this contract.
11. Proposer must maintain a fully staffed and equipped service facility.
12. The Proposer may not satisfy the Proposer Qualifications through the use of a subcontractor.

Warranties:

The proposer shall provide a complete inventory of equipment installed, including description, manufacturer, model, and serial number, and submit any manufacturer's warranty or registration forms. If the manufacturer's warranty is longer than one year; such warranty shall be provided to the Parish. The proposer shall warrant all equipment to be free of defects in materials and workmanship for one year from the date of substantial completion of the project. For any failures within the warranty period, provide answers to service calls and requests for information within a 24-hour period and repair or replace any faulty item within a 23-hour period without charge, including parts and labor.

Industry Standards/Tests/Recommendations:

The following are standards, tests, and recommended methods that apply to this work.

- A. Reference Standards: Systems specified in this Section shall meet or exceed the requirements of the following:
 1. Federal Communications Commission (FCC):
 - a. FCC Part 15 – Radio Frequency Device
 - b. FCC Part 68 – Connection of Terminal Equipment to the Telephone Network
 2. Underwriters Laboratories (UL):
 - a. UL294 – Access Control System Units

- b. UL1076 – Proprietary Burglar Alarm Units and Systems
- 3. National Fire Protection Association (NFPA):
 - a. NFPA70 – National Electrical Code
- 4. Electronic Industries Alliance (EIA):
 - a. RS232C – Interface between Data Terminal Equipment and Data Communications Equipment Employing Serial Binary Data Interchange
 - b. RS485 – Electrical Characteristics of Generators and Receivers for use in Balanced Digital Multi-Point Systems
- 5. Federal Information Processing Standards (FIPS):
 - a. Advanced Encryption Standard (AES) (FIPS 197)
 - b. FIPS 201: Personal Identity Verification (PIV) of Federal Employees and Contractors
- 6. Homeland Security Presidential Directive 12 (HSPD-12)
- 7. National Defense Authorization Act Compliant

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided within the past two years. Contact person(s), addresses and telephone numbers for each reference shall be included.

1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ www.jeffparishbids.net	8/10/2022	At least 30 days prior to the last day that proposals will be accepted
B. Pre-Proposal Conference (MANDATORY)	9/6/2022	10:00 AM
C. Deadline to receive written inquiries	9/12/2022	By 4:30 PM
D. Proposal Receipt Date and Time	9/16/2022	3:30 PM
E. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website.

F. Council Selection via resolution To be scheduled

G. Contract Ratification via resolution To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department no later than date and time shown in the Schedule of Events in order to be considered responsive.

Important – Clearly mark outside of electronic envelope, with the following information and format:

- Proposal Name: Provide security system equipment maintenance, repairs, replacement, installation, etc. of an existing Security Access and Video Management System for the Department of Security
- Proposal No. RFP 0443
- Proposal Receipt Date and Time: September 16, 2022 at 3:30 PM

Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding. Central Bidding can be accessed by visiting either www.jeffparishbids.net or www.centralbidding.com. Registration is required and free for Jefferson Parish Proposers by accessing the following link: www.centralauctionhouse.com/registration.php.

Proposer is solely responsible for the timely submission of its proposal. Late proposals will not be accepted.

Price proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as “Pricing Attachments”. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31. Price proposals shall be worth twenty-five percent (25%) of the total price points assigned.

Proposals shall not be opened publicly. RFP Evaluation Committee Meetings are opened to the public for the evaluation of submitted proposals.

1.7 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of proposer's ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications
- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
1. Proposer and sub-contractor(s) must be a licensed contractor in the State of Louisiana and supply copy of license certificate with proposal.
 2. Proposer and sub-contractor(s) must be licensed by the Louisiana State Fire Marshall for security dealers and supply a copy of license with proposal.
 3. Proposer must be an authorized dealer for the proposed or existing system with three (3) certified technicians on staff at time of bid.

4. Proposer must have a Microsoft Certified Engineer on local staff at time of bid.
 5. Proposer and sub-contractor(s) must have an office with a response time of 60 minutes of Jefferson Parish.
 6. Proposer shall provide at least three references of similar size access control systems.
 7. Proposer must be experienced at providing systems similar in nature and complexity to the project outlined in this Request for Proposal.
 8. Proposer shall be in responsible charge of the project at all times, including the installation and configuration of any Security equipment.
 9. Proposer and sub-contractor(s) must possess a Louisiana State Licensing Board _____ for _____ Contractors "Commercial" license per LSA-R.S. 37:2150-2163 in the classification of Security and furnish a copy of the current license with its proposal.
 10. Proposer must be franchised dealer and service facility for all of the major manufacturer's products furnished under this contract.
 11. Proposer must maintain a fully staffed and equipped service facility.
 12. The Proposer may not satisfy the Proposer Qualifications through the use of a subcontractor.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Profile: Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.
- H. Price Proposal: Proposer's fees and other costs shall be submitted in a separate electronic envelope (named "Pricing Attachments") with proposal submission. This price proposal shall include any and all costs the proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. The price proposal shall be worth twenty-five percent (25%) of the total price points assigned. The maximum cost points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of price proposal shall take place after technical evaluation has been completed.

1.8 Number of Response Copies

Each proposer shall submit one (1) original electronic signed proposal. PDF files are preferred. Price proposals shall not be included in the Technical portion of your submission.

1.9 Legibility/Clarity

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer’s ability to meet the requirements of the RFP. Each proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference

A MANDATORY pre-proposal conference will be held at 10:00 AM, ON SEPTEMBER 6, 2022 at the General Government Building, 200 Derbigny Street, Suite 4400, Gretna, LA 70053. Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions thereto. Any proposer intending to submit a proposal is encouraged to attend and should have at least one authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions in the form of addenda provided to all prospective proposers.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative

thereto. Without exception, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 p.m., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by e-mail or posted on the Central Bidding site:

Phone: (504) 364-2678 Ext. 2682
Buyer Email: sduffy@jeffparish.net
Buyer Name: Ms. Sidney Duffy, Buyer II

1.13 Required Signed and Notarized Affidavits

Affidavits must be completed, signed, properly notarized and submitted in its original format prior to contract approval in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances. For the convenience of proposers, these affidavits have been combined into one form entitled, Request for Proposal Affidavit.

All proposers who submit a proposal with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the proposer, who would assist in providing services or materials under the proposal or who would share in any fees, commissions or other remuneration under the proposal. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and approved by

Council Resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution.

1.14 Proposal Guarantee

Each proposal shall be accompanied by a proposal guarantee in the form of an electronic bond from an electronic surety bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid Solicitation on Central Bidding and licensed to conduct business in the State of Louisiana payable to Jefferson Parish in the amount of Five Thousand dollars (\$5,000.00). A proposal guarantee may be forfeited for failure on the part of the selected proposer to execute the proposed contract days after such proposed contract is submitted to proposer in conformity with the terms, conditions, and specifications of this RFP. A proposal guarantee, not otherwise forfeited herein under shall be returned to proposer(s) upon the award of a contract.

When an Electronic Bond is required it must be submitted through one of the respective clearing houses at www.jeffparishbids.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link. The electronic bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bonds will not be accepted with your submission.

1.15 Performance Bond

The successful proposer shall be required to provide a performance (surety) bond in the amount of Five Hundred Thousand dollars (\$500,000.00) to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties. The proposer acknowledges and agrees that the performance bond may be forfeited for successful proposer’s failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

1.16 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

1.18 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

Any proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the proposer.

1.19 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

- A. The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 136353. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626. A copy of the resolution may also be

downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

- B. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- C. It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements(except License Requirements) and/or Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal; however, an RFP affidavit is only required to be submitted by the proposer. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein requested in the Scope of Work without the ratification by Jefferson Parish Council Resolution.

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.27 Subcontractor Insurance

The proposer shall include all subcontractors as named insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 136353, as amended. A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.28 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the Scope of Work defined in Part II. The proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the price proposal.

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for award. Contract negotiations are limited by Section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall seek authorization from the Council to negotiate a contract with another proposer under this RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this

RFP, or cancel this RFP prior to proposal Receipt Date and Time if in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, EIS/IT, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the Evaluation Committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council Resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. The maximum technical points shall be calculated by multiplying the number of technical points assigned to the technical criterion multiplied by the number of evaluators scoring the proposal. After completion and tallying of the Technical Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the requesting department representative shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department representative shall open the sealed price proposals, and shall read the pertinent portions of those price proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the price proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department representative shall calculate the cost evaluation portion of the scoring sheet, using the price proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total price points assigned. The maximum cost points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The proposer with the lowest price shall receive the highest cost evaluation score.

Other proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted by a Proposer

PC = Proposer's cost

X = Maximum combined cost points available.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the requesting department representative shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department representative, the Finance Department representative and the requesting department representative. The secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified proposers and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those cost proposals. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible proposers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a proposer or multiple proposers other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that received a total maximum score of at least eighty percent (80%). There are times when selection of multiple vendors to provide the same services in in the best interest of the Parish. If multiple vendors are selected, the Parish administration is to negotiate favorable contract terms which are to include identical pricing for all selected vendors.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold harmless the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by

proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

The proposer shall address and send the invoice to the Department of Security pursuant to the payment terms negotiated in the contract. Payments will be made by the Department of Security or requesting Department no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Department of Security. Invoices shall include the contract and order number, using department and product or service purchased. Each invoice for the maintenance contract, embedded technician services and new equipment installations shall include a brief written narrative describing the work accomplished during the invoice period showing man hours/labor cost by job position and work tasks being billed during the invoice period. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the successful proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the successful proposer under contract as set forth in section 2-935.1 for professional service providers.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the Parish; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the

Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.

C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.

D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

1.37 Audit of Records

- A. Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of proposer's records shall be at the sole expense of Parish.
- B. Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said contract, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of a contract.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 136353 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

Substitution of personnel shall be approved by the Council, prior to any replacements. In addition to the foregoing, if during the term of the contract, the successful proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish’s sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated contract if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic, pandemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of the contract.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 136353.

1.45 Claims or Controversies

Proposer, as evidenced by his/her signature, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II – SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The qualified proposer shall provide the following services:

- Provide new equipment for card access, Identification Management, and CCTV on an as needed basis to upgrade existing parish wide security systems. This new

equipment shall operate with the current Jefferson Parish systems with the exception of the current video management system. This equipment is for new projects and will be paid for separately from the annual maintenance contract on an as needed basis.

- Provide replacement equipment as needed to replace existing equipment which may become non-operational on an existing Frontier Security System-Frontier R4.5 Access Control Hardware/Software (ACHS) and an Identification Management System Security System consisting of, but not limited to, Access Control Hardware/Software (ACHS), card swipe with and without PIN code access, proximity, biometric readers, audio and/or visual equipment, recorders, etc. for a complete video management system, computer equipment (hardware and software) and an Identification Management System including printers, cameras, access cards, and all associated primary and peripheral equipment needed to provide a full security system. An equal system to the existing system will be allowed as per the proposer's proposal. If the successful proposer proposes an equal and this proposal is accepted, it will be the responsibility of the proposer to replace all current equipment in order for the Security/ID Management Operations to remain the same or better than the existing system. This work will be part of the annual maintenance cost.
- Provide required maintenance of an existing Frontier Security System-Frontier R4.5 Access Control Hardware/Software (ACHS) and an Identification Management System Security System consisting of, but not limited to, Access Control Hardware/Software (ACHS), card swipe with and without code access, proximity, biometric readers, audio and/or visual equipment, recorders, etc., and an Identification Management System including printers, cameras, access cards, and all associated primary and peripheral equipment needed to maintain a full security system. An equal system to the existing system will be allowed as per the proposal. If the successful proposer proposes an equal system and this proposal is accepted, it will be the responsibility of the proposer to maintain functional compatibility equal to or better than the Parish's existing software and hardware systems (Frontier R4.5 Access Control System and HikVision IVMS-4200-Free Client Software) during the transition period. Further, the proposer shall develop a written schedule of priorities for phased implementation of the alternative equipment, on an as needed basis, working in close consultation, and with the prior written approval, of the Security Department. This work will be part of the annual maintenance cost.
- In the event, any software and or video equipment is prohibited or becomes non-conforming due to national security concerns, then contract services shall be suspended up to a maximum of 60 days to allow the successful proposer an opportunity to secure other software and/or hardware suppliers to perform under the contract.
- Provide security consulting service on all updates and Provide annual software support and maintenance. This work will be part of the annual maintenance cost.

- Provide training/operator support services. This work will be part of the annual maintenance cost.
- Provide labor for a minimum of 100 hours for on-site end user assistance.
- Provide labeled drawings of all facilities with card access and/or video system to identify the location and type(s) of the existing and newly installed security devices.
- Proposer should read and understand the circumstances and procedures under which this request is written. Proposer's response to the request for proposal signifies acceptance of the obligations and rights specified herein.

Warranties: The successful proposer shall provide a complete inventory of equipment installed, including description, manufacturer, model, and serial number, and submit any manufacturer's warranty or registration forms. If the manufacturer's warranty is longer than one year; such warranty shall be provided to the owner.

The successful proposer shall warrant all equipment to be free of defects in materials and workmanship for one year from the date of substantial completion of the project. For any failures within the warranty period, provide answers to service calls and requests for information within a 24-hour period and repair or replace any faulty item within a 23-hour period without charge, including parts and labor.

All existing equipment shall be maintained, repaired or replaced under this contract at no additional cost to Jefferson Parish.

All new equipment, software, hardware, etc. installed during this contract will be part of the "maintain, repair or replacement" agreement.

References: The following are standards, tests, and recommended methods that applies to this work.

Published standards, tests or recommended methods that apply to the work where sited below:

- a) National Electrical Code (NEC)
- b) National Electrical Manufacturer's Association (NEMA)
- c) American National Safety Institute (ANSI)
- d) Underwriter's Laboratory (UL)
- e) Electronics Industries Association (EIA)
- f) Occupational Safety and Health Administration (OSHA)
- g) Society of Motion Picture and Television Engineers (SMPTE)
- h) Society of Cable Telecommunications Engineers (SCTE)
- i) Building Industry Consulting Service International (BICSI)
- j) Audio System Design and Installation (ASDI)

PRODUCTS

Existing access control system to be maintained is a Frontier Security System-Frontier R4.5.

Existing video platforms are IP based.

Successful proposer shall supply and install Frontier Security System-Frontier R4.5 access control software support and current version software release(s) to keep the existing system up to date with latest software updates.

Successful proposer shall support and maintain all existing parish owned video management software, recording/playback hardware, camera licenses, and cameras which are part of the parish security platform.

All future video management software must be 100% compatible with existing Frontier Security System-Frontier R4.5 access control software and database to provide 100% seamless operation of both the access control and video management platform on a single Client PC Workstation. In addition, the platform shall have the capability of supporting multiple and simultaneous system access from a minimum of seven client PC workstations.

The future Video Management platform shall provide the following capabilities at a minimum:

GENERAL

The VMS shall be based on a true open architecture that shall allow for use of non-proprietary workstation and server hardware, non-proprietary network infrastructure and non-proprietary storage.

The VMS shall offer a complete and scalable video surveillance solution which allows cameras to be added on a unit-by-unit basis.

The VMS shall interface with analog-to-digital video encoders and IP cameras and with digital-to-analog video decoders, hereafter referred to as digital video servers (DVS). The VMS shall support DVS from various manufacturers.

All video streams supplied from analog cameras or IP cameras shall be digitally encoded in MPEG-4, MPEG-2, MJPEG, H.264, H.265, Wavelet or JPEG2000 compression formats and recorded simultaneously in real time.

The VMS shall support the following industry standards to interface to IP-based physical security products: ONVIF

Each camera's bit rate, frame rate and resolution will be set independently from other cameras in the system, and altering these settings will not affect the recording and display settings of other cameras.

Whenever multiple video streams are available from the same camera, users shall be free to use any one of them based on their assigned usage. The standard video stream usages are: Live, Recording, Remote, Low resolution, High resolution.

Cameras and switches are logically separated from Parish's Business network; in consultation with Electronic Information Systems (EIS), NVR/recording servers are permitted on the Business network. No other device or component is allowed on the Business network without approval from EIS.

The successful proposer is responsible for maintaining the latest software updates, and patches on all applications related to NVR/recording servers, switches, cameras, databases, access control software, VMS software (server and workstation), etc. The formal plan for software updates shall be included in the proposer's response.

Bit rate, frame rate, and resolution rates must be configured to have the least impact on the network.

ARCHIVING

The Archiver (role) shall use an event and timestamp database for advanced search of audio/video archives. This database shall be a Microsoft SQL 2016 or later; versions of SQL Server not supported by Microsoft are not permitted.

The Archiver shall protect archived audio/video files and the system database against network access and non-administrative user access.

The Archiver shall digitally sign recorded video using 248-bit RSA public/private key cryptography.

The Archiver shall allow the video quality to vary according to predefined schedules. Such schedules shall have the same configuration flexibility as the recording schedules mentioned earlier. The video quality shall be based on, but not limited to, the following parameters: Maximum bit rate, Maximum frame rate, Image quality, Key frame interval, etc.

The Archiver shall have the ability to dynamically boost the quality of the "recording stream" (see previous bullet) based on specific events:

When recording is started manually by a user

When recording is triggered by a macro, an alarm or detected motion

The Archiver shall have the capacity to communicate with DVS using 128 bits SSL

encryption.

The Archiver shall have the capacity to communicate with DVS using HTTPS secure protocol.

The Archiver shall have the capacity to receive multicast UDP streams directly from the DVS.

For network topologies that restrict the DVS from sending multicast UDP streams, the Archiver shall redirect audio/video streams to active viewing clients on the network using multicast UDP.

The Archiver shall have the capacity to redirect audio/video stream to active viewing clients on the network using unicast UDP or TCP.

The Archiver shall empower the administrator with a full range of disk management options:

The Archiver shall support DVS with edge recording capabilities and offer the following capacity: The ability to playback at different speeds the video recorded on the DVS. The ability to offload (video trickling) on schedule, on event or manually the video recorded on the DVS to store it on the Archiver.

The Frontier Security System-Frontier R4.5 is an access control plugin that allows Frontier Security System-Frontier R4.5 access control system to be seamlessly integrated to the VMS. The Frontier Security System-Frontier R4.5 plugin shall enable the Parish's System Operators to do the following:

- Create links between Frontier Security System-Frontier R4.5 -controlled devices door and input points, and the cameras monitoring them in the VMS.
- View live and playback video associated Frontier Security System-Frontier R4.5 access control event.
- Receive forwarded alarms as VMS alarms.
- Alarms acknowledged that can be automatically acknowledged in VMS
- Acknowledge alarms from VMS
- Search for access control event history by: Device ID, Panel Name, Device Name, Entered Area Name, Exited Area Name, Card Number, Cardholder, Security Center Event Text, Panel ID, Security Center Event ID, VMS Event ID, Event Text, and Exited Area ID

The qualified organization shall provide a security system as per the specifications attached hereto as "Attachment B – Equipment List", or an equal product.

The qualified organization will provide maintenance, hardware, software, equipment, materials, supplies, and labor as provided in the detailed specifications identified in "Attachment B – Maintenance Proposal and Contractors Specifications" in accordance with State and Parish codes whether stated or implied.

2.2 Period of Agreement

The term of any resulting contract shall be for two (2) years with two (2) one (1) year options to renew upon mutual agreement of the Owner and Contractor commencing on the date of execution or signing of the contract.

2.3 Price Proposal (Price Schedule)

Price proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as “Pricing Attachments”. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Evaluation during the RFP Evaluation Committee Meeting. Cost proposals shall not be included in the technical evaluation criteria. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31. Price proposals shall be worth twenty-five percent (25%) of the total price points assigned.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment “B”. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful proposer. Every proposer must describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location(s) where service(s) is/are to be performed are Parish wide. See Attachment “C” for existing facilities; however, it is not limited to the listed facilities as additional facilities may require work during this contract.

2.6 Financial Profile

Proposers are requested to submit documentation from the past three (3) years demonstrating proposer’s financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score.

2.7 Proposal Elements

A. Technical

1. Each proposer shall address how the proposer will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).
2. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof.
3. Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

B. Qualifications and Experience

1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.
2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

PART III – FEDERAL CONTRACT PROVISIONS

3.1 Federal Contract Provisions NOT APPLICABLE

PART IV – EVALUATION

4.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well a proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost evaluation shall constitute twenty-five percent (25%) of the total price points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

A. TECHNICAL PROPOSAL (Maximum of 75 Points per Evaluator)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

i. Scope of Services	10
ii. Project Schedule	10
iii. Specific Experience – similar or larger scope of services currently being provided	10
iv. Personnel- experience of management staff, experience in similar projects, etc.	10
v. Innovative Concepts	15
vi. Audio/Visual Capabilities	10
vii. Responsiveness to the RFP	5
viii. Financial Profile of Company	5

B. COST PROPOSAL

The proposer with the lowest price shall receive the highest cost evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC*X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted by all Proposers

PC = Proposer's cost

X = Maximum combined cost points available

1

TOTAL MAXIMUM POINTS FOR THIS RFP 100 PER EVALUATOR.

PART V – PERFORMANCE STANDARDS

5.1 Performance Requirements

- Proposer's shall provide monthly reports indicating the following:
 - All callouts with time and date received.
 - Date, time and name of all technician visits to Jefferson Parish facilitate.
 - Repair, maintenance, etc. performed.
- Proposer's timely submission of reports
- Proposer's submission of accurate and itemized invoices
- Proposer's adherence to project schedule/meet completion date
- Proposer's ability to provide key personnel with knowledge and technical expertise

5.2 Performance Measurement/Evaluation

- Timely repairs of all existing equipment.
- Timely installation of new equipment.
- Did the proposer finish ahead of schedule?
- Did the proposer respond to Parish correspondence in a timely manner?
- Were complaints/problems resolved in a reasonable and cooperative manner?
- Was the proposer reasonable and responsive to Parish needs?

- Was the final product usable for the purpose intended?
- Were changes in key personnel made? How often? With or without notice?

PART VI - APPENDICIES

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353 (previously 113646).

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353 (amends Resolution No. 113646), as amended.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

Attachment B

Proposer Name:

EQUIPMENT PRICE LIST FOR NEW EQUIPMENT TO BE INSTALLED ON AN AS NEEDED BASIS			
CAMERAS		UNIT	COST
VARIFOCAL	1.3 MEGAPIXELS	1	
	3 MEGAPIXELS	1	
	5 MEGAPIXELS	1	
	6 MEGAPIXELS	1	
	8 MEGAPIXELS	1	
FIXED	1.3 MEGAPIXELS	1	
	3 MEGAPIXELS	1	
	5 MEGAPIXELS	1	
	6 MEGAPIXELS	1	
	8 MEGAPIXELS	1	
WIDE	1.3 MEGAPIXELS	1	
	3 MEGAPIXELS	1	
	5 MEGAPIXELS	1	
	6 MEGAPIXELS	1	
	8 MEGAPIXELS	1	
AUTO	1.3 MEGAPIXELS	1	
	3 MEGAPIXELS	1	
	5 MEGAPIXELS	1	
	6 MEGAPIXELS	1	
	8 MEGAPIXELS	1	
FISHEYE	1.3 MEGAPIXELS	1	
	3 MEGAPIXELS	1	
	5 MEGAPIXELS	1	
	6 MEGAPIXELS	1	
	8 MEGAPIXELS	1	
Multi-Sensor Camera	9 MP (3 x 3 MP)	1	
	12 MP (4 x 3 MP)	1	
	15 MP (3 x 5 MP)	1	
	20 MP (4 x 5 MP)	1	
	24 MP (3 x 8 MP)	1	
	32 MP (4 x 8 MP)	1	
Video License		1	
Camera License		1	

Attachment B

MORTISE LOCKSET ELECT. STRIKE		1	
ELECTRIC STRIKE		1	
DOOR MAGLOCK		1	
GATE MAGLOCK		1	
REQUEST TO EXIT		1	
PNEUMATIC PUSH TO EXIT		1	
8 PORT SWITCH		1	
24 PORT SWITCH(LOW POWER)		1	
24 PORT SWITCH(HIGHPOWER)		1	
2 DOOR CONTROLLER		1	
4 DOOR CONTROLLER		1	
BUILDING CONTROLLER		1	
LABOR		HOUR	COST
VENDOR SHOULD LIST ALL TRADES AND COST PER HOUR INVOLVED IN THE MAINTENANCE INSTALLATION OF NEW VIDEO AND CARD ACCESS SYSTEMS.	TECHNICIAN	1	
	HELPER	1	
PROJECT MANAGER		1	
FIELD SYSTEM DESIGNER		1	
SECURITY EQUIP. CONFIGURATION		1	
GRAND TOTAL			_____

WIRING USED			
VENDOR SHOULD LIST ALL WIRE, CABLE, CONNECTORS, ETC. INVOLVED IN THE INSTALLATION OF NEW VIDEO AND CARD ACCESS SYSTEMS.			

Attachment B

INCIDENTIALS			
<p>VENDOR SHOULD LIST ALL HARDWARE IE; BRACKETS, POLE AND CAMERA MOUNTS, TIES, NUTS, BOLTS ETC. INVOLVED IN THE INSTALLATION OF NEW VIDEO AND CARD ACCESS SYSTEMS. **Only true building materials shall be listed as incidentals. Anything else listed in this section will be cause for the proposal to be deemed UNRESPONSIVE.**</p>			

Maintenance Proposal and Contractors Specifications

- A. The SECURITY CONTRACTOR shall be a local installation and service organization with office(s) within 60 miles of Jefferson Parish. The SECURITY CONTRACTOR shall be currently recognized as a factory authorized representative by the primary manufacturers (Frontier, Pelco, Panasonic, Dedicated Micro's, AXIS, Digital Watchdog, HiKVision and Avigilon) of the equipment used by Jefferson Parish. Letters of SECURITY CONTRACTORS authorization on manufacturers' letterhead TO BE PROVIDED AT TIME OF PROPOSAL SUBMISSION. Information to be included in authorization letter will be the date when SECURITY CONTRACTOR became authorized and approximately yearly sales volume of equipment purchased from manufacturer.
- B. The SECURITY CONTRACTOR and subcontractor(s) shall have been in business as electronic Access Control and Closed-Circuit Television systems provider in the State of Louisiana for a minimum of 5 years. As proof, an Occupational licenses or Parish Sales Tax Exemption certificates must be submitted with vendor proposal.
- C. The SECURITY CONTRACTOR shall carry a complete stock of parts to provide maintenance for these systems. This stock shall be kept at business site. At time of proposal a complete list of equipment in stock for maintenance shall be provided. Jefferson parish reserves the right to inventory local stock to verify.
- D. At time of proposal submission, the SECURITY CONTRACTOR and subcontractor(s) shall be licensed by the state and local jurisdiction to perform security work within the state. Contractor shall provide copy of this license at time of proposal submission. Contractors who have security licenses or permits pending shall not be considered acceptable for submitting proposals on this project.
- E. The SECURITY CONTRACTOR shall assure that all personnel working on the project are registered with the state or local jurisdiction Systems Licensing Board as provided for by current state statutes. Contractor shall provide copies of these licenses with proposal submission.
- F. At the time of proposal, the SECURITY CONTRACTOR and subcontractor shall provide satisfactory evidence of liability insurance and Workman's Compensation coverage for employed personnel as required by law.
- G. Because Frontier is the backbone for Jefferson Parish Access Control the SECURITY CONTRACTOR shall have currently working in local office(s) two Frontier Certified technicians to provide an on-site factory-trained service and installation center. SECURITY CONTRACTOR shall provide proof by supplying copies of training certificates with dates of training and payroll verification for same technician. Also, SECURITY CONTRACTOR shall provide in writing on Frontier letterhead proof that SECURITY CONTRACTOR has been a Frontier Authorized dealer for minimum of 2 years. If Contractor will be installing a new Access Control System there is no need for a Frontier Certified Technician.
- H. All of the SECURITY CONTRACTOR'S and subcontractor's personnel and operating forces including subcontractors and delivery personnel, shall be made aware of, and shall comply at all times, with the regulations, project requirements, and directions of responsible OWNER personnel.

- I. The SECURITY CONTRACTOR'S and subcontractor's personnel shall be qualified to accomplish all work promptly and satisfactorily. The OWNER shall be advised in writing of all designated service and support personnel responsible for installation as well as pre and post warranty service.
- J. The SECURITY CONTRACTOR and subcontractor shall install all system components and appurtenances in accordance with the manufacturer's specifications, referenced practices, guidelines, and applicable codes. Furnish all necessary interconnections, services, and adjustments required for a complete and operable system as specified.
- K. All low voltage wiring outside the control console, cabinets, boxes, and similar enclosures, shall be plenum rated where required by code.
- L. All exposed wiring inside and outside the control console, cabinets, boxes, and similar enclosures, shall be dressed down neatly and secured with wiring cleats or wire ties.
- M. All exposed metallic flexible conduit and armored cable shall be dressed down neatly and secured with low profile, metal fasteners.
- N. All junction boxes and small device enclosures below ceiling level and easily accessible to employees or the public shall be covered with a suitable cover plate and secured with tamper proof screws.
- O. System devices identified on building drawings are intended to generally indicate areas where such devices are to be located. SECURITY CONTRACTOR shall be responsible for determining final location of these devices in accordance with OWNER'S requirements.
- P. Riser diagrams are schematic and do not show every conduit, wire box, fitting, or other accessories. Provide such materials as necessary for a complete and functioning installation. Install in accordance with referenced codes and these specifications. Use weatherproof equipment or covers where installed in areas exposed to weather.
- Q. The SECURITY CONTRACTOR is required to place entire system into full and proper operation as designed and specified.
 - 1. Verify that all hardware components are properly installed, connected, communicating, and operating correctly.
 - 2. Verify that all system software is installed, configured, and complies with specified functional requirements.
- R. The SECURITY CONTRACTOR shall perform final acceptance testing in the presence of OWNER'S representative, executing a point by point inspection against a documented test plan that demonstrates compliance with system requirements as designed and specified:
 - 1. Submit documented test plan to OWNER at least (7) days in advance of acceptance test, inspection, and check-off.
 - 2. Conduct final acceptance tests in presence of OWNER'S representative, verifying that each device points and sequence is operating correctly and properly reporting back to control panel and control center.
 - 3. Acceptance by Owner is contingent on successful completion of check-off; if check-off is not completed due to additional work required, re-schedule and perform complete check-off until complete in one pass, unless portions of system can be verified as not adversely affected by additional work.

4. The system shall not be considered accepted until all acceptance test items have been successfully checked-off. Beneficial use of part or all of the system shall not be considered as acceptance.
- S. The SECURITY CONTRACTOR shall provide system operations, administration, and maintenance training by factory trained personnel qualified to instruct:
1. OWNER designated personnel to be trained.
 2. Provide 100 hours hands-on training per year at no extra cost with operational equipment.
 3. Training shall be oriented to the specific systems being installed under this contract as designed and specified.

ATTACHMENT "C" CURRENT JEFFERSON PARISH SITES

Site	Address	Cameras	Readers	APHONES
1st Parish Court	924 David Dr., Metairie	35	14	
2nd Parish Court	100 Huey P Long, Gretna	42	44	
Alario Center	2000 Bayou Segnette, Westwego	33	7	1
Ames Pump stations	5100 Rochester Blvd, Marrero	16	12	
BC Public Works Warehouse	1540 River Park Blvd, Bridge City	12	3	
Beechgrove Headstart	721 Tricia Ct, Westwego	16	0	1
Belle Terre Library	1867 Belle Terre Rd, Marrero	3	2	
Bonnabel Boat Launch	1600 Bonnabel Blvd., Metairie	13	0	
Bonnabel Pump Station	1500 Beverly Gardens, Metairie	23	0	
Bridge City Drainage	1561 River Park Blvd, Bridge City	12	10	
Bridge City Sewerage	1440 River Park Blvd, Bridge City	16	7	
Bridge City Water	1540 River Park Blvd, Bridge City	16	5	
Bridge City Fleet	1351 River Park Blvd, Bridge City	7	1	
Carli Care	501 Richard St., Gretna	2	0	
Causeway Headstart	3420 N Causeway, Metairie	18	0	1
Cleary Playground	3700 Civic Street, Metairie	12	0	
Cousins Pump Station	2466 Destrehan, Harvey	22	0	
Creative Kids	2141 Barataria Blvd, Marrero	2	0	
Delta Playground	8301 West Metairie	0	0	
Donelon Building	200 Derbigny, Gretna	82	158	
Duncan Pump Station	1800 Joe Yenni, Kenner	18	0	
East Bank Library	4747 West Napoleon	100	15	
Eastbank Streets	200 Shrewsbury, Jefferson	13	18	
Eastbank Transit	918 David Dr., Metairie	24	4	
Eastbank Water	3600 Jefferson Hwy, Jefferson	16	20	
EB Animal Shelter	1 Humane way	16	7	
EB RECREATION SPECIAL NEEDS FACILITY	SAINTS DR	16	0	
Elmwood Pump Station	5400 Caryota, Metairie	20	0	
EOCC	910 3rd Street Gretna	17	54	
Estelle 2 Pump Station	3850 Destrehan, Harvey	16	0	
Fire Academy	3221 River Road, Bridge City	18		
Fire HQ	834 Clearview, Harahan	18	30	
Fire Station 20	4110 Hudson St. Metairie	10	0	
Fire Station 11	3525 Jefferson Hwy, Jefferson	4	0	
Fire Station 12	968 Jefferson Hwy, Jefferson	12	0	
Fire Station 13	4642 Calumet, Metairie	7	0	
Fire Station 14	1714 Edinburgh, Metairie	5	0	
Fire Station 15	1101 N I 10 Service Road, Metairie	7	0	
Fire Station 16	5200 Lafreniere, Metairie	7	0	
Fire Station 17	6816 Kewanee, Metairie	7	0	
Fire Station 18	3430 N Causeway, Metairie	3	0	
Fire Station 19	455 Edwards Ave. Harahan	8	0	
General Government Building	200 Derbigny, Gretna	72	119	
Girard Playground 1	5300 Irving St, Metairie	7	0	
Girard Playground 2	5300 Irving St, Metairie	3	0	
JP Parking Garage	300 Derbigny St. Gretna	17	0	
Harahan Library	219 Soniat Ave, Harahan	8	3	
Harahan Pump Station	1101 Dickory, Elmwood	10	0	
Harvey Pump Station	1600 Destrehan, Harvey	11	0	
Hero Pump Station	Peters Road, Harvey, LA	16	0	
Jefferson Parish Performance Center	6400 Airline Hwy, Metairie	50	16	
Jesse Owens Playground	11101 Newton St., River Ridge	22	0	
Johnny Bright Playground	3401 Cleary, Metairie	24	0	
JPCC	100 Dolhonde St. Gretna	116	0	
JPFD Supply Shop	5512 Lambert	9	0	
Jutland 2 Head Start	1821 Jutland Dr, Harvey	25	0	
Jutland Headstart	1821 Jutland, Harvey	20	0	1
Juvenile Court	1546 Gretna Blvd, Harvey	35	6	
Juvenile Services	1546 Gretna Blvd, Harvey	70	52	
Kennedy Heights Playground	248 Mission Ct, Avondale	16	0	
Kenner Headstart	3rd Street, Kenner	13	1	1
KGR Academy	1614 Bridge City Ave, Bridge City	2	0	
Kids House of Learning	711 Derbigny, Gretna	2	0	
Lafitte Headstart	4977 City Park Dr, Lafitte	0	0	
Lake Cataouatche Pump Station	3.5 miles off of US 90, Avondale	16	4	
Lakeshore Library	1000 W. Esplanade, Metairie	9	1	
Landfill US90	5800 Hwy 90, Avondale	14	0	
Lapalco Headstart	2001 Lincolnshire Blvd., Marrero	38	0	1
Lassalle Playground	6901 Sable, Metairie	10	4	
Lemon Playground 1	1307 S Causeway, Jefferson	29	0	

Request for Proposals #0443

Provide Security System Equipment Maintenance, Repairs, Replacement, Installation, Etc. of an Existing Security Access and video Management System

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing To Provide Security System Equipment, Maintenance, Repairs, Replacement, Installation, Etc. of an Existing Security Access and Video Management System for the for the Jefferson Parish Security Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: September 16. 2022.

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant MUST select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- RFP Affidavit must be submitted in its original format prior to approval in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized _____ of _____ (Entity), the party
who submitted a proposal in response to RFP Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are NO campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by telephone or by personal contact, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are NO solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are NO subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

REPORT FRAUD, WASTE, OR ABUSE

BY INTERNET:

Visit our website at www.jpoig.net, click
"Report Waste, Fraud or Abuse"

BY PHONE:

Call our tip line at (504) 528-4444

BY MAIL:

990 N. Corporate Drive, Suite 300
Jefferson, LA 70123

IN PERSON:

Contact us at (504) 736-8962 to schedule an appointment

JPOIG Social Media



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Channel: Jefferson
Parish Office of
Inspector General



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990 N. Corporate Drive Suite 300
Jefferson, LA 70123
Phone (504) 736-8962