

Request for Proposal (RFP)

Closed Circuit Television (CCTV) System for Custer County Building and Courthouse

Issued By: Custer County Board of County Commissioners (BOCC)

Issue Date: 04-24-2025

RFP Number: 01-2025

Proposal Due Date: Open until Formal Acceptance

1. INTRODUCTION & BACKGROUND

Custer County is seeking proposals from qualified vendors for the design, installation, and configuration of a Closed Circuit Television (CCTV) system in the County Building and Courthouse. This building, being a historical structure, presents unique constraints in terms of physical infrastructure and connectivity. The primary objective is to enhance security through reliable video surveillance, provide long-term storage options for election-related monitoring, and ensure remote access for emergency and law enforcement personnel.

2. PROJECT PURPOSE

The CCTV system will provide continuous video recording of entry points and designated internal areas to support safety, election integrity, and emergency management operations. The system should be secure, web-accessible, and capable of handling extended retention and customized data management.

3. SCOPE OF WORK

- Install a CCTV system for one building (Courthouse/County Building).
- Cover at least 7 entry points and 15 total camera locations.
- Include indoor/outdoor-rated cameras with suitable resolution and night vision.
- System must support remote, web-based access with secure logins for:
 - Sheriff's Office
 - IT Department
 - Emergency Services (including Dispatch and EOC)
- Provide recording services only (no live monitoring by vendor). Live monitoring will be enacted by County personnel.
- Allow County personnel to manage camera feeds and configure "blocking" zones.

- Include wireless camera options to reduce cabling impacts on historical building. (Negotiable)
 - Conduct onsite inspection to verify system compatibility and identify installation needs.
 - Provide installation oversight in coordination with County IT staff.
 - Offer optional ongoing maintenance service contract.
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4. TECHNICAL REQUIREMENTS

- Continuous recording (24/7) with 30-day standard retention.
 - System must accommodate scheduled and automatic downloads for long-term archival.
 - Provide technical specification for bandwidth and upload needs.
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5. COMPLIANCE & SECURITY

- Include adjustable "blocking" or masking features for privacy compliance (e.g., CJIS, HIPAA).
 - Ensure role-based access control and audit logs.
 - Systems should comply with applicable local, state, and federal standards.
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6. VENDOR RESPONSIBILITIES

- Attend pre-installation site visit (required).
 - Provide itemized cost estimate and system design.
 - Submit references with public sector experience preferred.
 - Detail implementation timeline.
 - Provide a technical overview including bandwidth and infrastructure needs.
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7. BUDGET

- Estimated budget for this project is **\$27,000**. Vendors may propose solutions within or near this budget. Value-based alternatives may be considered.
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8. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Cost-effectiveness and adherence to budget
 - System capabilities and technical approach
 - Vendor experience and public sector references
 - Implementation timeline
 - Flexibility for future maintenance/support
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9. SUBMISSION REQUIREMENTS

- Submit one (1) digital and one (1) printed copy of the proposal
 - Proposal must include:
 - Executive Summary
 - Detailed Scope of Work
 - Technical Specifications
 - Cost Estimate
 - Project Timeline
 - References
 - Signed Acknowledgment of Site Visit
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10. TIMELINE

- RFP Issue Date:
 - Site Visit Deadline:
 - Questions Due:
 - Proposals Due:
 - Anticipated Award:
 - Project Start:
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11. Legal

All proposing firms shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

The proposal must be signed by a duly authorized official of the proposing Firm submitting the proposal.

Only one (1) submittal will be accepted from any firm.

All costs quoted must be firm for a period of ninety (90) days following the opening of the proposal.

The County will not return proposals, or other information supplied to the County, to the Firm.

Submittal of a proposal shall be taken a prima facie evidence that the Firm has full knowledge of the scope, nature, quality, and quantity of work to be performed, and the detail requirements and conditions under which the work is to be performed.

The successful proposing Firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the County.

The successful proposing Firm and its employees will operate as an independent contractor and will not be considered employees of the County.

The County shall be provided with and shall have the right to use all data, documents, maps, photographs, drawings and specifications resulting from the Firm's efforts on the project. Reuse of any such materials by the County on any extension of this project or any other project shall be allowed. Firm shall have the right to retain copies of all materials. Firm retains the right of ownership with respect to any patentable concepts or copyright materials arising from its services, provided that the work to be developed hereunder shall be the sole property of the County and may be copied, distributed, amended, and used by the County and others for any purpose deemed appropriate by the County.

The Firm agrees to indemnify and hold harmless Custer County, its officers and staff, from and against all liability, claims, demand, and expenses, including court costs and attorney fees, on account of injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the Firm, subcontractor of the Firm, or any officer, employee, or agent of the Firm.

This Request for Proposal does not commit Custer County to award a contract, nor to pay any costs incurred by successful or unsuccessful firms in the preparation and submission of proposals in anticipation of a contract. The County reserves the right to reject any or all proposals received, to waive formalities, to cancel or change the RFP, and/or to negotiate and to award on basis other than anticipated cost to the County. The County may further choose to negotiate a contract for only a portion of the work identified in the Proposal.

12. POINTS OF CONTACT

Questions and proposal submissions shall be directed to:

- **Sheriff's Office:** lsmith@custersheriff.com
- **IT Department:** it@custercounty-co.gov

BOCC Administrator: boccadmin@custercounty-co.gov

Thank you for your interest in partnering with Custer County. We look forward to your proposal.

End of RFP