

**City of Kodiak**  
**Kodiak Police Department Security Controls Upgrade PN 22-07/4068**  
**Addendum No. 1**  
**May 20, 2022**

The following change(s) and/or clarification(s) are made to the Plan and Specification Documents of Request for Proposals (RFP) for the 7Kodiak Police Department Security Controls Upgrade PN 22-07/4068:

- 1) Invitation to Bid
  - a) Change Bid/RFP date from “June 9, 2022” to “June 16, 2022”
  - b) Change mandatory pre-proposal from “May 26, 2022” to “June 2, 2022”
- 2) Replace Proposal Requirements Pages 3, 4, 5 and 6 in its entirety with the attached Proposal Requirements Pages 3, 4, 5 and 6
- 3) Project Schedule (Page 7)
  - a) Change Pre-proposal meeting date from “May 26, 2022” to “June 2, 2022”
  - b) Change Proposals due date from “June 9, 2022” to “June 16, 2022”

There are no changes to the RFP opening Time and Location.

## PROPOSAL REQUIREMENTS

### Overview

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The City of Kodiak is accepting sealed proposals from qualified companies to provide technical services for upgrades to the video surveillance, access control, and security door control systems at the Kodiak Police Department. The Work includes the supply, installation, connection of equipment, system integration, staff training, and removal of old equipment. This RFP is issued under Kodiak City Code 3.12.070(a) and is subject to all provisions of the Kodiak City Code.

The Kodiak Police Department is located at 2160 Mill Bay Rd., Kodiak, AK, 99615. The access control, video surveillance, and door control systems were installed during original construction and are approaching 12 years old. The scope of this project will be to replace the access control system in its entirety, replace the hardware and software for the video surveillance system while replacing as many cameras as funding allows (while reusing most cabling), and updating the door control system to the latest software and replacing the touchscreens and control computers. There is also a building-wide intercom system that is connected to the door control system. No work is anticipated on that system outside of confirming proper operation after upgrades are performed elsewhere.

Interested persons may view and download RFP online at <http://www.city.kodiak.ak.us/rfps> or contact the City Engineering Department by email [EngineeringDept@city.kodiak.ak.us](mailto:EngineeringDept@city.kodiak.ak.us), by phone 907.486.8065, or by fax 907.486.8066. Proposal documents will be available on May 10, 2022.

There will be a mandatory pre-proposal meeting at 10 a.m. on June 2, 2022 to be held at the City of Kodiak conference room 116 followed by a field tour of the Kodiak Police Department from 1pm to 5pm. Proposals will be accepted only if the proposer attends the meeting. The deadline for submission of sealed proposals is June 16, 2022 at 2:00 p.m. local time and shortly thereafter the proposals will be opened publicly and read aloud. Proposals must be submitted to the City Manager's office located at 710 Mill Bay Road, Room 114 Kodiak, Alaska, 99615. Questions of fact regarding circumstances such as weather, delay of mails, etc. that circumvent legitimate timely receipt of an otherwise responsive bid will be decided by the City of Kodiak. Proposals not timely received will not be considered and will be returned unopened.

The City will proceed toward an award by evaluating proposals and interviewing the respondents with the highest scores, if deemed necessary. The successful Proposer will be required to enter into a written agreement for the work, substantially in the form of Appendix D. Payment and performance bonds substantially in the form of Appendix E will be required. The City reserves the right to reject any or all proposals and waive any minor irregularities. Should no acceptable proposals be received, the City may negotiate with one or more prospective offerors.

If a Proposer objects on any ground to any aspect of this RFP, the Proposer shall, not more than ten calendar days after the pre-proposal meeting, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection. Bids may be withdrawn by written or facsimile request received from proposers prior to the time fixed for opening. Negligence on the part of the proposer in preparing the bid does not confer the right for the withdrawal of the bid after it has been opened. Any proposer who believes a contract has been improperly awarded may file a protest no later than five calendar days from the date the Notice of Intent to award is issued. Any protest shall be in writing, shall be filed with the City Clerk, and shall specify the reasons the proposer feels the Notice of Intent to Award was improper.

The City shall notify all proposers of the filing of the protest within two working days after the protest is filed. The City Council shall hold an informal hearing at which all interested persons may participate no later than five working days after the protest is filed. The City Council shall issue a written decision on the protest no later than 24 hours after the conclusion of the informal hearing. The decision of the City Council shall be final.

State Homeland Security Program grant funds will be used for this project and contractor labor rates must conform to Davis-Bacon prevailing wages for Alaska. The City encourages the use of materials manufactured in the USA by an American corporation, which is included as part of the evaluation criteria.

### Contact Information

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Except at the pre-proposal meeting, all questions regarding this RFP shall be made in writing and be directed to City of Kodiak Engineering Department at [EngineeringDept@city.kodiak.ak.us](mailto:EngineeringDept@city.kodiak.ak.us).

Matt Holmstrom  
City Engineer  
2410 Mill Bay Road  
Kodiak, Alaska 99615  
(907) 486-8065

Gena Diniega-Wandersee  
Administrative Specialist  
2410 Mill Bay Road  
Kodiak, Alaska 99615

### Pre-Proposal Meeting, Proposal Preparation, & Submission

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A mandatory pre-proposal meeting will be held at the City of Kodiak Conference Room, 710 Mill Bay Rd, Room 116, Kodiak, AK 99615 on June 2, 2022. The purpose of the meeting is to familiarize potential proposers with the City's unique needs and resources. Proposers may present oral questions and perform a physical survey of the Police Department for areas that may be relevant to the Work. The failure of a prospective bidder, for any reason whatsoever, to attend and fully participate, personally or through the personal presence of a representative authorized to make all disclosures, representations, and certifications called for by this section, a prebid conference or meeting designated as mandatory under this section shall preclude such bidder from further participating in the bidding process or receiving an award of any resulting contract KCC [3.12.055](#). **Proposals shall not be accepted from any proposer who does not attend the pre-proposal meeting.** To register for the pre-proposal meeting, please contact Engineering Department by email [EngineeringDept@city.kodiak.ak.us](mailto:EngineeringDept@city.kodiak.ak.us), phone at (907) 486.8065, or by fax at (907) 486-8066 on or before June 2, 2022.

Proposers shall submit sealed proposals, containing one original paper copy and one complete digital copy, for furnishing all labor, equipment, and materials and for performing all work for the project described in this RFP. **Proposals must be received no later than 2:00 p.m., local time, June 16, 2022.** Proposals received after this time will not be considered. Pricing shall be provided on the Bid Form provided.

Proposals may be submitted to following address:

City of Kodiak  
KPD SECURITY PROPOSAL  
710 Mill Bay Road, Room 114  
Kodiak, Alaska 99615

The envelope must be plainly marked with:

**Proposal Documents:**

KODIAK POLICE DEPARTMENT SECURITY CONTROLS UPGRADE PN 22-07/4068

**To be Opened:**

2 p.m. on June 16, 2022

Proposals shall be sealed, and clearly marked as such. It is the responsibility of the Proposer to ensure timely delivery of the proposal. All costs related to the preparation, completion, and submittal of Proposals, interviews, meetings, negotiations, and all other costs related to this RFP are the sole responsibility of the Proposer. All proposals are submitted at the RFP participant's own free will. Proposers will not be reimbursed for any cost associated with responding to this RFP.

**Proposal Contents**

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Proposals shall be concise and shall include only information that directly relates to this solicitation and helps enable the Owner to evaluate the Proposer's offer, including experience, methodology, and project approach.

To achieve a uniform review process and obtain maximum level of comparability, it is required that the proposals be organized as and contain the deliverables specified below:

- a. **Introductory Letter** – An introductory letter expressing an interest in performing the work and understanding the requirements of this RFP should be included. The introductory letter should be addressed and labeled as follows:

Mike Tvenge, City Manager  
City of Kodiak  
710 Mill Bay Rd, Room 114  
Kodiak AK 99615

- b. **Qualifications** – Describe, in sufficient detail, the Proposer's key personnel (include a brief resume) and experience, qualifications, and technical support that are relevant to the Services detailed in this Request.
- c. **References** – Include the name, address, and contact person of at least three government agencies or facility owners with which the Proposer has provided similar type Services. It is the intent of the City to contact such references to assess the level of satisfaction with the equipment and services rendered to the listed references. List all lawsuits and complaints filed against Proposer within the past three years.
- d. **Solution Overview**
  - i) **Software Configuration Control Plan** – The Proposer shall have a written Software Configuration Control Plan for releasing and maintaining their system software. This plan shall be reviewed and approved by the City. A copy of the draft plan shall be submitted with the proposal for evaluation. Include 2 years of software updates and support from the time of substantial completion, and provide annual pricing for software maintenance

agreements after that. If no maintenance agreement is available, provide the minimum charge for a service call and hourly rate for technical support once the 2 years of support are concluded.

- ii) Equipment Features and Configuration** – Describe in detail the proposer’s assessment of proposed replacement equipment and systems software compatibility. Include specifications of proposed replacement equipment.
- iii) Full Service** – Describe, in sufficient detail, all the Services proposed to be provided, clearly identifying any exclusions or assumptions and/or any additional services proposed to be provided and the cost of such additional services, if any. Special attention will be paid to project understanding and proposed improvements to the system. These improvements may include features such as improved camera views and features, consolidation of cameras into single multi-sensor or wide-angle views where appropriate, integration of the different systems and benefits to the Owner, network management best practices, system optimization techniques, etc.
- iv) Cost and Installation Schedule** – Include pricing for: all equipment, installation, training, on-site system integration, and provide complete documentation (including product assembly drawings, operation manuals and wiring diagrams) in both hard copy and electronic format with enough detail to support the training of maintenance personnel as well as support troubleshooting and preventive and corrective maintenance. Include a commitment and an affirmative statement that all proposals made in the responses shall remain valid for a period of 60 days after the due date of the responses.
- v) Training** – The proposer shall provide training for administrators, operators, and technicians at the Kodiak Police Department. Training sessions shall include both classroom and on-site instruction. Training materials shall be provided for each participant and electronic copies of all materials shall be provided to the City for future training purposes. The City shall have complete rights to copy and distribute training material as deemed necessary for continued operation of the system. The proposer shall submit training plans that includes material and a description of the training sessions as part of their bid response.
- vi) Spare Parts** – A recommended spare parts list must be submitted including each main active component, quantities, and prices. Spares will not be required as part of the bid price, but a parts list as noted will be.
- vii) Identification of Anticipated Potential Problems** – Proposals should identify and describe any potential problems with respect to providing the Equipment and Services to the City of Kodiak, and proposed mitigation procedures or modifications.
- viii) Removal of Existing Equipment** – All existing equipment shall be carefully removed, and disposed of after the City decides what equipment will be salvaged.