



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

www.HANNIBALBPW.org



Hannibal Board of Public Works Hannibal, Missouri

Security Camera Solution COMPETITIVE REQUEST FOR PROPOSAL RFP 2022-01

January 11th, 2022



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00100 INVITATION TO BID

The Hannibal Board of Public Works of the City of Hannibal, Missouri, invites you to submit a proposal for the work described below. Contract Documents are available online as instructed in Section B of this document. Questions should be directed to:

Hannibal Board of Public Works
ATTN: Purchasing Department
3 Industrial Loop Drive
PO Box 1589
Hannibal MO, 63401
(573) 221-8050
(573) 231-7125 - fax
purchasing@hannibalbpw.org

A. RFP REGISTRATION

The Hannibal Board of Public Works requests that firms interested in this RFP contact the Buyer listed in the previous section and register as a bidder. The Hannibal Board of Public Works will keep contact information in a log and notify those that have registered when addenda are issued. Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

All Bidding Contractors must be licensed with the City of Hannibal and in good standing for bids to be accepted.

B. SUPPLEMENTAL PROCUREMENT DOCUMENTS

Procurement Documents for RFP 2022-01, complete with detailed specifications, drawings and bid form, can be downloaded by navigating to the following website and searching by current bid opportunities or name. <https://www.hannibalbpw.org> and clicking on the "I Want To" menu and selecting "See Open Bid Items" or follow this link: <https://www.hannibalbpw.org/see-open-bid-items>. You will have access to open, print and/or save the document(s).

C. SUMMARY SCOPE OF WORK / PROJECT

Work includes, but is not limited to, the configuration, installation, training, and on-going maintenance of a scalable, turn-key video security camera solution. Even though the initial stage is for the main office location, the same technology and functionality needs to be replicated at other Hannibal Board of Public Works facilities that either do or do not have current video surveillance. Solution is to include all necessary hardware, cabling, network configuration, cloud repository, a means of remote access/monitoring/alarming, and training for various departments.

1. NEEDS

- a. Protection of Assets, Staff, and Customer Related Information
Surveillance will be in office and lobby areas where daily business is conducted. This system can ensure information and employees are monitored and the digital recordings are stored in a secure but retrievable manner. Warehouse areas need to be monitored to protect assets and to comply with safety requirements.
- b. Remote Monitoring
Footage, either real-time or previously recorded events, must be accessible from standard internet browsers both PC and mobile device based.
- c. Remote Resource Consolidation
Our SCADA department is staffed 24/7/365. We need to be able to allow our shift operators to monitor multiple camera feeds from any location from a centralized interface either using our existing equipment or using new suggested equipment.
- d. Video Retention

It is imperative to have a minimum of 30-days of video camera footage, preferable in the cloud. This information also needs to be backed up in the event of cloud storage failure if possible. A method of categorizing or maintaining a record of compliance for recordings is not required at this time.

- e. User Permissions
System must have the ability to create multiple user accounts with various permissions to allow for daily operation when interacting with the system through a web browser. Each camera needs to be secured with administrative credentials to prevent unauthorized access/changes.
- f. System Integration
The current cameras at the main office location will be discontinued from service as they are all closed circuit based. We have two existing IP cameras that should be integrated, if possible, to reduce cost. Another facility has a different type of IP based camera system and integration of those cameras needs to be considered and reviewed to determine if they can be used. Perform review of existing switch environment to determine availability capacity for new POE cameras.
- g. Camera / Cabling Installation
Develop a plan to install new network cabling to each new camera location (work to either be performed by contractor or contracted with our internal electricians). Cabling should be included as a bid alternate on a per camera or per foot cost for new cabling. Removal and disposal of old cabling and cameras should also be included.
- h. Support Contract Options
Service for equipment and included services within the RFP needs to be backed by a service agreement which would include hardware, software updates, and storage space for the cloud repository for data.
- i. Network Traffic Segmentation
Data on the local network, regardless of location, needs to be routed through a separate VLAN.
- j. Demonstration
Prior to final selection, we may ask prospective bidders to give a demonstration using like equipment and features.

2. TECHNICAL SPECIFICATIONS

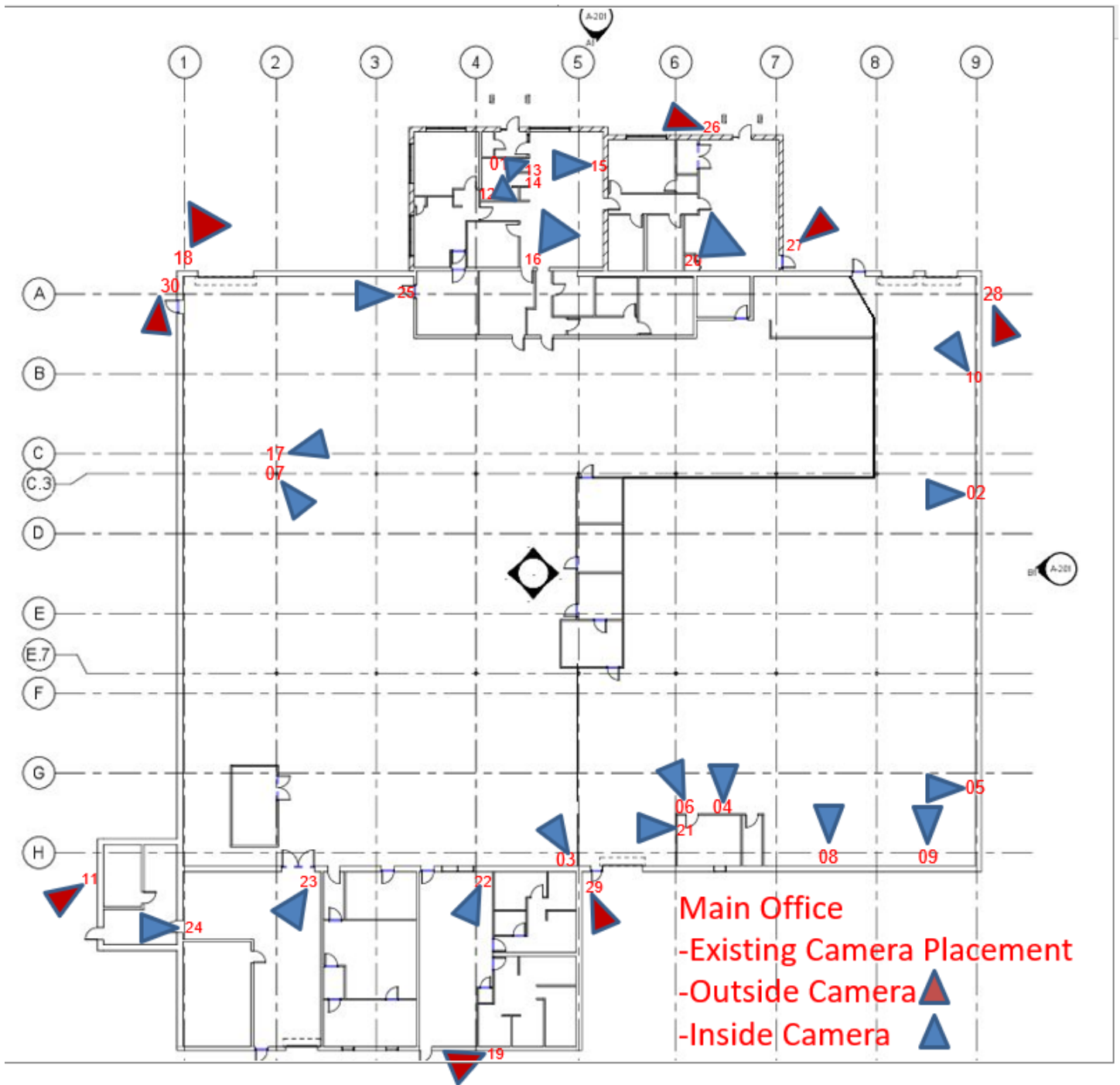
- a. The solution should be scalable and capable of adding additional IP enabled cameras at any location as deemed necessary.
- b. All cameras should be vandal proof, anti-vibration, and weatherproof if installed in an outdoor location.
 - i. Full color with high resolution with the ability to produce 30 FPS or more
 - ii. IP66 rating to protect against dust and environment elements
 - iii. Night visibility
 - iv. Auto focusing lenses
 - v. Motion detection capable with the ability to send some type of notification to the dispatch center or generate text or email messages.
 - vi. Camera needs the ability to store and forward data should access to cloud repository be unavailable.
 - vii. Access to each camera via a GUI / IP address and firmware updates must be updatable over the network.
 - viii. General area cameras can be based on recommendations for the application/need however we desire to have two cameras capable of being focused on our Teller counter to monitor transactions between teller and customer and have the ability to produce an image which would allow for bill denomination identification.
 - ix. System must allow for integration of pan-tilt-zoom (PTZ) or thermal imaging cameras in the future.

3. MANAGEMENT INTERFACE / SYSTEM

- a. Provide email, text, or alarm notification for detected motion for specific areas / cameras.
- b. Have ability to be scaled to allow for longer record retention or adding of more cameras.
- c. Have some means of connecting to system to monitor camera status or receive alerts when a camera is offline.
- d. Allow multiple users to interface with specific cameras or all cameras to monitor as needed. Must have the ability to arrange select cameras on large screen display within in dispatch center.

- 4. The following images show an aerial view of the main office location as well as an interior view where existing cameras are installed. We are open to suggestions on better placement of new cameras to better cover areas both inside and outside. Visual inspection information is stated in Section D.





D. SITE VISIT / ASSESSMENT

Interested bidders can make a site visit for visual inspection of the facilities to accurately bid the project. Appointments can be made at any time with visits to take place from January 24th – January 28th at the Hannibal Board of Public Works Main Office located at 3 Industrial Loop Drive, Hannibal MO 63401. Contact the following Hannibal Board of Public Works representative to arrange a visit:

Hannibal Board of Public Works
ATTN: Purchasing Department
3 Industrial Loop Drive
PO Box 1589
Hannibal MO, 63401
(573) 221-8050
(573) 231-7125 - fax
purchasing@hannibalbpw.org

Participation in this SITE VISIT / ASSESSMENT is not mandatory, but it is highly recommended.

E. PROPOSAL OPENING

All proposals, whether mailed or hand delivered, must be in the hands of the Purchasing Agent of the Hannibal Board of Public Works at the above address by the Proposal Opening date and time, which is **Thursday February 24th, 2022, at 10:00 A.M.**... Any proposal received after such date and time, regardless of post mark date, will be rejected.

Proposals will be opened publicly, and the selected contractor will be determined based upon competitive negotiated procurement procedures for proposals as described in this RFP.

All proposals shall be irrevocable for ninety (90) days after the time for opening of proposals.

The term of service for Contract will commence on signing of the contract and end on June 30th and may be extended upon performance, material unit price and mutual consent of both parties.

F. PROPOSAL SUBMITTAL METHODS

FAX AND EMAIL RESPONSES ARE NOT ACCEPTABLE. All proposals must be received by the Hannibal Board of Public Works Purchasing Department by the opening date and time stated in this document. The method of submittal is at the sole discretion and risk of the Contractor. Preparation for any submittal method should be taken well enough in advance of the posted opening date and time to allow for unexpected issues. The Hannibal Board of Public Works is not responsible for submittal failures of any kind. Contractors mailing proposals or having proposals delivered should allow sufficient time to ensure receipt by the due date and time specified. Mail, express mail and delivered responses must be sealed in an opaque envelope or package and should include two sets of original documents. All bids must be clearly marked on the outside with the RFP number and opening date/time. Proposals are to be addressed to:

Hannibal Board of Public Works
ATTN: Purchasing Department
3 Industrial Loop Drive
PO Box 1589
Hannibal MO, 63401

END OF SECTION



00200 INSTRUCTIONS TO BIDDERS

A. INTERPRETATION TO BIDDER

A prospective bidder who is in doubt as to the meaning of any part of the Contract Documents or any addenda thereto, may submit a written request for interpretation. Such requests shall be directed to the Hannibal Board of Public Works Purchasing representative identified in this document or directly to the Hannibal Board of Public Works Purchasing department at one of the following options:

Hannibal Board of Public Works
ATTN: Purchasing Department
3 Industrial Loop Drive
PO Box 1589
Hannibal MO, 63401
(573) 221-8050
(573) 231-7125 - fax
purchasing@hannibalbpw.org

Any such interpretation will be made by written addendum. The Hannibal Board of Public Works will not be responsible for any explanation or interpretation of proposed documents other than by such an addendum. An oral permission or interpretation has no legal force, authority, or effect. Any addenda must be acknowledged in the proposal and will become a part of the Contract Documents. Failure to acknowledge in the proposal all addenda issued may constitute grounds for rejection of that proposal.

All requests for interpretations must be received in the Purchasing Department no later than **five calendar days prior to the proposal opening date**. Requests received after that date will not be answered. Persons submitting a request will be responsible for its prompt delivery.

The terms “bid” and “proposal” are synonymous when used in this document.

B. SIGNATURE ON PROPOSALS

Each proposal must be signed in ink and include the full business address of the bidder. Proposals by partnerships must be signed in the partnership name by one or more of the general partners. Proposals by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the proposal. The names and titles of all persons signing shall be typed or printed below their signatures.

C. EVALUATION AND SELECTION PROCESS

The proposal evaluation and selection process will be conducted under this Request for Proposal (RFP) based on competitive negotiated procurement procedures. Interviews, discussions, negotiations and a Best and Final Offer (BAFO) may be held only with selected firms from those firms who meet the Hannibal Board of Public Works requirements and fall within the competitive range as determined by the Hannibal Board of Public Works. The Hannibal Board of Public Works reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. However, the Hannibal Board of Public Works reserves the right to award a contract to a firm solely based on this initial proposal submitted and without any further interview, discussions, and negotiation.

If the Hannibal Board of Public Works determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Hannibal Board of Public Works may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Each Proposer must comply with the requirements contained in the RFP. Deviation from the requirements will be evaluated, but may, in the discretion of the Hannibal Board of Public Works, result in rejection of a proposal.

The Hannibal Board of Public Works will evaluate each proposal to determine which is the lowest and best (i.e., Best Value). The Board of Public Works reserves the right to waive informalities and to accept or reject any or all proposals submitted.

If the Hannibal Board of Public Works determines that a proposal has failed to meet an acceptable level on any factor listed below, the Board of Public Works may reject that proposal.

EVALUATION CRITERIA

In evaluating the proposals, the Hannibal Board of Public Works will use the following evaluation factors to determine the lowest and best proposal. Deviation from the requirements will be evaluated, but may, in the discretion of the Hannibal Board of Public Works, result in rejection of a proposal.

- 70% Total Cost
- 30% Adherence to RFP requirements, including responses to Section C of the Bid Form, titled Questions/Requests for Submittals

If the Hannibal Board of Public Works determines that a proposal has failed to meet an acceptable level on any factor listed above, then the Hannibal Board of Public Works may reject that proposal.

In determining which proposal best meets the Hannibal Board of Public Works' requirements, the Hannibal Board of Public Works may consider additional factors it deems relevant whether such factors have been specified in this Request for Proposal. Other criteria include, but is not limited to, implementation process and time, past performance, expertise, and established capabilities or references.

Bidders should consider these factors when preparing their proposals and should provide a specific response to each of the evaluation factors.

Based on the evaluation process described, the Hannibal Board of Public Works' Administration will review the proposals.

D. BIDDER'S RESPONSIBILITIES

By submitting a proposal, each bidder represents that he is familiar with, assumes full responsibility for having familiarized himself with, and will comply with the content of the Contract Documents, the nature of the work, the locality, permits, licenses, and all local conditions, together with all applicable Federal, State, and local laws and ordinances.

E. PROPRIETARY INFORMATION

Proprietary Information: Pursuant to Section 610.010.15 of the Revised Statutes of Missouri, Hannibal Board of Public Works may close records that relate to scientific and technological innovations in which the owner has a proprietary interest. If you plan to submit such information with your proposal and wish to keep it confidential, please submit it in a separate envelope with your proposal and clearly mark it "CONFIDENTIAL AND PROPRIETARY SCIENTIFIC AND/OR TECHNOLOGICAL INFORMATION." This information must not include prices, terms and conditions, Bidder's qualifications, or any other information submitted in response to this Request for Proposal. Any information that does not fall within Section 610.010.15 or other exception to Missouri's Sunshine Law (Section 610.010 R.S.Mo., et seq.) is a public record and will be disclosed upon request.

F. ERRORS IN PROPOSALS

Each bidder must carefully examine his proposal prior to submission. Failure to do so is at the bidder's risk. He or she is responsible for any errors therein. Claim of oversight is not a basis for permitting withdrawal of a proposal after opening. There shall be no erasures in any proposal. Any changes must be made by striking the portion to be changed with the change noted above the deleted portion, followed by the bidder's initials and date.

G. PROPOSAL WITHDRAWAL

Proposals may be withdrawn at any time prior to the time for the opening of proposals.

H. CONDITIONS AFFECTING THE WORK

Each bidder should take such steps as they think is necessary to ascertain the nature and location of the work and any peculiar local conditions which can affect the work or its cost. Failure to do so will not relieve the bidder of his or her responsibility for proper estimation of the difficulty or cost of the work. The Hannibal Board of Public Works assumes no responsibility for any understanding or representation made by any person at any time, unless it is included in the Contract Documents, including addenda.

I. REQUIRED AFFIDAVIT FOR CONTRACTS OVER \$5,000 DOLLARS (US)

Company shall comply with the provisions of Section 285.525 through 285.550 of the Revised Statutes of Missouri. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signature page from E-Verify program's Memo of Understanding (MOU).)

J. SALES TAX EXEMPTION NOTICE

This is to notify Bidders that certain materials incorporated into the project are exempt from Missouri sales tax pursuant to the provisions of Section 144.062 R.S.Mo. The selected Contractor will receive a Project Exemption Certificate and a Missouri Tax Exemption letter from the Hannibal Board of Public Works to use in purchasing materials on a tax-free basis. It will be the contractor's responsibility to provide the documentation to any Subcontractor or Supplier. These documents will be used solely for purchase of materials being directly incorporated into or consumed in the construction of the work under this Agreement.

K. OSHA COMPLIANCE

Contractor shall comply with all applicable OSHA rules.

L. PROMPT PAYMENT

Contractor agrees to pay each Subcontractor under each Purchase Order/Agreement for satisfactory performance of its contract in accordance with Section 34.057 R. S. Mo.

M. OSHA CONSTRUCTION SAFETY AND HEALTH TRAINING

CONTRACTOR shall provide proof of annual Occupational Safety and Health Administration (OSHA) construction safety program for its employees, which includes a course in construction safety and health approved by OSHA, or a similar program approved by the department which is at least as stringent as an approved OSHA program, unless such employees have previously completed the required program. All employees are required to complete the program within sixty days of beginning work on such construction project. An employee found on a work site without documentation of the successful completion of the required training shall be afforded twenty days to produce such documentation before being subject to removal from the project. This provision is subject to, and Contractor shall comply with all requirements of Section 292.675 R.S.Mo.

N. DIVERSITY

The Hannibal Board of Public Works encourages prime and general contractors to consider certified DBE, WBE and MBEs for those construction contracts which have subcontracting opportunities. The Hannibal Board of Public Works requires that Contractor shall comply with all applicable local, state, and federal laws relating to equal employment opportunities.

O. STANDARD BIDDING INSTRUCTIONS AND GENERAL CONDITIONS

Any order arising from this Bidding Event will be subject to the following WHICH ARE INCORPORATED HEREIN BY REFERENCE:

1. Hannibal Board of Public Works Missouri Standard Bidding Instructions

The referenced documents are available at:

<https://www.hannibalbpw.org/departments/purchasing/department-overview/>

P. LIABILITY AND INDEMNITY

In no event shall the Hannibal Board of Public Works be liable to the Contractor for special, indirect, or consequential damages, except those caused by the Hannibal Board of Public Works' gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the Hannibal Board of Public Works shall be limited to the amount of money to be paid or received by the Hannibal Board of Public Works under this contract.

The Contractor shall defend, indemnify and save harmless the Hannibal Board of Public Works, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract.

The Contractor shall indemnify and hold the Hannibal Board of Public Works harmless from all wages and overtime compensation due any employees in rendering services pursuant to contract awarded from this bid proposal or any subcontract arising therefrom, including payment of all reasonable attorneys' fees and costs in the defense of any claim made pursuant to the Fair Labor Standards Act, the Missouri Minimum Wage Act, or any other federal, state, or local laws.

The indemnification obligations of Contractor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor, under any federal or state law, to any person asserting the claim against Hannibal Board of Public Works, its elected or appointed officials, agents, and employees, for which indemnification is sought.

The indemnification obligations herein shall not negate, abridge, or reduce in any way any additional indemnification rights of the Hannibal Board of Public Works, its elected or appointed officials, agents, and employees, which are otherwise available under statute, or in law or equity.

Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its contract price. Contractor's obligation under this agreement to defend, indemnify and hold harmless any person from that person's own negligence or wrongdoing is limited to the coverage and limits of the applicable insurance.

END OF SECTION

00410 BID FORM

A. NAME OF BIDDER:

1. [To be used if Contractor is a corporation]

_____, a corporation organized and existing under the laws of the State of _____, with its principal office and place of business in the City of _____, with the address of _____.

2. [To be used if Contractor is a partnership]

_____, a partnership consisting of _____ and _____ of the City of _____ with the address of _____.

3. [To be used by an individual or sole trader]

_____, doing business as _____ of the City of _____, with the address of _____.

B. TO:

HANNIBAL BOARD OF PUBLIC WORKS
3 INDUSTRIAL LOOP DRIVE
PO BOX 1589
HANNIBAL, MISSOURI 63401

The undersigned proposes to furnish at their sole risk, cost, and expense all labor, tools, equipment, materials, supplies, transportation, and other means necessary to perform the work as set out in this RFP in strict accordance therewith, for the prices reflected below. Bidder may elect to attached additional documentation showing itemized breakdown:

TOTAL COST SUMMARY BREAKDOWN						
ITEM	COST	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Camera and Related Hardware						
Software / Licensing						
Configuration/Setup						
Documentation & Training						
Project Management / Engineering						
Maintenance						
*Camera/Cabling Install/Removal						

All items are to be furnished complete, in place by contractor. Bid prices shall include all required materials, labor, and all other work related to each item. Hannibal Board of Public Works will not pay for tools or markup on directly chargeable incurred costs (e.g., freight, rentals, etc.).

*Line item should be quoted as an alternate service.

C. QUESTIONS / REQUESTS FOR SUBMITTALS

Bidder shall include with submission of proposal sufficient and detailed responses to the following questions and/or requests for submittals. Responses should be submitted in a clear form that corresponds to the numbering format contained herein. Failure to provide this information as instructed may result in rejection of proposal:

1. Bidder to provide complete details as to how their firm is qualified to perform the work identified within this RFP. Details should include, but not necessarily be limited to:
 - Applicable job/contract history including references (complete with owner contact information) from jobs/contracts similar in scope to this this RFP
 - Details, experience and/or resumes for employees that will work on this contract (include training programs, certifications, etc. as applicable to this RFP
 - General company information (years in business, name changes, etc.)
 - Information on applicable prior projects completed for the Hannibal Board of Public Works

2. Safety and Loss Control
 - a. Will a full-time or part-time safety professional be utilized on this Contract? If yes, provide details including the name and contact information for the safety professional.

 - b. Does your organization conduct documented safety inspections? If yes, provide details including the frequency of the safety inspections, who conducts the inspections, etc.

 - c. Provide details regarding your organization’s Written Safety Program:
 - i. Written Safety Program is currently on file with Hannibal Board of Public Works (provide most recent revision date)
 - ii. Written Safety Program is included with response to this RFP
 - iii. No Written Safety Program

3. Listing of equipment:
 - a. Type and size of equipment to be used for work under this Contract.
 - b. Listing of which equipment is owned, rented, and leased.

EXCEPTIONS

The undersigned declares that the following list states all variations from and exceptions to the requirements of the Request for Proposal and that otherwise it is the intent that the work will be performed strictly in accordance therewith. If no exceptions are taken, state "NONE". (Note: use separate page, if necessary)

SUBCONTRACTORS

Each bidder must submit with its proposal the names of all Subcontractors and major suppliers of material and equipment that it intends to use on the job. The Board reserves the right to object to any Subcontractor or supplier.

List items to be subcontracted with proposed subcontractor.

ADDENDA

The undersigned declares that the following listed addenda have been received and all changes required by them are included in the bid amount. If no Addenda have been received, state "NONE". (Note: use separate page, if necessary). Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

AUTHORIZED SIGNATURE

The undersigned declares that all interested principals are named herein. No other person or firm has any interest in the proposal or agreement to be entered into; that this proposal is made without collusion with any other person, company, or party, submitting a proposal.

The undersigned understands and agrees that the accompanying bid deposit shall become the property of the Hannibal Board of Public Works should his or her proposal be accepted, and he or she fail or refuse to execute the agreement and furnish, insurance policies, and certificates of insurance as called for within the time provided.

The Bidder recognizes that the Hannibal Board of Public Works reserves the right to accept or reject any or all proposals and to waive any technicality or informality therein.

In making this proposal the undersigned has considered each provision of all said Bid Documents.

Firm Name: _____
Name: _____
Title: _____
Signature: _____
Date: _____
Phone #: _____
Fax #: _____
Email: _____

END OF SECTION



00425 AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 20____ entered by and between the HANNIBAL BOARD OF PUBLIC WORKS OF THE CITY OF HANNIBAL, MISSOURI, hereinafter referred to as "Owner" and

- A. [to be used if Contractor is a corporation] _____ a corporation organized and existing under the laws of the State of _____ with its principal office and place of business in the City of _____,
- B. [to be used if Contractor is a partnership] _____ a partnership consisting of _____ and of the City of _____,
- C. [to be used by an individual or sole trader] _____ doing business as _____ of the City of _____, hereinafter referred to as the "CONTRACTOR."

WITNESSETH:

THAT, WHEREAS, Owner has heretofore caused to be prepared certain Contract Documents for furnishing equipment, materials, and labor, and performing work therein fully described, and the Contractor did, on the _____ day of _____, 20____ file with Owner his offer and bid to furnish the material and perform the work described in the Contract Documents on the terms set forth in his offer, and,

WHEREAS, owner duly accepted the proposal and awarded a contract therefore to Contractor, based upon said bid,

NOW, THEREFORE, IT IS AGREED,

- A. The Contract Documents (as defined in the General Conditions) are attached hereto and made a part hereof by reference, and those, together with this agreement, comprise the entire agreement between the parties.
- B. The Contractor agrees, in the manner set forth in the Contract Documents, to furnish all labor, equipment, and materials necessary to perform the work herein described at the price established in the Bid Form of the Contract Documents. Time is of the essence in completion of this contract.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first above written.

HANNIBAL BOARD OF PUBLIC WORKS OF THE CITY OF HANNIBAL, MISSOURI

By:

HBPW General Manager

ATTEST: _____

Approved as to Form and Content:

Legal Counsel

Date

CONTRACTOR:

Company Name

By: Authorized Representative's Signature

Print Name

Title

ATTEST: _____
Signature

Print Name

Title

END OF SECTION



00620 INSURANCE REQUIREMENTS/HOLD HARMLESS

Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the Work is completed and accepted by Hannibal Board of Public Works, insurance of such types and in such amounts as may be necessary to protect it and the interests of Hannibal Board of Public Works against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by Hannibal Board of Public Works. Regardless of such approval, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve him of any contractual responsibility or obligation or liability under the Contract Documents.

Successful Contractor must provide a completed Hold Harmless Agreement along with the certificate of insurance, including evidence of the required Additional Endorsement hereunder or the policies shall be filed with the Hannibal Board of Public Works within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

Hannibal Board of Public Works
ATTN: Purchasing Department
3 Industrial Loop Drive
PO Box 1589
Hannibal MO, 63401

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below:

- A. Workers Compensation Statutory \$2,000,000
 Workers Compensation – each accident \$1,000,000
 Employer’s Liability:
 Bodily Injury by Disease – each employee limit \$1,000,000
 Bodily Injury by Disease – policy limit \$1,000,000

Workers’ Compensation: Policy or self-insurance plan with statutory limits formally approved by the State of Missouri will be required, even if no employees other than owners. Workers’ Compensation coverage shall include a waiver of subrogation in favor of the Hannibal Board of Public Works where permitted by law.

- B. Commercial General Liability Insurance***, Including Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors; Such Coverage Shall Apply to Bodily Injury and Property Damage on an “Occurrence Form Basis” with each Occurrence Limit of \$1,000,000
 In the Aggregate \$2,000,000
- C. Automobile Liability Insurance*** Covering Bodily Injury and Property Damage for Owned, Non-owned and Hired Vehicles with a Combined Single Limit of: \$1,000,000
- D. Umbrella or Excess Insurance*** (Following Form) \$1,000,000

The Hannibal Board of Public Works shall be added as an Additional Insured on (B), (C), & (D) Insurance, and have separate additional endorsement.

Contractor shall require any and all subcontractors with whom they enter into a contract to perform Work on this Project, to protect, through insurance, against applicable hazards or risks and shall, upon request of the Hannibal Board of Public Works, provide evidence of such insurance. Contractor shall be liable for all deductible amounts from such insurance and shall indemnify and hold the Hannibal Board of Public Works harmless therefrom. These Insurance Requirements are intended to be minimum coverages, and the Board of Public Works does not warrant that coverages or amounts will be sufficient protection for contractors or Board of Public Works. Contractors will be responsible for any deficiencies thereof.

NOTE:

Acord certificate changes regarding cancellation notifications do not lessen the responsibility of vendors to comply with obligations set forth in these insurance requirements. Specifically, the requirement "All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to material reduction in coverage or protection of Hannibal Board of Public Works or cancellation of such insurance." must be met wherever permitted by law.

Since the requirement cannot be met using the Acord certificate, the requirement can be met by specifically endorsing the Hannibal Board of Public Works onto each policy to receive notifications.

END OF SECTION



00820 GENERAL PROJECT REQUIREMENTS

1 GENERAL

- 1.01 Generally, all work shall comply with these contract documents and with the latest revision of the specifications and standards of the agency having jurisdiction over the area where work is being performed. This will include the City of Hannibal, Board of Public Works, Hannibal Missouri.
- 1.02 Work will be conducted during normal business hours Monday – Friday 7:30am – 4:30pm unless otherwise arranged or agreed upon.
- 1.03 Contractor shall have a main point of contact who is available and familiar with the project scope during the entire deployment and training process.

2 MATERIALS AND EQUIPMENT

- 2.01 Contractor shall supply all work materials and supplies as may be required. This would include, but not be limited to all camera related hardware, software, cabling, etc. as stated in the quoted items.
- 2.02 Consider all labor, tools, equipment, and incidentals necessary to complete the work, as well as any materials not specifically paid under other bid items to be completely covered by the prices bid.

3 EXECUTION

- 3.01 Contractor shall coordinate initial hardware installation and overall system setup with the Hannibal Board of Public Works Director of Technology.
- 3.02 While the Hannibal Board of Public Works understands there will be downtime during the decommissioning of the current security camera system, we expect the Contractor to perform as much installation, configuration, and training before the transition period begins as possible.
- 3.03 Hannibal Board of Public Works has the ability to provide limited staff or internal resources during the setup and installation phases, however ample notification for the need of such assistance needs to be fully communicated.
- 3.04 Any onsite work related to installation of new equipment shall be conducted only when the Hannibal Board of Public Works point of contact has been notified.

END OF SECTION



01140 CONTRACTOR'S USE OF PREMISES

- 1 GENERAL
 - 1.01 Limit use of the premises to the work indicated.
 - 1.02 Confine operations at the site to the areas permitted under the Contract.
 - 1.03 Portions of the site beyond areas on which work is required are not to be disturbed.
 - 1.04 Conform to site rules and regulations affecting the work while engaged in project construction.
- 2 MATERIALS - NOT USED PART
- 3 EXECUTION
 - 3.01 Do not encumber the site with materials or equipment.
 - 3.02 Do not use driveways and entrances for parking or storage of materials.
 - 3.03 Confine stockpiling of materials to the areas indicated.
 - 3.04 Limit materials stored to those needed for the job.

END OF SECTION



01200 MEASUREMENT AND PAYMENT

- 1 GENERAL
- 1.01 Construct the work for the unit prices established by the bid form.
- 1.02 Any delay, additional work or extra cost to the Contractor caused by or resulting from damage to existing underground installations shall not constitute a claim for extra work, additional payment, or damages.
- 2 MEASUREMENT AND PAYMENT
- 2.01 Any work not itemized on the bid form (such as adjusting elevation of meter or valve boxes, etc.), shall be considered part of and incidental to the bid items listed.
- 3 EXECUTION
- 3.01 On a monthly schedule submit requests for partial payment based on work completed and material used. The quantities shown in the bid documents are estimates only and no guarantees are given as to actual quantities.
- 3.02 With final payment request, submit affidavit certifying compliance with wage rate determination.
- 3.03 The prices bid for the listed bid items will be the only items paid for.
- 3.04 Payments will be made no more frequently than once per month as invoiced by the Contractor.
- 3.05 No payment will be made for mobilization and/or preparatory work unless specifically detailed in the bid items.

END OF SECTION



01300 COORDINATION

- 1 GENERAL - This Section includes coordination of trades and coordination with owner and other contractors.
- 2 MATERIALS - NOT USED
- 3 EXECUTION
 - 3.01 Coordinate the work of all trades under this contract.
 - 3.02 Coordinate with existing operations on-site to access and use construction area during normal working hours.
 - 3.03 Coordinate with the designated Hannibal Board of Public Works Point of Contact for the job
 - 3.04 Coordination with Others
 - A. The Contractor, by agreeing to perform work under these Contract Specifications, hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.
 - B. Other Contracts may be awarded during this Contract time. Some of these Contracts may involve on-site activity which must be coordinated with this Contract. In addition, the Hannibal Board of Public Works or City of Hannibal Street Department crews may perform other work involving on-site construction which must be coordinated with this Contract.
 - 3.05 Inclusive in the Work is close coordination with all appropriate jurisdictional agencies. No additional payment will be made for compliance to jurisdictional requirements. Contractor is responsible for coordinating the Work as described herein.
 - 3.06 Resolution of Disputes:
 - A. The Contractor and Inspector shall attempt to resolve all disputes.
 - B. If resolution is not reached, the Contractor may request additional meetings with the Director of Operations or applicable appointed individual. If a resolution is not reached, the Contractor may request to meet with the Director of Operations or applicable appointed individual. These meetings will be scheduled through the Director of Operations or applicable appointed individual.
 - C. In the event that the Contractor fails to satisfactorily resolve disputes or complete Work as called for in the contract such unresolved disputes or unfinished work may be held as sufficient ground by the Hannibal Board of Public Works to refuse to enter into any future contracts with the Contractor.

END OF SECTION



01310 PROJECT MEETINGS

- 1 GENERAL
- 1.01 A pre-construction meeting may be required prior to start of construction on some project work to discuss any aspect of the prosecution of the work.
- 1.02 The Hannibal Board of Public Works or Contractor may at any time request a project meeting to discuss any aspect of work.
- 1.03 Contractor's Representative must be present at any and all meetings.
- 2 MATERIALS – NOT USED PART
- 3 EXECUTION – NOT USED

END OF SECTION



01410 REGULATORY REQUIREMENTS

- 1 GENERAL
- 1.01 Conduct all construction activities in conformance with all applicable Federal, State, and local laws, regulations, and ordinances, including the Occupational Safety and Health Act of 1970 (OSHA).
- 2 MATERIALS – NOT USED
- 3 EXECUTION – NOT USED

END OF SECTION



01460 INSPECTIONS

- 1 GENERAL
- 1.01 All work is subject to inspection, examination, or test, at any time by the Director of Operations or applicable appointed individual.
- 1.02 The Inspector shall be the designated representative of the Director of Operations or applicable appointed individual.
- 1.03 The Director of Operations or applicable appointed individual has the right and authority to determine whether the work is being done in accordance with the requirements of the Contract Documents, drawings, and specifications. The decision of the Director of Operations or applicable appointed individual as to the acceptance of any completed work or materials will be final.
- 1.04 The agency having jurisdiction has the right to inspect work at any given time and refuse work if they desire.
- 2 MATERIALS - NOT USED
- 3 EXECUTION - NOT USED

END OF SECTION



01770 CONTRACT CLOSEOUT

1 GENERAL

1.01 The Hannibal Board of Public Works shall notify the Contractor in writing of any defects or defaults in performance which may have been discovered upon final inspection. The Contractor shall remedy promptly all such defects or defaults before the Project shall be accepted by Hannibal Board of Public Works.

1.02 In the event the Contractor fails to remedy such defects or defaults within 30 days after notification, the Hannibal Board of Public Works may elect to correct these defects or defaults and deduct the cost of such corrections from the amount due the Contractor or bill the Contractor for such corrections.

2 MATERIALS - NOT USED

3 EXECUTION

3.01 Completely shall address all concerns and remedy as necessary as well as notify the Hannibal Board of Public Works Point of Contact that identified issues have been resolved.

END OF SECTION



02200 REMOVAL OF OLD EQUIPMENT

1 GENERAL

1.01 DESCRIPTION: Work includes, but is not limited to:

- A. Removal of designated items.
- B. Protection of items not designated to be removed.

2 MATERIALS - NOT USED

3 EXECUTION

3.01 REMOVAL OF ITEMS

- A. Contractor is to remove and properly dispose of all discarded or old equipment which would include items not limited to old camera hardware or cabling.

3.02 PROTECTION OF REMAINING ITEMS

- A. If Contractor or Subcontractors actions result in damages to any Hannibal Board of Public Works physical infrastructure or data network, the Contractor shall be solely responsible for all repairs or replacement.

END OF SECTION