



OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL

Camera/Access Control Equipment & Installation



Prepared by Crystal Griffin

Information Technology, Management Services

September 12, 2025

OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
Camera/Access Control Equipment & Installation

ADVERTISEMENT

Ogden City is seeking sealed proposals from qualified offerors to provide and install Avigilon Cameras and Avigilon Card Access (ACM). Proposal packets are available and can be downloaded from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>.

Proposers are responsible for securing any addenda issued.

A non-mandatory pre-proposal meeting will occur on **September 26, 2025, at 11 AM MDT**. The meeting will be held via an online platform, Zoom. Details are provided in the RFP. All firms intending to submit a proposal are **encouraged** to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **October 7, 2025, no later than 11 AM MDT**.

LATE PROPOSALS WILL NOT BE ACCEPTED.

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ad Published: September 13 & 20, 2025

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I. INTRODUCTION Ogden City is enhancing its citywide safety and operational efficiency by expanding the deployment of security cameras and access control systems in addition to the maintenance of existing in-place systems.

Goals/Objectives

The goals of this RFP are to:

- Expand the City's surveillance infrastructure to increase public safety and protect City assets.
- Replace outdated or end-of-life hardware with systems that support current and future Avigilon software (e.g., ACC8).
- Maintain compatibility with existing Avigilon platforms while ensuring a seamless migration from ACC7 prior to its end-of-life in 2026.
- Standardize the City's access control system using Avigilon ACM across multiple facilities.
- Provide scalable, reliable technology with comprehensive support and maintenance plan.

It is anticipated that this RFP process will result in one contract award. The RFP document will become part of the final contract. The contract will be issued for a period of one (1) year with two (2) options to extend one year each, per mutual agreement.

II. SCOPE OF WORK and SPECIFICATIONS – Refer to:

- Exhibit A – Scope of Work
- Exhibit B – ACC7 End-Of-Life and Upgrade Planning
- Exhibit C – Pricing Format

III. MANDATORY OR NON-MANDATORY MEETING

A **non-mandatory pre-proposal meeting** will occur on **September 26, 2025, at 11 AM MDT**. The meeting will be held via an online platform, Zoom. Details are provided in the RFP. All firms intending to submit a proposal are **encouraged** to attend the meeting to obtain relevant information. Please allow at least one (1) hour for the meeting.

Below are the details of the Zoom Meeting:

<https://us02web.zoom.us/j/84516787814>

IV. RESPONSE TO RFP

Ogden City is seeking proposals from offerors capable of providing all the work described in the Scope of Work (see Exhibit A-C).

- A. Each Proposal must include, as a minimum, the following information:
 1. Authorized Representative – Indicate the name, address, email, and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
 2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
 - b. Capability and Experience
 3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
 4. Cost Proposal - Present a comprehensive breakdown of costs associated with the project, along with projected timelines with key milestones for each phase. Include a price guarantee period for budget stability. Refer to SOW for details on pricing line items.

5. References - Furnish a minimum of three references; Detailing project specifics, scope, work summaries, and contact information for validation.
6. System Functionality and Flexibility – Describe the proposed system’s operational capabilities and its adaptability to future needs.
7. Training, Service, and Maintenance – Outline plans for training sessions, ongoing service provisions, and ongoing maintenance support post-project completion.

B. Proposals are to be no longer than 30 pages. Double-sided pages count as two pages. Cover page and TOC are omitted from the page limit.

C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- a. Submitted as a loose leaf with a binder clip
- b. Submitted in a regular 3-ring binder

D. Proposals submitted to Ogden City are considered public records unless protected within [Utah Code 63G-2-1](#).

V. EVALUATION OF PROPOSALS

Proposals will be evaluated by the criteria listed below:

A. System Functionality and Flexibility	35 Possible Points
B. Capability and Experience	30 Possible Points
C. Service and Maintenance	20 Possible Points
D. Cost/fee proposal	15 Possible Points

A total of 100 possible points may be awarded to one proposal.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or do not conform to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole

responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response, or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

After this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and agreeing does not guarantee the offeror will be extended any specific amount of work.

VI. SUBMISSION OF PROPOSALS

By October 7, 2025, no later than 11 AM MDT; proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

Submit to:
Ogden City Corporation
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office
Camera / Access Control Equipment & Installation
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received before the submission deadline.

The sealed proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekend and observed holidays.

VII. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable), and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned, and hired autos.

3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy".

C. Each insurance policy required by this Agreement, except policies for Workers' Compensation, shall contain the following clause in a separate endorsement.

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers, and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. The contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as material breach of contract.

E. City shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.

- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions concerning the City, their elected and appointed officials, employees, agents, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. The Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverage for the Contractor's contractors shall be subject to all the requirements stated herein.
Nothing contained herein shall be construed as limiting in any way the extent to which the Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

- I. Under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VIII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, the Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertising review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Ownership of Installed Systems – The awarded vendor agrees that all installed systems become the property of Ogden City upon completion.
- I. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

- J. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- K. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- L. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Recorders Office at the time of bid submission.

The form can be accessed through the Recorder's webpage at:
https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

IX. ADDITIONAL INFORMATION

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days before the renewal period.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the city will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services/goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work/service/goods that were performed/provided, the contract price for each service, the City purchase order or contract number, and the address of service location or delivery address.
- B. Upon the Award of the Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by the Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:

Email invoices to: itbilling@ogdencity.com

X. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedence over any oral representations.

XI. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline, will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	September 12, 2025
Ads – Standard-Examiner	September 13 & 20, 2025
Pre-Proposal Meeting via Zoom	September 26, 2025 @ 11 AM MDT
Last day for Q&A	September 30, 2025 @ 3 PM MDT
RFP Response Deadline	October 7, 2025; No later than 11 AM MDT
Committee Review and Selection Process	TBD
Contract Start Date	TBD

XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email at purchasing@ogdencity.gov.

The question-and-answer period ends at 3 PM on September 30, 2025.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>.

Thank you for your interest in doing business with Ogden City.

EXHIBIT A – SCOPE OF WORK

General

- Install, configure, and integrate Avigilon cameras and Avigilon ACM hardware at designated City facilities.
- All hardware/software must be ACC 7 compatible and forward compatible with ACC 8 (servers/storage/clients/cabling).
- Provide all required Avigilon licenses; include ACC8 migration planning.
- Provide assessment & design (FOV analysis/coverage optimization) and coordinate door hardware (maglocks/strikes) with existing systems.
- Remove obsolete hardware; R2/e-Stewards disposal.
- Provide structured cabling, power, and network configuration, label to City standards.
- Deliver documentation (device list, IP schema, configs).
- Provide user/admin training, technical docs, and a support & maintenance plan.
- State minimum manufacturer warranties and 1-year labor warranty (or better).
- Provide a tiered technician rate table, MSRP discounts and any multi-year price-hold options.
- Follow City cybersecurity requirements for all network-connected devices.

Code, Safety & Cyber

- Comply with IBC/IFC, NFPA 101/72, UL 294, ADA/ANSI A117.1; coordinate with FA vendor for fail-safe release where required.
- NDAA §889 compliance is mandatory; list all OEMs for cameras/encoders/recorders/panels/readers.
- Cyber hardening: unique creds, TLS 1.2+, RBAC, MFA for admin, audit logging, and NTP to City source; no P2P cloud relays without written approval.

Fiber (Optional)

- If proposing fiber: installation, splicing, OTDR/OLTS test results, termination & certification; include manufacturer certifications and warranties. BICSI certification proof required.

Existing Cameras

- H6 5MP bullet/dome
- H6 8MP bullet/dome

- H6 multi-sensor
- H6 PTZ 2MP

Existing Access Control

- EP150X boards and LP150X boards (i.e. 1501 and 1502 boards)
- MP150X Boards for our Main Boards
- MR50 or MR52 Boards are the sub-panel boards
 - EP and LP series/generation boards are defunct at this point (EP being the oldest)
 - MP boards are the new standard for main boards and would be what is purchased going forward for any new installations or replacements.

EXHIBIT B – ACC7 END-OF-LIFE AND UPGRADE PLANNING

- ACC7 is EOL on Dec 31, 2026.
- Proposals must:
 - Ensure forward compatibility with ACC8.
 - Include license migration options and costs.
 - Address hardware refresh requirements.
 - Detailed support and upgrade path through EOL.

EXHIBIT C – PRICING TABLE FORMAT

- Pricing must be guaranteed for one (1) year.
- Include future pricing adjustments with justification.
- Invoices must itemize all work and reference purchase order numbers.
- All invoices to be emailed to: itbilling@ogdencity.com

Technician Level	Hourly Rate	Daily Rate	Weekly Rate
Level I	\$	\$	\$
Level II	\$	\$	\$
Level III	\$	\$	\$
Avigilon Equipment Type		MSRP Discount (%) or \$ Off	

Cameras	
Access Control Hardware	
ACC License Upgrades	