



**Request for Information  
CITY OF JOLIET  
GENETEC VIDEO SYSTEM AND DOOR ACCESS  
CONTROL FOR JOLIET POLICE DEPARTMENT**

**RFP 2457-1219**

**SUBMITTALS DUE  
WEDNESDAY, DECEMBER 18, 2019 AT 10 A.M. (CST)**

**MANDATORY WALK THROUGH  
FRIDAY, DECEMBER 6, 2019 AT 9 A.M. (CST)**

**Contact Margaret McEvilly, [mmceville@joliet.gov](mailto:mmceville@joliet.gov) if you have questions.** All questions must be submitted in writing prior to Wednesday, December 11, 2019 at 10 a.m. (CST). Questions submitted after that date will not be acknowledged or answered. All questions will be answered in the form of an addendum and posted to the City of Joliet's website at <http://www.joliet.gov/bids-proposals>.

## **SECTION 1 - INTRODUCTION**

The City of Joliet has an end of life Cisco-based Video system at both Joliet Police Stations (both main and west branch). The Police Department would like to migrate this business need over to an existing Genetec system.

In addition, there are several doors (approximately 15) in the main Police Station that the City would like moved on to the Genetec platform as well.

The existing security for the doors is a legacy scramble pad solution. Long term, the City of Joliet would like to move all of remaining the doors over to the Genetec system and retire the scramble pads.

The City of Joliet is not looking for any other core solution. The vendor must be a certified Genetec partner and have the ability to take on a project of this scale.

The Joliet Police Department is looking for interested Genetec certified resellers to participate in an RFI (Request for Information). The city will provide plans for both Police stations via an in-person pickup by the vendor(s).

Please note: Should vendor be selected to complete this project, their employees who will have access to City's information and who will be working on City's premises will be required to submit to background checks.

## **SECTION 2 - Walk Through**

There will be a mandatory walk through for anyone wishing to submit on Friday, December 6, 2019 at 9 a.m. at the Police Station located at 150 W. Washington St., Joliet, IL 60432. You must attend the walk through in order to submit. There will be a sign in sheet at the walk through. Be sure to sign in to record your attendance. Please meet in the lobby of the Police Station. There is free parking in the lot on the west side of City Hall located at 150 W. Jefferson St., Joliet, IL 60432.

## **SECTION 3 – Submittal Requirements**

**All respondents are required to submit the information requested for items 3.1 – 3.5 as follows:**

### **3.1 Respondent Qualifications**

A cover letter shall be submitted indicating interest, commitment and project understanding. The respondent shall identify team and identify similar or relevant projects undertaken that will demonstrate the ability to successfully complete this project.

### **3.2 Plans**

Vendors must mock up each set of plans with his or her best solution for helping the Police Department with video coverage for both Police Stations. Joliet is not looking to expand video coverage at this time, simply to replace the existing system.

The only exception to this is the stairway between the 1<sup>st</sup> and 2<sup>nd</sup> floor at the main Police Station that leads up to the investigations area. Currently there is not any video coverage there.

The final deliverables will consist of a mocked up plan showing camera placements, model of the camera, how wiring would be run, and where the wiring would be run to.

### **3.3 Equipment Listing**

In addition, a detailed list of equipment and which licenses that would need to be procured from Genetec to allow their solution to work.

### **3.4 Wiring Information**

For the doors, the City of Joliet would need to understand where the wires would need to be run for power and logic. Please provide that information as part of the submittal.

### **3.5 Estimated number of hours to complete project**

Do not include labor and/or cost on these deliverables. However, please separately provide an estimated number of hours that your company believes would be necessary to implement all of these replacements and install all of the wiring as part of the submittal. Also, vendor should estimate approximately how long the project will take from the time a Purchase Order is received for equipment to be ordered and received and work to be completed.

## **Section 4 - City Review of Submissions**

The city is planning on reviewing the RFI submittal documents and will select the best solution based on review. Once the optimal design is selected, that document (with possible changes/additions) will be sent out for RFP.

At that point the City of Joliet would expect a total cost. Included in that document will be any additional Genetec licenses that need to be procured as well. The vendor must include which licenses would need to be procured from Genetec to allow their solution to work. It is important to note that any document that is submitted in the RFI can be used in total or part as part of the RFP.

## Section 5 – Non-Disclosure Agreement

Due to the sensitivity of this project, a non-disclosure agreement will be required to be signed as the City of Joliet does not want any plans released to the public for security reasons.

## SECTION 6 – Submittal Guidelines, Questions & Deadline

**6.1 Proprietary Information.** All proposals and related materials become the property of the City of Joliet and may be subject to public inspection in accordance with the State of Illinois Freedom of Information Act (FOIA). Proprietary information submitted shall not be publicly disclosed under the State of Illinois FOIA. Applicant should indicate the portions of their material that is proprietary. Do not mark the whole submittal as proprietary.

**6.2 Questions & Property Tours.** There will be mandatory walk through on Friday, December 6, 2019 at 9 a.m. at 150 W. Washington St., Joliet, IL. Please meet in the lobby of the Police Station. If you do not attend the walk though, you will not be able to submit. The deadline for questions is Wednesday, December 11, 2019 at 10 a.m. (CST). All questions should be in writing and emailed to Purchasing/Contracts Administrator Margaret McEvelly at [mmcevilly@joliet.gov](mailto:mmcevilly@joliet.gov). All proposal document holders should sign up for RSS feeds at <https://www.joliet.gov/departments/finance/purchasing/bids-proposals/materials-supplies> and provide your first and last name and email address to automatically receive addendums. Addendums will also be posted on the City of Joliet's website at <https://www.joliet.gov/bids-proposals>.

### 6.3 Submittal Instructions

Two (2) copies of the submittal shall be provided to the City, *along with a digital version via thumb drive or disk*. All proposals shall be submitted in an opaque sealed envelope identifying the name of the individual/firm submitting a response, and be clearly be marked with the phrase “**GENETEC VIDEO SYSTEM AND DOOR ACCESS CONTROL FOR JOLIET POLICE DEPARTMENT DUE WEDNESDAY, DECEMBER 18, 2019 AT 10 A.M.**” Submittals are due no later than 10 a.m. (CST) on December 18, 2019 and shall be mailed or hand delivered to:

**Office of the City Clerk  
City of Joliet  
150 West Jefferson Street  
Joliet, IL 60432-4158**