



## **Community Development** **REQUEST FOR PROPOSAL**

**OWNER:** MILLE LACS BAND OF OJIBWE  
43408 OODENA DRIVE  
ONAMIA, MN 56359

**DATE ISSUED:** Tuesday October 1, 2024

**BID DATE:** Wednesday October 30, 2024

**PROJECT:** Street Camera Surveillance System

**TO:** Qualified Camera System Installers

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids from qualified public safety surveillance system vendors to submit proposals to provide and install a video surveillance system at various public locations throughout the community. The system is intended to provide deterrence to crime and serve as an investigatory tool for law enforcement to identify victims or perpetrators of crime as well as traffic related incidents. The Mille Lacs Band of Ojibwe envisions a Band-wide camera system with coverage of the entrances to the community, high traffic areas, and Mille Lacs Band of Ojibwe facilities. Proposals will be due Wednesday, October 30, 2024 at 3:00 PM. Proposals received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday, October 31, 2024 at 10:00 AM. See below for further info and bidding instructions.

**A mandatory pre-bid site visit will be held on Wednesday October 16th, 2024 at 1:00pm at the Mille Lacs Band Public works building located at 43188 Timber Trails Drive, Onamia, MN 56359. Directions to location: From Jct. Hwy 169 & Mille Lacs County 25: Take Hwy 25 South approx. 3 Miles to the Site. There is a Wastewater Inc. sign at the entrance which is on the east side of the county road.**

- Design phase to begin around January of 2024, following approval of contract.
- Project to start installation Summer of 2025.

**GENERAL NOTES:**

1. It is the Contractors responsibility to identify any and all discrepancies in the scope of work, not meeting Industry Standards or that which is inconsistent with the International Building Code (IBC).
2. Contractor is responsible for a thorough investigation of the scope of work.

**COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

**A. Summary:**

This proposal is for the first phase of the camera system. Cameras are proposed in 23 various locations including entry points into neighborhoods, highway intersections and other key locations.

Specific locations are described in Section III. Proposers must offer surveillance system cameras and software that function with direct connections to a fiber optic network. A remotely managed, internet access platform, cloud storage option with 4K resolution and a video retention period of 120-days is required. The project should be operational not later than December 31, 2024.

**B. Proposer Qualifications:**

1. Proposer shall have documented experience with video camera installations and management similar in nature to the scope of this project. A statement to this effect is a required part of all proposals.
2. Proposers shall submit a statement regarding the experience, qualifications, and training of the staff that will be utilized in the performance of this Contract.
  - a. VMS Certification - Identify certified staff member(s), if any, who would be assigned to this Contract.
  - b. Single Point of Contact - Please identify and detail qualifications for the Single Point of Contact for this Contract including installation, warranty, service, etc.
3. Sub-Contractor - Proposer shall disclose proposed use of contracted labor, if any, in the performance of this Contract. If contracted labor will be used, the Proposer shall detail the process for acquisition, vetting, supervision, and management during the length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor, and to be responsible for all communication as the Single Point of Contact.
4. Permits - The Contractor will be required to be in compliance with all Federal, State, Mille Lacs Band of Ojibwe, and local laws, rules, and regulations and shall be responsible for all coordination and costs associated with license(s), permits, etc.

**C. Scope of Work:**

1. The Proposal must include the capability to provide clear and crisp video of persons and vehicles in the following locations and directions of video surveillance coverage:

**Camera Location List**  
Noopiming & Gabeshi Ct  
Dagwaagin Ct  
Wagidaaki & Noopiming  
Zhingwaak Ct  
Mitigomizh & Wagidaaki  
Mitigomizh & Aninaatig Ct  
Mitigomizh & Aniaatig Loop  
Mitigomizh & Wiigob  
Ojibwe & 169  
In front of 16602 Ojibwe  
Ojibwe & Anishinabe  
4-Plex on Ataage  
Ataage & Ataage  
In front of and behind the Grand Market  
169 & Virgo  
Atooban & Virgo  
Nay Ah Shing & Henry Davis  
Migizi & Henry Davis  
Nay Ah Shing Park

Virgo Park  
Cash's Landing  
Powwow Grounds  
In front of 18500 452<sup>nd</sup> St

2. The objective with each camera location is to have video coverage of each lane of traffic and the surrounds to clearly visualize persons, vehicles, and license plates.
3. Cameras should be connected to existing light poles for mounting and power.
4. The equipment included in the Proposal must have sufficient resolution to read a vehicle license plate and identify individuals by facial description.
5. All cameras must have night vision, zoom capability, and the capability to establish privacy zones for designated areas.
6. Appropriate storage must be included for each camera location, with minimum storage of 120 days.
7. If applicable, provide VMS certification along with expiration date.
8. Contractors are expected to determine and confirm all connectivity and power solutions. All access points to fiber should be identified.
9. Vendors are encouraged to propose the most effective placement of cameras to ensure the goals established in Section III (A) (1). Proposer should provide a map depicting placement of all devices as part of its Proposal. Based on budgetary and cost considerations, designated Mille Lacs Band of Ojibwe staff may consult with awarded Contractor to add/delete/modify camera selection/location during pre-planning phase of Contract. If the option to modify is taken, it shall not materially alter the scope of work, especially the hardware/software package and work requirements.
10. Proposals shall include the cost of all equipment, including but not limited to cameras, switches, stations, conduit, cabling, hardware and networking.
11. Proposal shall include the cost of all software, licensing, installation and service and support.
12. Proposals should state the completion date for the project based on the availability of equipment, materials, labor, licensing, permitting, etc.
13. Any system procured and installed during the course of this Contract must be in compliance with all material elements of the specifications. Any changes to the same must be approved by the Mille Lacs Band of Ojibwe of Galena and documented in writing.
14. **Service and Support**  
Proposer shall include in its response a detailed explanation of all material elements regarding service and support elements of this contract including, but not limited to, the following:
  - a. System troubleshooting assistance and protocol for the system, including response time, escalation procedures, and preventative problem identification capabilities;
  - b. Protocol and pricing for upgrades and/or updates;
  - c. All licensing consideration;
  - d. All initial fees, connection fees, monthly fees, and annual subscription costs; and
  - e. Standard equipment warranties and costs for optional extended warranties if applicable.
15. **Installation**  
Proposer shall address in its response all pertinent elements and methodologies of installation including, but not limited to, the following:
  - a. Pre-planning with Mille Lacs Band of Ojibwe staff and any key third parties;
  - b. Sourcing/product acquisition;
  - c. Delivery/set-up/storage; and,
  - d. Installation.
16. **Warranties and Damages**  
The successful Proposer will be required to transfer all manufacturer's warranties on equipment delivered to the Mille Lacs Band of Ojibwe.

#### **D. Evaluation Criteria:**

A Mille Lacs Band of Ojibwe review team of elected officials and staff will weigh the proposals based on the Proposer's references, qualifications, and support, as well as technical merit, cost, and the proposed system plan. In awarding the Contract, the review team may take into consideration the Proposer's skill, facilities, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant by the Mille Lacs Band of Ojibwe. The inability of the Contractor to meet these conditions may be cause for rejection of the Proposal. The Contractor is required to disclose whether any of its owners, directors, officers, or principals is, or is closely related to any Mille Lacs Band of Ojibwe employee who has or may appear to have any control over the award, management, or evaluation of the Contract.

Each Proposal response will be evaluated utilizing these evaluation criteria based on a 100-point scale. Items to be Evaluated and Possible Points:

1. System capabilities (25 points)
  2. Firm's prior experience and references (20 points)
  3. Installation capability (20 points)
  4. Ongoing support capability (20 points)
  5. Quality of RFP Response Documents (5 points)
  6. Cost (10 points)
- TOTAL 100 points

An explanation of each factor is listed follows.

1. System Capabilities: System evaluation points will be based on the ability of system and sub-systems to meet the project needs.
2. Firm Experience: Proposer evaluation criteria points are based on similar projects, similar projects references, and years in business performing work similar in nature to the scope of this project.
3. Installation Capability: Installation capability is based on the number and qualifications of certified technicians, and the Proposer's proven capability to meet project deadlines (including information gathered from references).
4. Ongoing Support Capability: Ongoing support capability is based on the number and qualifications of local certified and trained technicians to provide support services after installation.
2. Quality of RFP Response: Quality of RFP response is based on the overall quality and presentation of the Proposer's response documents, taking into account the completeness and organization of the proposal.
3. Cost: Lowest cost proposal will be awarded 10 points. Higher-priced proposals will be awarded points based on the ratio of the firm's bid price to the lowest bid price.

#### **E. Vendor Demonstrations:**

The Mille Lacs Band of Ojibwe understands the complexity of video surveillance systems and recognizes that a vendor demonstration may be beneficial in making its final selection on the firm to which a contract will be awarded. Based on the evaluation criteria set forth in Section IV, the highest rated two firms may be provided an opportunity to provide a demonstration of their systems. The product demonstration would be performed for the Mille Lacs Band of Ojibwe project team that is tasked with selecting the new video system. The team will ask questions and obtain clarification on points in the demonstration that are unclear. The answer to a question may be responded to by email after the demonstration if further clarification is required.

**F. Conditions:**

1. All work performed under this contract shall be subject to compliance with the Federal Davis Bacon Prevailing Wage Act.
2. The Mille Lacs Band of Ojibwe shall be exempt from any liability for loss incurred by unsuccessful bidders in preparation for this proposal.

**BIDDING NOTES:**

1. Submit a completed and *signed* MLB Construction Bid Form with total lump sum, not to exceed amount.
2. Firms must be licensed with the Mille Lacs Band of Ojibwe. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at the Business Regulations Office at (320)532-8274 or by email at [ETHornbloom@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.
3. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.

**All proposals must be mailed to and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Sealed bid: Street Camera Surveillance System  
PO Box 509  
Onamia, MN 56359**

**\*\*Please note that the bids submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. \*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**THE MILLE LACS BAND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**Contacts:**

**Interested bidders shall contact Mike Moilanen – Director of Planning and Project Management at [mike.moilanen@millelacsband.com](mailto:mike.moilanen@millelacsband.com) to be included on the bidder’s list in the event that any addendums are issued for this project.**

**Mobilization:**

1. The Contractor shall be capable of mobilizing his equipment and crews within seven days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

**All proposals MUST be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: Street Camera Surveillance System**

**P.O. Box 509  
Onamia, MN 56359**

**\*\*Please note that the bids must be submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. \*\***

**\*\*The Band reserves the right to reject any bid that it is unable to collect at the Onamia post office by the bid deadline date and time, provided that the Band has made diligent and reasonable efforts to collect the bid. The Band reserves this right even in the event that the bid has been postmarked before the deadline.**

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**THE MILLE LACS BAND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits.

**Licensing:**

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at (320)532-8274 or by email at [ETHornbloom@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.

**Bonding Requirements:**

MLBSA Section 17 Procurement Statue Ordinance 03-06 states the following:  
Section 17. Bonding

- A. In construction contracts that are federally funded or deemed commercial, bonding is required. These types of contracts shall demand a performance bond not less than twenty (20%) percent of the total contract price, but not to exceed \$500,000.00. A performance bond requirement is to ensure that, if a contractor defaults, the Band may request that the surety pay the expense incurred to complete the construction contract.
- B. In addition, all construction contracts identified as federally funded or commercial shall be covered by a payment bond equal to one payment installment or cover subcontractors/suppliers as determined by the Contracting Officer or his agents. The payment bond must contain language stating that if the contractor fails to make a payment to its subcontractors/suppliers, the surety will make the necessary payment.

Band Ordinance 07-22 states the following:

For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$100,000.00.

**SECTION II – BIDDING FORMS**

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

**FY 2025 CONSTRUCTION BID FORM**  
REQUIRED FOR ALL BIDS

**FIRM NAME:** \_\_\_\_\_

**JOB/PROJECT: Street Camera Surveillance System**

**LUMP SUM PRICE:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

**Acknowledgement of Addendum(s):** 1) \_\_\_\_\_ date 2) \_\_\_\_\_ date 3) \_\_\_\_\_ date

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **120 days** after the bid opening. If this bid is accepted I agree to execute a Contract and/or a Purchase Order with the Mille Lacs Band of Ojibwe along with furnishing all required bonding (if required) and insurances.

**ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.**

- MLB BID FORM (MUST BE SIGNED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- SUB-CONTRACTOR LISTS (Include values)

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_