

December 4, 2018

RFP #DPW18-010



# City of Hyattsville – RFP



Request for Proposal

Video and Access Control  
Systems – Various Locations  
City Wide

**City of Hyattsville**

4310 Gallatin Street  
Hyattsville, MD 20781

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## **REQUESTS FOR PROPOSALS**

The City of Hyattsville, Maryland invites sealed responses to this Request for Proposal (RFP) #DPW 18-010

## **BACKGROUND AND OBJECTIVE**

The City of Hyattsville is requesting proposals for the design, installation, and maintenance of the following:

1. Access controls, internal and external cameras for a new Department of Public Works (DPW) facility, this proposal will include any and all equipment to create a turn key system. In addition, the data from this system will have to be connected to the Police department at both their current location and new location at 3505 Hamilton St when constructed.
2. Access controls, internal and external cameras for a new Police Headquarters, this proposal will include any and all equipment to create a turn key system. This will include connection to both Communications and Emergency Operations, as well as a system to allow for the access and viewing of remote systems as well as remote operation of the system.
3. Maintenance, planning, design, installation, and service to the City-wide wireless camera system.

The DPW facility will be a 14,000 +sf single floor building that will house maintenance bays, administrative offices, storage, locker rooms, break room, and training space.

The Police Headquarters will be an approximately 36,000 SF renovation and addition of the old BB&T Bank building. The new facility will house all Police functions including Administration, suspect processing and temporary holding, patrol, evidence processing and storage, training, and Emergency Operations. The facility will operate 24/7 and will have backup systems in the case of power outages.

The City currently has 27 wireless cameras at various locations around the City.

The purpose of this solicitation is for the City of Hyattsville to select one (1) RFP Respondent (hereafter Contractor) that provides the best price and responsiveness as selected by City Staff. The Contractor selected will work according to all Federal, State, and local requirements and using industry accepted best practices to design, select and install access control, internal and external cameras.

The City will select one Contractor for this RFP according to the following proposed schedule.

### **RFP Solicitation Schedule:**

December 4, 2018:	Solicitation
December 13, 2018:	11:00AM Pre proposal and Site Visit
December 20, 2018:	Questions Due by 5:00PM
January 10, 2019:	Proposals Due at 2:30PM
January 10, 2019:	Proposals Opened at 2:40PM
January 17, 2019:	Notification of Intent to Award
January 22, 2019:	Execute Contract and Issue Notice to Proceed

These durations and dates are for information purposes only and the owner reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

## **RECORDS & REPORTS**

The City will require the Contractor to maintain an original set of records on work performed including daily reports, delivery tickets, testing reports, certifications, and any other documents as may be required in performance of this work. The City will be provided a duplicate set of records, but upon request may require the Contractor to provide specific records for the purpose of confirming City records or use in litigation.

## **PRE-PROPOSAL SITE TOURS**

There will be a preproposal bid conference at 4310 Gallatin Street, 1<sup>st</sup> floor in the Multipurpose Room on December 13, 2018 at 11:00AM. During this meeting staff will be available to review floor plans for both projects (DPW and Police HQ) to review requirements. After this review contractors will be allowed to tour the Police HQ that is being renovated at 3505 Hamilton Street, Hyattsville, Md. Floor plans of the facilities will only be available to those in attendance.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect their work. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job site. Failure to visit and examine the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any materials or equipment or performing any work that may be required to complete the work in accordance with this RFP. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

## **SCOPE OF PROPOSAL**

The City of Hyattsville is constructing a new police headquarters (Police) and public works facility (PW). The new construction projects create an opportunity for the City to consider standardizing on uniform security systems for efficient and effective public safety operations. The City has developed this Request for Proposal (RFP) to obtain costs for the three phases of the project.

1. Phase 1 – Department of Public Works facility. Provide a proposal for the design of the access control, alarms, and internal and external cameras for the new facility. Cabling will be completed by the City's IT vendor under a separate contract. Proposal will be for furnishing all labor and materials for the design, installation, and maintenance of a turn key system, and providing connectivity to the City Police Department for all cameras and alarms. Software and hardware are to be included for the control and recording of camera footage with a 30-day retention. Searching software with analytical capabilities is preferred. Maintenance and service for the first year shall be included in the installation costs. Maintenance and service for years 2-5 will be optional. Access control points (internal and external) will allow for both proximity card readers and cellular Bluetooth activation. Software to operate the controlled access system will be included.
2. Phase 2 - Design of the access control, alarms, and internal and external cameras for the new police headquarters located at 3505 Hamilton St, Hyattsville MD. Cabling will be completed by the City's IT vendor under a separate contract. Proposal will be for furnishing all labor and materials for the design, installation, and maintenance of a turn key system, and providing connectivity to the City Police Department for all cameras and alarms. Software and hardware are to be included for the control and recording of camera footage with a 30-day retention.

Searching software with analytical capabilities is preferred. Maintenance and service for the first year shall be included in the installation costs. Maintenance and service for years 2-5 will be optional. Access control points (internal and external) will allow for both proximity card readers and cellular Bluetooth activation. Software to operate the controlled access system will be included.

- a. Phase 2 will also have optional video walls. These video walls will be placed in police communications and our emergency operations center in the same building. These video viewing walls will allow City personal to monitor cameras at police headquarters (interior and exterior), public works (interior and exterior), and the existing 27 wireless cameras that are currently in place around the City that are currently viewed and controlled at the police communications located in 4310 Gallatin St.
3. Phase 3 - Maintenance of the existing 27 citywide cameras and the wireless system they connect to. The City is also requesting software to monitor and control these cameras. If analytic software is available to assist in reviewing recorded video include cost. The City is requesting cost to maintain these cameras for one year with the cost for year 2-5 listed as an option. The viewing of these cameras will be migrated to the new police headquarters video walls at the new police headquarters in the spring of 2020 but need to remain operational and viewable at the present police communications.
- a. Included in this third quote is provide maintenance and support of nine (9) existing Sony RX-SSOCN PTZ cameras, one (1) Axis Q6032-E camera and one (1) fixed Axis 1604-E camera for software patches and version upgrades in various locations throughout the City and additional cameras purchased throughout the term of the contract up to ten cameras. Cameras will be cleaned, inspected and tested twice per calendar year. Existing Sony cameras are outside of manufacturer's warranty and will not be covered for replacement. Axis Q6032-E and Axis 1604-E cameras are covered under the manufacturer's warranty for repair and/or replacement for a period of 3 years from the date of installation. Remaining warranty on these items is two years. The City's intends to migrate these cameras from wireless to wired when the opportunity is available. That conversion is not part of this quote.
  - b. Until the new system is in place at the new police headquarters quote cost to provide maintenance and support for the existing Salient Systems RM1000 server with 6TB of storage capacity. The RM1000 series server is built on a Dell's PowerEdge server.
  - c. Provide maintenance and support for existing radio(s), antennas and cabling located in various locations throughout the City. Existing radio(s) manufacturers consist of the following vendors: Firetide, Exalt, Bridegwave and Ubiquiti. All radios (with the exception of the Ubiquiti products) will be covered under this agreement for software and version upgrades applicable to the existing hardware but will not be covered for replacement caused by failure. Radios and cameras will be inspected, cleaned and tested two (2) times per calendar year. New Ubiquiti radios that have been installed within the past year are covered under this agreement for repair and/or replacement for a period of 3 years.
  - d. The cameras are located:

## CCTV Camera Locations

<ul style="list-style-type: none"> <li>HyattNOMAD360 [10.162.13.88]</li> <li>Hyattsville PD Server 1 [10.0.0.4]</li> <li>5100 Baltimore Ave 360</li> <li>Bridge Lot Rear</li> <li>Joels Auto</li> <li>Baltimore &amp; Madison</li> <li>Hamilton and 38th</li> <li>Hamilton @ QC (Shell)</li> <li>Hamilton and 31st</li> <li>Jamestown and Hamilton</li> <li>Jamestown and Oliver</li> <li>Jamestown &amp; Oliver (Fixed)</li> <li>Magruder Park 360</li> <li>MacGruder Park Restrooms</li> <li>MacGruder Park Playground</li> <li>Pedestrian Bridge</li> <li>Pedestrian Bridge 360</li> <li>Zip In</li> <li>Arts District Wall</li> <li>Street Sense Parking Lot</li> <li>City Parking Lot</li> <li>Hamilton and Ager</li> <li>Chipotle</li> <li>Liquor Store</li> <li>Nursery 1</li> <li>Nursery 2</li> <li>Magruder Park Monument</li> <li>Queens Chapel @ US Fuel</li> <li>Jamestown and Ager</li> </ul>	<ol style="list-style-type: none"> <li>1. 3505 Hamilton Street (<b>Nomad Camera</b>)</li> <li>2. 5100 Baltimore Avenue</li> <li>3. 5100 Baltimore</li> <li>4. Hamilton Street and Ager Road</li> <li>5. Baltimore Avenue &amp; Madison</li> <li>6. Hamilton Street &amp; 38<sup>th</sup> Avenue</li> <li>7. Hamilton Street &amp; Queens Chapel Road</li> <li>8. Hamilton Street and 31<sup>st</sup> Avenue</li> <li>9. Jamestown &amp; Hamilton Street</li> <li>10. Jamestown Road &amp; Oliver Street</li> <li>11. Jamestown Road &amp; Oliver Street</li> <li>12. 3911 Hamilton Street</li> <li>13. 3911 Hamilton Street</li> <li>14. 3911 Hamilton Street</li> <li>15. 3500 East West Highway</li> <li>16. 3500 East West Highway</li> <li>17. East West Highway &amp; Belcrest Road</li> <li>18. 46<sup>th</sup> Place &amp; Longfellow Street</li> <li>19. 45<sup>th</sup> Avenue &amp; Jefferson Street</li> <li>20. 4500 Hamilton Street</li> <li>21. Hamilton Street &amp; Ager Road</li> <li>22. 45<sup>th</sup> Avenue &amp; Jefferson Street</li> <li>23. 2900 Hamilton Street</li> <li>24. Ager Road &amp; Nicholson Street</li> <li>25. Ager Road &amp; Nicholson Street</li> <li>26. 3911 Hamilton Street</li> <li>27. Queens Chapel Road &amp; Ager Road</li> </ol>
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The objective of this solicitation process is for the City of Hyattsville to identify and select a Contractor to furnish all permits, labor, materials, equipment, tools, services, skills, transportation, storage, disposal, etc., required to complete the project in a timely and professional manner.

### **AMERICANS WITH DISABILITIES ACT (ADA) AKNOWLEDGEMENT**

The Contractor, in performance of this public works construction project, or where there is an ADA component involved, acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, and/or completed infrastructure,

will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act.

### **COMPENSATION FOR SERVICES (FEE)**

The City intends to enter into a service contract(s) for the proposed project term. Compensation for the services rendered, will be based upon a contract and is not to exceed the Proposal total submitted on the Proposal Rate Form.

### **EVALUATION CRITERIA AND SELECTION PROCEDURES**

Evaluation Criteria:

Evaluation of Contractor will be based upon the complete submission of the required Proposal package. Incomplete packages may be eliminated from further consideration.

Selection Procedures:

Selection of successful Contractor will be based upon the following:

- Proposal Price
- History of working with the City of Hyattsville
- History of project of similar scope
- Availability of equipment and personnel to complete the project within the allotted time.

### **GENERAL CONDITIONS FOR PROPOSALS**

Failure to read the RFP and comply with its instructions will be at the Contractor's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the Contractor contractually. Submission of a signed proposal to the City will be interpreted to indicate the Contractor's willingness to comply with all terms and conditions set forth the herein.

## **SUBMISSION OF PROPOSALS**

The Proposals will be received by the City Clerk, no later than **2:30 pm**, Thursday, January 10, 2019, and shall be mailed or hand delivered to:

**The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Hal Metzler, City Project Manager in writing by email at [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org). Questions specific to this solicitation will be accepted until 5:00 PM on Thursday, December 20, 2018.

## **PROPOSAL DOCUMENTS**

A Contractor responding to this RFP must submit the Proposal Documents included at the end of this document. Failure to comply with these requirements may result in a disqualification of the Contractor. The City will base the selection of a Contractor on documentation submitted in the Proposal Documents.

Applicants must submit **6 total copies of their Proposal. These copies must adhere to the following format: one (1) bound, four (4) unbound and one (1) digital pdf copy of the proposal on a USB drive.** Each Contractor will be evaluated, rated and/or ranked, based on information provided in their Proposal.

## **EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT**

The Proposals will be publicly opened and read on Thursday, January 11, 2019 at 2:40PM in the Multipurpose Room of the City of Hyattsville's Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.

Proposals from all Contractors meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

## **PRICE TO REMAIN VALID**

All Proposals must be valid for a period of **120 days** from the due date of the RFP.

## **AMENDMENT OR CANCELLATION OF THE RFP**

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.



### **PROPOSAL MODIFICATIONS**

No additions or changes to any Proposals will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

### **SUSPENSION AND/OR DEBARMENT**

Developers, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an application under this Program. A Contractor that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such developer will be reported to the State's Attorney General and Comptroller's Office.

### **PRESENTATION OF SUPPORTING EVIDENCE**

Contractors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their Proposal that the City of Hyattsville deems to be necessary or appropriate.

### **ERRONEOUS DISBURSEMENT OF FUNDS**

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

### **PROPOSAL PREPARATION COSTS**

Contractors are responsible for all costs and expenses incurred in the preparation of a Proposal to respond to this solicitation.

### **THIS SOLICITATION IS NOT A CONTRACT**

This solicitation is not a contract and will not be interpreted as such.

### **SUB-CONTRACTORS**

The Contractor submitting a proposal certifies and warrants that all payments of fees charged by any sub-Contractors pursuant to that contract are the sole responsibility of the Contractor.

### **CODES AND STANDARDS**

Comply with all Federal, Maryland, and Hyattsville regulations, codes, and standards for construction.

No work is to occur between the hours 7:00 P.M. and 7:00 A.M Monday through Friday or anytime on Saturday and Sunday. All work, including emergencies, during these hours require written permission

from Department of Public Works (DPW) staff.

In performance of this project, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act.

### **SEQUENCING AND SCHEDULING**

Upon acceptance of the Proposal and execution of a contract, the Contractor shall begin work within 10 calendar days of the date of the notice to proceed. All work, including full site restoration, and removal of all materials, equipment, debris, etc. must be completed within 180 days of the date of the notice to proceed.

The City shall facilitate the Contractor's work by providing reasonable access to all work areas. The City shall facilitate the Contractor's services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s).

### **LIQUIDATED DAMAGES**

There will be no liquidated damages for this RFP.

### **LEGAL TERMS**

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

**The City of Hyattsville will not agree to terms that are not consistent with this policy.**

**END OF RFP**

**PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

**CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name

---

Address

---

City, State, Zip

---

Contact Person

---

Phone Number

---

Email Address

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## PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below (inclusive of all state and local sales tax):

Item	Approx. Quantity	Unit	Description	Unit Price	Proposal Amount
1	1	Phase	<b>Phase 1 installation and year 1 service</b>		
1	4	LS/Year	<b>Phase 1 year 2-5 service</b>		
1	1	Phase	<b>Phase 2 installation and year 1 service</b>		
1	4	LS/Year	<b>Phase 2 year 2-5 service</b>		
1	2	EA	<b>Phase 2 optional Video Wall(s)</b>		
1	1	Phase	<b>Phase 3 installation and year 1 service</b>		
1	4	LS/Year	<b>Phase 3 year 2-5 service</b>		

The quantities on this Proposal form are an estimate. Contractor will be paid for only work that is installed and accepted by the City.

## PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Date \_\_\_\_\_

Type of Organization (circle One):    Corporation                  Partnership                  Proprietorship

SEAL:  
(If corporation)

**INSURANCE REQUIREMENT**

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

**I. Workers Compensation**

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

**2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.**

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

**3. Commercial General Liability Insurance**

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

**4. Umbrella/Access Liability Insurance**

\$2,000,000 Each Occurrence

## COMPANY BACKGROUND

Company Name

Main Office Location

Year Founded

Project Manager Name

Project Manager Phone

Project Manager Email

Years of Experience

Has the company ever operated under another name? If yes, what name?

Do you have the equipment and staff available to start within 10 days of notice to proceed?

If no to the previous question, how long would it take to have the equipment and staff available?

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

**REFERENCES**

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project

---

Owner of Project

---

Address of Project

---

Contact Person

---

Phone Number

---

Email address

---

Description of work

Comments



**Appendix (A) – City of Hyattsville Sample Contract Form**

**AGREEMENT**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2019, by and between THE CITY OF HYATTSVILLE, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and \_\_\_\_\_ hereinafter referred to as “Contractor”.

**RECITALS**

WHEREAS, the Hyattsville City Council authorized the City Administrator to enter into a contract regarding Video and Access Control Systems - Citywide (hereinafter, the “Project”).

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response to a site visit and the City’s Request for Proposal (hereinafter, the “RFP”), all of Contractor’s bid responses which are hereby incorporated herein, in exchange for a fee schedule as bid and other valuable consideration.

**TERMS**

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Project shall include all work outlined in the recitals above, in the Request For Proposal #DPW18-010 and related documents, as well as all other work as reasonably required by the City.

ARTICLE II. PERIOD OF PERFORMANCE

Contractor agrees to commence work immediately upon execution of the Contract and shall perform all other services required by this Agreement or by the City as expeditiously as is

consistent with good professional skill and best industry practice. Time is critical factor in the successful execution of the terms of this Agreement.

#### ARTICLE III. FEE FOR SERVICES

In exchange for these good and valuable services the Contractor will be paid on a lump sum basis, but in no event shall the total amount paid to the Contractor for said Project exceed \$xxx,xxx.00.

#### ARTICLE IV. THE CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the entire Contract between the parties. Where there is a conflict between any of the contract documents and this Agreement, the language of this Agreement shall govern. The documents identified below are as fully a part of the Contract as if hereto attached. They constitute the entire understanding of the parties and supersede any prior proposals or agreements:

- A. City of Hyattsville Bidding Specifications and Standards for Public Works Construction, Goods or Services; and
- B. Request for Proposal #DPW18-010
- C. Contractor's Bid dated xxxx;

#### ARTICLE V. CONTRACTOR SERVICES

As directed by the City, Contractor shall:

- A. Be responsible for the Design of the Video and Access Control System - Citywide.  
And upon approval and agreement on the design provide and install the necessary equipment for a complete turn-key system.
- B. Comply with the Prince George's County Code, the City of Hyattsville Code and Charter, The City of Hyattsville Specifications and Standards for Public Works Construction, when applicable, and all pertinent Federal, State, and County laws and regulations.

C. Attend hearing/conferences with City or persons designated by City as necessary for the successful completion of this Agreement.

D. Be responsible directly to the City Administrator or their designee, who is the City's agent and duly authorized representative to whom Contractor shall ordinarily direct communication and submit documents for approval and from whom Contractor shall receive directions concerning the subject of this Agreement and approval of any documents in writing. Any revisions requiring additional compensation to Contractor shall not be commenced without the City's written authorization approved by the City Administrator.

#### ARTICLE VI. CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However, the Contractor shall notify the City in writing of any information or requirements provided by the City, which the Contractor believes to be inappropriate.

#### ARTICLE VII. COOPERATION

The Contractor agrees to perform its services under this Contract in such manner and at such times so that City and/or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors deemed necessary by the City.

#### ARTICLE VIII. OWNERSHIP OF DOCUMENTS

City shall have unlimited rights in the ownership of all drawings, designs, specifications, notes and other work developed in the performance of the Agreement, including the right to use same on any other City Project without additional cost to City, and with respect thereto Contractor agrees to and does hereby grant to City an exclusive royalty-free license to all data which he or she may cover by copyright and to all designs as to which he or she may assert any

rights or establish any claim under the patent or copyright laws. The City's rights in ownership of documents under this Article shall include any and all electronic files generated by Contractor in the performance of its duties pursuant to this Agreement.

A. In the case of future reuse of the documents, City reserves the right to negotiate with Contractor for the acceptance of any professional liability.

#### ARTICLE IX. SPECIAL PROVISIONS

A. Contractor may not assign or transfer any interest in this Agreement except with City's written approval.

B. City may waive specific minor provisions of the Agreement on Contractor's request in the interest of expediting the contract. Waiver shall not constitute a waiver of any liability ensuing there from.

C. Except as otherwise provided in the contract documents, the City Administrator, shall decide all disputes after consultation with Contractor, and any other appropriate parties. The City Administrator's decision shall be reduced to writing and delivered to Contractor and such dispute resolution shall not be considered a Change pursuant to this contract unless the dispute resolution modifies either the services rendered or the total fee for services as provided herein.

D. The City Administrator's decision shall be final and conclusive.

E. Until a dispute is finally resolved, Contractor shall proceed to meet the terms of this Agreement and comply with City Administrator's orders.

F. Contractor shall not hire or pay any employee of the City or any department, commission agency or branch thereof.

#### ARTICLE X. TERMINATION

A. This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the Contractor.

B. In the event of termination, which is not the fault of Contractor, the City shall pay to Contractor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the termination and for reasonable reimbursable expenses properly incurred prior to the termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustment in the event of termination by the City.

C. In the event the Contractor, through any cause fails to perform any of the terms, covenants or provisions of this Agreement on his part to be performed, or if Contractor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of Contractor impairs or prejudices the interest of the City, or if Contractor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to Contractor. The City shall have the sole discretion to permit the Contractor to remedy the cause of the contemplated termination without waiving the City's right to terminate the Agreement. All drawings, specifications, electronic files and other documents relating to the design of the good, scope of the service or supervision of work, not in the public domain, shall be surrendered forthwith by Contractor to the City as required by the City. The City may take over work to be done under this Agreement and prosecute the work to completion, or procure the good or service, by contract or otherwise, and Contractor shall be liable to the City for all reasonable cost in excess of what the City would have paid the Contractor had there been no termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustments in the event of such

termination.

#### ARTICLE XI. APPLICABLE LAW

The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

#### ARTICLE XII. CHANGES

A. The City Administrator may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the City Treasurer, or in his or her absence, the Mayor.

B. Any other written order from City, which causes any change, shall be treated as a change order under this clause, provided that Contractor gives City written notice stating the date, circumstance, and source of the order and the City consents to regard the order as a change order.

C. Except as herein provided, no order, statement, or conduct of the City shall be treated as a change under this clause or entitle Contractor to an equitable adjustment hereunder.

D. If any change under this clause causes an increase or decrease in the cost of, or the time required for, the performance of any part of this Agreement, whether or not changed by any order, an equitable adjustment shall be made, and the Agreement modified in writing accordingly. If Contractor intends to assert a claim for an equitable adjustment under this clause, Contractor shall, within thirty (30) days after receipt of a written change order under (A) above, or the furnishing of written notice under (B) above, submit to the City Administrator a

written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the City Administrator. The statement of claim hereunder may be included in the notice under (B) above.

E. The amount of any adjustment to the contract sum under this clause shall be a negotiated fixed fee.

F. No claim by Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Agreement or if made later than thirty (30) days after receipt as required herein.

### ARTICLE XIII. SUCCESSORS AND ASSIGNS

The parties each binds itself, its partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

### ARTICLE XIV. INSURANCE

A. All Contractors shall obtain and maintain liability insurance coverage. The Contractor shall, within ten (10) days of the execution of this Agreement, file with the City Administrator, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) coverage with a deductible no greater than Ten Thousand Dollars (\$10,000.00). Contractor shall be fully and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear an endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this certificate has been endorsed as follows: "The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) days after

notice to: City Administrator, 4310 Gallatin Street, Hyattsville, Maryland 20781 (City's Representative)."

The provisions of XIV.A. shall also apply to any other coverages identified in this Article XIV in order to ensure that the Certificate, deductible, and endorsement requirements are met as to each specific type of coverage required in this Article XIV. The amount of coverage and the deductible specified elsewhere in this Article XIV regarding types of insurance coverage is controlling.

B. In addition, Contractor shall, throughout the term of this Agreement, maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to final Agreement approval:

1. Personal injury liability insurance with a limit of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate, where insurance aggregates apply; and
2. Property damage liability insurance with limits of \$1,000,000.00 for each occurrence and \$2,000,000.00 aggregate, where aggregates apply.

C. Comprehensive general liability insurance shall include completed operations and contractual liability coverage. The Certificates of Insurance evidencing this insurance shall provide that the City shall be given at least thirty (30) days prior written notice of the cancellation of, intention not to renew, or material change in coverage.

D. Contractor shall maintain, throughout the term of this agreement, errors and omissions coverage of at least \$1,000,000.00 for each wrongful act and \$2,000,000.00 aggregate, where aggregates apply. The Certificates of Insurance evidencing this insurance shall provide that the City shall be given at least thirty (30) days prior written notice of the cancellation of, intention not to renew, or material change in coverage.

E. Contractor shall comply with the requirements and benefits established by the State



of Maryland for the provision of Workers' Compensation insurance and shall submit an insurance certificate as proof of coverage prior to beginning work under this Agreement.

ARTICLE XV. INDEMNIFICATION

Contractor hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the performance of the services herein contracted for or for any failure to perform the obligations of this Agreement, including, but not limited to, attorneys fees and any other costs incurred by the City, in defending any such claim. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Contractor or any subcontractor regarding the services and work provided to the City pursuant to this Contract. Contractor shall provide the City copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the Contract.

ARTICLE XVI. ADA COMPLIANCE

In performance of this Agreement for public works construction projects, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act. The Contractor hereby indemnifies and holds harmless the City from damages and costs arising from any claim that the Contractor's has failed to conform to the applicable provisions of the Americans with Disabilities Act.

ARTICLE XVII. CERTIFICATIONS OF CONTRACTOR

The Contractor and the individual executing this Agreement on the Contractor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity,

other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

ARTICLE XVIII. SET-OFF

In the event that the Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Contractor against any compensation due to the Contractor for the provision of Construction, Goods or Services covered by the terms of this Agreement.

ARTICLE XIX. MISCELLANEOUS

A. This Agreement is subject to audit by the City, and the Contractor agrees to make all of its records relating to the goods or services provided to the City available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

B. If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

C. The person executing this Agreement on behalf of the Contractor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Contractor.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the

termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above.

E. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Contractor.

F. The recitals above are hereby incorporated into this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their proper and duly authorized officers, on the day and year first above written.

Contractor

WITNESS/ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_(SEAL)  
Date

THE CITY OF HYATTSVILLE

WITNESS/ATTEST:

\_\_\_\_\_  
Clerk

By: \_\_\_\_\_(SEAL)  
Date