

Marquette County Transit Authority

REQUEST FOR PROPOSALS (RFP)

Security Cameras and Related Systems

Project Authorization #2022-0096/P14

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Key Dates

Request for Proposals Issued:	05/12/2026
Deadline for Questions to be Submitted:	06/01/2026
Due Date for the Proposal:	06/12/2026
Project completion deadline:	08/31/2026

SCOPE OF WORK

1. INTRODUCTION

Marquette County Transit Authority (MCTA) (hereinafter referred to as “Agency”) is soliciting sealed proposals from qualified contractors for replacing existing cameras, installing 11 new cameras, configuration, and commissioning of security camera systems at three (3) buildings. This procurement is conducted in accordance with applicable State of Michigan procurement requirements and all applicable federal regulations.

2. PROJECT OVERVIEW

The successful contractor shall provide a **turnkey, fully operational security camera solution**, including all labor, equipment, cabling, mounting hardware, configuration, testing, and staff training. Each building shall receive a **new DVR/NVR system** sized appropriately for the total number of cameras installed.

3. BUILDING LOCATIONS AND CAMERA COUNTS

Building 1

- Existing cameras to be replaced: **35 (4 of these must have audio recording capabilities)**
 - Exterior cameras: **10**
- New cameras to be added:
 - **6 interior cameras, 2 exterior cameras**
- Total cameras after completion: 43

Building 2

- Existing cameras: **5**
- New cameras to be added:
 - **2 interior cameras**
 - **1 exterior camera**
- Total cameras after completion: **8**

Building 3

- Existing cameras: **12, 1 must have audio recording capabilities**
 - Exterior cameras: **4, 8 interior cameras**
- No additional cameras planned at this time
- Total cameras after completion: **12**

4. SYSTEM REQUIREMENTS

4.1 General Requirements

- All equipment shall be new, **commercial-grade** and suitable for public-sector use.
- All cameras must be compatible with the proposed DVR/NVR system within each building.
- One (1) new DVR/NVR shall be provided per building.
- Systems shall support live viewing, playback, exporting, and remote access for authorized users.
- Footage from all cameras must be accessible from a single central location, available at all sites, and accessible via mobile devices.
- Systems shall be scalable for future expansion.
- Equipment must follow NDAA compliance.
- System selected by Contractor shall not require a service contract with ongoing usage fees.

4.2 Camera Requirements

- **Wireless or Wi-Fi cameras are strictly prohibited.**
- All cameras must be **hard-wired using CAT cabling.**
- Exterior cameras:
 - Must be **mounted directly to the building structure**
 - Weather-rated and vandal-resistant
- Interior cameras:
 - Ceiling or wall mounted as appropriate
- Minimum camera features:
 - High-definition video (minimum 1080p)
 - Low-light and/or night vision capability
 - Motion detection
 - Date and time stamping

4.3 Cabling and Installation

- Contractor shall furnish and install all CAT cabling, conduit, junction boxes, and mounting hardware.
- All work shall comply with **local, State of Michigan, and federal codes.**
- Cabling shall be neatly routed, secured, and labeled.
- All wall or exterior penetrations shall be properly sealed and weatherproofed.

4.4 DVR/NVR Requirements

- One new DVR/NVR system per building
- Must support the total number of cameras installed in that building
- Minimum storage capacity sufficient for **at least 30 days of recording** (or Contractor-recommended equivalent)
- Features shall include:
 - User access controls
 - Video export capability
 - System health and status monitoring

5. TRAINING AND DOCUMENTATION

The Contractor shall provide:

- On-site or remote training for designated staff
- System documentation including:
 - Camera locations
 - System layout and diagrams
 - User access instructions
- Warranty and support documentation

6. WARRANTY

Acknowledge warranty on parts and labor for ONE year. The contractor will be required to contact the Transit Agency within ten (10) days after receipt of contract, to arrange procedures concerning the implementation of warranty claims and to designate personnel to handle claims.

7. WAGE REQUIREMENTS FOR LABOR PERFORMED

This project is subject to the **Davis-Bacon Act (40 U.S.C. §3141 et seq.)**, as applicable, and all related federal regulations.

The contractor and all subcontractors shall pay laborers and mechanics employed on the project wages and fringe benefits at rates not less than those prevailing on similar construction in the locality, as determined by the U.S. Department of Labor. Rates provided in Davis-Bacon Wages attachment.

The contractor shall:

- Comply with all Davis-Bacon Act requirements
- Submit certified payrolls as required
- Ensure compliance by all subcontractors

Failure to comply with prevailing wage requirements may result in contract termination or other penalties as provided by law.

8. INSURANCE AND LICENSING REQUIREMENTS

Proposals must include proof of insurance to the following requirements, at a minimum. Each policy and Certificate of Insurance must be acceptable to the Agency. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from his operations under this contract. The Contractor shall maintain insurances in force at all times during the term of this agreement. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers that have a Best Company's Insurance Reports Rating of A or A-(Excellent).

The Contractor shall be responsible for the maintaining all required licenses. Additionally, the Contractor shall comply with all Federal, State, and local ordinances, rules, and regulations in the performance of this project.

9. COMPLETION TIMELINE REQUIREMENTS

The entire project must be completed no later than 07/31/2026; therefore, the proposer must also show capability and attest it can complete the job on that schedule.

INSTRUCTIONS TO CONTRACTORS

PROPOSAL SUBMISSION PACKET REQUIREMENTS:

1. Company Information and Experience:
 - A. State the legal name under which the Contractor carries out business, the year the company was established, and the size of the company in terms of total employees and annual revenues.
 - B. Identify the office's location from which work described will be managed and the year that office was established if it differs from above.
 - C. Provide the contact information (name, title, telephone number, and email) for the Bidder's representative submitting the proposal.
 - D. Documentation showing the Contractor is not debarred in SAM.gov federal system. To fulfill this requirement, submit a screenshot showing a search, or searches, for Contractor official name(s), selecting "all words" and search results that should show either (1) "No matches found" or (2) a green "Entity" indicator box at the top of the Contractor entry in SAM.gov, both of which indicates the Contractor is not on the federal debarred or suspended list
 - E. Provide information for a minimum of 3 similar projects that were completed by Contractor
2. Contract Agreement and Costs:
 - A. Completed certification of Compliance with Federal Contract Clauses (MDOT Form 3139).
 - B. Completed Federal Contract Clauses for Construction Less than \$350,000 (MDOT Form 3162A).
 - C. Completed Cost Proposal document. Must be signed in ink by the Contractor representative.
 - D. Davis-Bacon Wages must be reviewed and utilized (included attachment).
3. Description of proposed equipment and system design.
4. Manufacturer and model specifications for cameras and DVR/NVR systems.
5. Project timeline.
6. Warranty and ongoing support information.
7. Proof of Insurance Coverage.

PROPOSAL SUBMISSION INSTRUCTIONS AND QUESTIONS:

Proposal packets must be received by 06/12/2026.

Contractors may email a copy of their proposal packet with the subject line “RFP #2022-0096/P14 Security Cameras and Related Systems” to bgeller@martq-tran.com.

OR

Contractors may mail or deliver a hardcopy proposal packet in an envelope marked “RFP #2022-0096/P14 Security Cameras and Related Systems” to:

Marquette County Transit Authority, ATTN. Bill Geller
1325 Commerce Drive
Marquette, MI 49855

Proposals must remain valid for 120 days after the proposal’s due date.

Questions on the RFP are due by 06/01/2026 and should be submitted to Bill Geller, MCTA Executive Director, at bgeller@martq-tran.com.

The Agency will compile and review all questions received from all contractors and post the responses to the Agency’s website at www.marq-tran.com as an RFP clarification. Written questions and responses will also be sent to all firms that submitted an RFP or contacted Agency Director in writing with a question. Verbal comments, such as those via phone calls, will not be accepted and are not part of the official question and answer responses.

PROPOSAL EVALUATION:

During the evaluation process, the Agency reserves the right to request additional information or clarifications from the Contractor or to allow corrections of errors or omissions. In evaluating proposals and awarding contracts, the Agency will use the following evaluation criteria:

- Experience and qualifications (40%)
- Quality and reliability of proposed equipment (25%)
- Warranty and support services (20%)
- Price and overall value (15%). Proposed prices will be scored using the formula: lowest proposal price divided by the price of the proposal being evaluated x allotted points.

The selection panel members will include (1) the Agency’s Executive Director and (2) Operations Manager.

Any submitter falling within a competitive range as determined by the selection panel may be asked to present the submitter's abilities and qualifications to the selection panel and to answer any questions about the submitted qualifications. The original scoring of evaluation criteria may be modified based on the interview results. The Agency reserves

the right to award the RFP based on qualifications that provide the best value to the Agency and to award to a Contractor other than the lowest price proposal. The award will only be given to a responsive and responsible firm.

EVALUATION PROTESTS:

All protests shall be addressed in writing to the Agency via e-mail at bgeller@marq-tran.com or mailed to Marquette County Transit Authority, ATTN. Bill Geller, 1325 Commerce Drive, Marquette, MI 49855. Protests about RFP specifications must be received ten (10) days before the proposal due date. Post award protests may be received no later than five (5) business days after notification to all proposers of the contract award decision. The Agency will review and respond in writing within ten (10) days of receiving the protest. The Agency is the final arbitrator on any question or dispute pertaining to proposals, proposal forms, and awards. This "disputes" clause does not preclude consideration of questions of law in connection with decisions provided for above; provided that nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

Proposal protests shall contain:

1. The name and address of the protester.
2. Identification of the project.
3. A statement of the grounds for the protest and any supporting documentation. The grounds for protest shall be fully supported to the extent feasible. Additional materials in support of an initial protest may be permitted only at the sole discretion of the Agency.
4. The relief desired of the Agency.

CONTRACT AWARD AND PAYMENT TERMS:

The award will be a firm-fixed-price contract. The prime contractor will complete the project AND submit an invoice to the Marquette County Transportation Authority at 1325 Commerce Dr., Marquette, MI 49855 to guarantee payment. No payment will be submitted to the State of Michigan for reimbursement until the Agency verifies that the project meets the bid specifications. Upon acceptance, the Agency will submit a request to the State of Michigan which will take up to thirty (30) days to be processed. No payment will be made by the Agency until the reimbursement check is received from MDOT. All invoices shall be itemized.

Award, if made, will be to the responsible Contractor whose proposal is determined to be the most advantageous to Agency, considering evaluation criteria listed, and will need to be approved by the Michigan Department of Transportation. Notification letters will be sent to each Contractor who submitted a proposal.

The Agency reserves the right to cancel the solicitation or reject all proposals for sound, documentable, business reasons. The Agency also reserves the right to accept the proposal or any part thereof that it determines best serves the Agency's needs and waive any informalities or irregularities in the proposals.

This RFP does not commit the agency to award a contract or to pay any costs incurred in the preparation of a proposal.

The selected Contractor must comply with all applicable federal, state, and local laws, ordinances, rules, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract.

Marquette County Transit Authority

Cost Proposal

Direct Any Questions and Submit To: Bill Geller Executive Director
bgeller@marq-tran.com

Please direct questions by 06/01/2026

Questions and answers will be posted at www.marq-tran.com by 06/05/2026

Date Issued: 05/12/2026

RFP Bid Due: 06/12/2026

Once completed, the following cost table shall establish the pricing to be charged unless otherwise negotiated in writing.

PROJECT TASKS	NOT TO EXCEED COST
EQUIPMENT	\$
INSTALLION AND LABOR	\$
CABLING AND MATERIALS	\$
TRAINING	\$
OPTIONAL OR RECURRING COSTS	\$

Certification

The bid shall be firm for a minimum of 120 days from the RFP submittal deadline and signed by the following individual authorized to certify pricing and enter into agreements. The undersigned certifies that he/she offers to furnish materials in strict accordance with the requirements of this bid including the specifications and Terms and Conditions that are attached; that prices quoted are correct.

Contractor Name:	
Contractor Address:	
City, State, Zip:	
Representative Name (Print):	
Representative Signature:	

Date of Representative Signature:	
Representative Title:	