



SUBJECT: REQUEST FOR PROPOSAL NUMBER 04/25 - COMPREHENSIVE SURVEILLANCE CAMERA AND ACCESS CONTROL SYSTEM UPGRADE AND REPLACEMENT PROJECT.

ADDENDUM NUMBER: One (1)

DATE: December 10, 2025

PURPOSE

This addendum clarifies the requirements for labor cost pricing in response to questions received regarding the need for site surveys to provide accurate labor installation costs. The Clerk is establishing a standardized approach for all proposers to ensure fair and accurate pricing evaluation.

Key Process Points:

- All proposers will submit pricing based on standard assumptions provided in this addendum
- No pre-proposal site surveys will be conducted
- Contract award will be based on best value of submitted proposal
- The awarded vendor will conduct a comprehensive site survey after contract award
- Pricing adjustments based on actual site conditions are permitted but capped at 25% of installation labor costs

REQUIREMENT - BASE LABOR WITH POST-AWARD SITE SURVEY

The Clerk recognizes that accurate labor pricing for installation requires detailed knowledge of existing site conditions, infrastructure, and access considerations. To allow for competitive and

realistic pricing while maintaining the RFP timeline, **all proposers shall provide base labor pricing for device installation only**, with the understanding that a comprehensive site survey will be conducted post-award to finalize total labor costs.

All proposers must comply with the following requirements:

1. Base Labor Pricing - Required Components

Proposers must complete Pricing Sheet Line Item 2 (Installation Costs Per Camera) based on standard installation assumptions for each facility. The base per-camera installation cost shall include:

- Camera removal (existing cameras)
- Camera mounting and installation
- Device configuration and programming
- Connection to existing network infrastructure (within 25 feet)
- Connection to existing power (PoE from nearby switch or existing power source)
- Reuse/connection of existing cabling when compatible
- System testing and quality assurance
- Basic cable termination and dressing

Standard Installation Assumptions: Proposers shall base their per-camera installation pricing on the following assumptions:

- Installation during normal business hours (Monday-Friday, 8:00 AM - 5:00 PM)
- Access to standard ceilings (12 feet or less) without specialized equipment
- Mounting to standard surfaces (drywall, drop ceiling, or standard masonry)
- Existing network infrastructure within 25 feet of camera location
- Existing compatible cabling can be reused for 50% of camera replacements
- Normal working conditions with reasonable access to installation areas

The proposal shall explicitly state any additional assumptions made when developing per-camera installation costs.

2. New Cabling and Network Infrastructure

Pricing Sheet Line Item 4b (Cabling - Cat6/Fiber) shall include all costs for new cable runs required for new camera locations or replacement of incompatible/damaged existing cabling. Proposers must provide unit pricing (per linear foot or per drop) for:

- Cat6 cable installation

- Fiber optic cable installation (if applicable)
- Cable pathway/conduit installation

This pricing is separate from the per-camera installation cost in Line Item 2.

3. Additional Labor Rate Schedule - Required Submission

Proposers must provide a detailed rate schedule for labor activities that exceed the standard installation assumptions in Line Item 2. This schedule must be submitted as an attachment to the pricing sheet and shall include, at minimum:

Labor Rates:

- Hourly rate for standard technician/installer
- Hourly rate for senior technician/project manager
- After-hours rate (evenings, weekends)
- Premium rate (holidays)

Specialized Installation Conditions (beyond standard assumptions):

- High ceiling installations (over 12 feet) - unit cost per camera
- Specialized mounting solutions (pole mounts, custom brackets, difficult surfaces) - unit cost
- Installations requiring boom lifts, scissor lifts, or scaffolding - hourly equipment rate plus operator
- Conduit installation not included in Line Item 4b - unit cost per linear foot by type
- Extended cable runs beyond 25 feet from network point - unit cost per linear foot
- Concrete core drilling or similar structural penetrations - unit cost per penetration
- Asbestos abatement coordination or similar environmental requirements - hourly rate

Service Rates:

- Trip charge or minimum service call (if applicable)
- Mobilization/demobilization costs for specialized equipment
- Permit application and coordination fees (if applicable)

All rates provided in this schedule shall remain firm for the duration of the contract and any renewal periods.

4. Post-Award Site Survey Process

IMPORTANT: The site survey will be conducted ONLY by the selected proposer after contract award. No pre-proposal site surveys will be permitted to ensure fairness and equal access to information among all proposers.

The awarded vendor will conduct a comprehensive site survey according to the following requirements:

Timeline: Site survey must be completed within fourteen (14) calendar days of contract award, or as mutually agreed upon by the Clerk and the proposer.

Coordination: The survey will be coordinated with Clerk Procurement and Operations staff and affected department directors. The Clerk will provide access to all installation locations and existing infrastructure for inspection.

Survey Documentation: The proposer will document all findings including photographs of existing conditions, measurements of cable runs, identification of existing infrastructure, and any site conditions that may affect installation costs or methods.

Pricing Submission: Based on the site survey findings, the proposer will provide a detailed breakdown of additional labor costs using the rate schedule provided in their proposal. This breakdown must be submitted within seven (7) business days of completing the site survey.

5. Cost Limitation and Approval Requirements

Maximum Cost Increase: Total installation labor costs after the post-award site survey (including any adjustments to Line Item 2 per-camera installation costs and additional labor charges from the rate schedule) shall not exceed the originally proposed installation costs by more than twenty-five percent (25%) without prior written approval from the Clerk.

Calculation Example:

- Original Line Item 2 total: \$100,000
- Maximum allowed after site survey: \$125,000 (without Clerk approval)

Justification Required: If site conditions discovered during the site survey require installation costs exceeding the 25% threshold, the proposer must submit a detailed written justification including:

- Specific site conditions discovered that differ from standard assumptions
- Cost impact of each condition with supporting calculations
- Alternatives considered to minimize cost impact
- Supporting documentation (photographs, measurements, technical requirements)
- Comparison to original assumptions made in proposal

Clerk Rights: The Clerk reserves the right to negotiate alternatives, modify scope, phase implementation, eliminate specific camera locations, or make other adjustments to remain within budget parameters. The Clerk may require the proposer to provide value engineering options to

reduce costs while maintaining system functionality and performance requirements specified in the RFP.

EVALUATION AND AWARD PROCESS

Best Value Award: This is a Request for Proposal (RFP) where award will be made to the proposer offering the best value to the Clerk based on the total evaluation scoring (100 points). Price is only one component of the evaluation criteria.

Evaluation Criteria:

- Scope of Services = 45 points
- Qualification of the Firm and Team Members = 20 points
- Proposed Fees and Compensation = 15 points
- Resources and Relevant Experience = 10 points
- Innovation/Additional Services = 10 points

Award Based on Submitted Proposal: The Clerk will evaluate proposals and make an award decision based on all submitted materials, including the pricing sheet as proposed by the vendor. The post-award site survey process does not affect the evaluation or award decision.

Evaluation of "Proposed Fees and Compensation" (15 points): Within the 15-point pricing evaluation, proposals will be assessed on:

1. Overall value and competitiveness of proposed pricing across all line items
2. Reasonableness of installation costs (Line Item 2) based on standard assumptions provided
3. Completeness and transparency of pricing for all equipment, software, training, and maintenance
4. Fairness and balance of the additional labor rate schedule for specialized conditions

The Clerk will consider whether proposed pricing represents good value and minimizes risk of significant cost increases, while recognizing that pricing is only 15% of the total evaluation score.

Post-Award Process: After contract award based on best value evaluation, the selected proposer will conduct the site survey as outlined in Section 4 of this addendum. Any pricing adjustments resulting from actual site conditions will be subject to the cost limitation provisions in Section 5 of this addendum.

REQUIRED PROPOSAL SUBMISSION ELEMENTS

All proposers must include the following elements in their proposal submission:

1. **Completed Pricing Sheet** with all applicable line items, specifically:

- Line Item 2: Installation Costs Per Camera (by facility)
 - Line Item 4b: Cabling unit pricing
 - All other applicable equipment and service costs
2. **Standard Installation Assumptions Documentation:** Clear statement of any additional assumptions beyond those provided in this addendum that were used to develop Line Item 2 pricing
 3. **Additional Labor Rate Schedule:** Comprehensive rate schedule as an attachment to the pricing sheet, covering all specialized conditions and services beyond standard installation assumptions
 4. **Acknowledgment of post-award site survey requirements and process**
 5. **Acknowledgment of the 25% cost limitation provision**

Failure to include all required elements may result in the proposal being deemed non-responsive.

REQUIRED ACKNOWLEDGMENT

All proposers must acknowledge receipt of this addendum by including the addendum number and date with their proposal submission. Failure to acknowledge this addendum may result in the proposal being deemed non-responsive.

Questions regarding this addendum should be submitted in writing to Julian Mendez, Director of Procurement and Operations (purchase@hillsclerk.com) no later than Friday, December 19, 2025.

PLEASE BE AWARE THIS DOCUMENT HEREBY BECOMES PART OF THE REQUEST FOR PROPOSAL NUMBER 04/25.