

Letter of Invitation

Dear Bidders

RE: Department of Corrections, Farm Facility (St. Georges) Close Circuit Television (CCTV) System Upgrade

The Government of Bermuda, through Ministry of National Security, the Department of Corrections (DOC) is requesting proposals from qualified and experience firms to supply and install CCTV Cameras, along with a three (3) year maintenance service level agreement for the CCTV (Closed Circuit Television) system for The Farm Facility, which is located on 29 Ferry Road, Ferry Reach, St. Georges Parish. The existing CCTV system allows the DOC to monitor and record activities in and around the facility. All new CCTV cameras provided must be able to capture and store video images for a minimum of 90 days.

The DOC wishes to replace **seven (7)** existing cameras (2 PTZ and 5 fixed) and add **six (6)** new cameras (1 PTZ, 2 indoor dome PTZs and 3 fixed). All new cameras to be appropriate HD high resolution cameras in predetermined locations. The existing **recording devices** along with the **monitors** must also be replaced to support the HD viewing and recording (hybrid system).

The specifications herein are intended to convey the minimum requirements as developed by the DOC. The prospective contractor must meet the minimum requirements. In addition, the contractor is encouraged to offer items which (in the prospective contractor's expert opinion) are deemed necessary or desirable for such CCTV system. Prospective contractors shall propose certain models that they believe will best meet the DOC's needs.

Proposals are invited from individuals and/or companies who would be fully experienced and qualified in supplying, installing, and servicing of CCTV systems. We are also looking for the most cost effective solution for this comprehensive program as outlined within the Request for Proposal (RFP) documents.

Contract Period: The after service level agreement arising from this Request for Proposal will be for a period of 3 years.

Please submit a sealed proposal in accordance with the Request for Proposal attached herein and to enable you to submit a proposal, please find enclosed:

- Instructions to Bidders
- Statement of Requirements
- Attachments A and B
- Appendices

The following appendixes are to be completed and returned with your proposal

Appendix I: Desired Qualifications and Technical Evaluation Criteria (Answers)

Appendix II: Company's Qualification Profile

Appendix III: Company Information

Appendix IV Current or previous customer reference(s)

Appendix V: Certificate of Confirmation of Non-Collusion

Appendix VI: Form of Agreement

Full details and Request for Proposals documents may also be obtained from www.opmp.gov.bm procurement notices website.

Queries

All queries must be in writing and directed to Mr. Ferdinand Thorne by email at fdthorne@gov.bm.

There will be a pre-bid meeting held on 15th September 2015 at 10:00 a.m. at the Farm Facility, Bidders are encouraged to attend.

If you do not attend the pre-bid meeting, the last date on which questions can be received is no later than 4:00 p.m. on 25th September 2015. Answers will be disseminated in addendum format for all bidders to see on the www.opmp.gov.bm under procurement notices by the end of day on 30th September 2015.

This letter is not to be construed in any way as an offer to contract with your Company.

We look forward to receiving your proposal and thank you in advance for your interest in Government procurement opportunities.

Yours Sincerely,

Keeva-mea Joell-Benjamin,
Assistant Commissioner Administration,
Department of Corrections.

