

**VILLAGE OF FOUR SEASONS
PUBLIC NOTICE
133 Cherokee Road
Four Seasons, MO 65049
Phone: 573-365-3833 Ext 1 / Fax: 573-365-5292
info@villageoffourseasons.com**

**REQUEST FOR QUALIFICATIONS
July 26th, 2022**

The Village of Four Seasons is requesting qualifications for the Administration of ARPA funds.

Scope of Work: Duties will include taking applications, all paperwork, reporting, and recommendations to the Board.

Qualifications must be clearly labeled and can be mailed, emailed, faxed, or dropped off at the addresses/numbers listed above.

Qualifications will be accepted until 4pm Wednesday August 31st, 2022.

If you have any questions, please call 573-365-3833 Ext. 1

THE VILLAGE OF FOUR SEASONS RESERVES THE RIGHT TO ACCEPT OR REJECT ALL SUBMISIONS.

Shannon Sullivan

Clerk, Village of Four Seasons

info@villageoffourseasons.com

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REQUEST FOR PROPOSALS
July 26th, 2022

NOTICE TO BIDDERS

Notice is hereby given that The Village of Four Seasons is seeking proposals for work on the roof, gutters and cupola of the Village Hall, Gazebo, Shed and Outdoor Bathrooms located at 133 Cherokee Road, Four Seasons, MO 65049.

SCOPE OF WORK

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the Four Seasons POA) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the Village of Four Seasons.

EXISTING CONDITIONS

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

INSURANCE/LICENSE

Prior to the commencement of work, the vendor shall obtain a business license with the Village of Four Seasons which requires a Certificate of Insurance with the following limitations. The vendor agrees to comply with the provisions of Workers Compensation laws of the State of Missouri.

The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the Village of Four Seasons from any claims for Property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the Village of Four Seasons with certificates and policies of such insurance

as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Listed below are the insurance coverages which must be procured by the vendor at the Vendor's expense.

- Proof of current workers compensation.
- Vendor's public liability insurance, personal injury, including death - \$250,000.00 for each person and \$500,000.00 for each accident.
- Property damage – limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.
- Certificate of Insurance with the Village of Four Seasons listed as additional insured must be submitted prior to commencement.
- Insurance must be written by a company licensed to do business in the State of Missouri.

STATEMENT OF VENDOR QUALIFICATIONS

As part of the Proposal, the vendor must complete the attached "Statement of Vendors Qualification" before awarding of contract, to demonstrate to the complete satisfaction of the Village of Four Seasons, that the vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Village of Four seasons qualifications for executing the work.

TAXES

The Village of Four Seasons is a tax-exempt organization. A copy of the tax-exempt form will be furnished.

GOVERNING LAWS

All proposals and related documents submitted to the Village of Four Seasons by the vendors are governed under the laws of the State of Missouri and local ordinances, policies, and regulations.

DEVIATIONS

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted, and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Village of Four Seasons as being the lower price unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal

will be considered and shall be returned to the Vendor unopened. The Village reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the Village of Four Seasons. The Village of Four Seasons will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

AFFIDAVITS

Before acceptance of the Proposal by the Village of Four Seasons, will be required to furnish affidavits on the enclosed forms.

WITHDRAWAL OF PROPOSAL

A Proposal cannot be withdrawn after it is filed, unless

- The vendor makes a request in writing to the Village of Four Seasons prior to the time set for opening of Proposals, or
- The Village of Four Seasons fails to accept a bid within (30) days after bid opening date.

AWARD OF CONTRACT

Award of contract will be made to the most responsive/responsible bidder meeting the requirements of the Village of Four Seasons within (30) days of the bid opening date. This solicitation does not commit the Village of Four Seasons to award a contract, to pay and cost incurred in the preparation of the Proposal, or to procure or contract for goods, services listed herein. The Village of Four Seasons may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Village of Four Seasons.

Pursuant to 610.021 RSMo, all documents within a request for proposal will become open record to the public upon a negotiated contract being executed. All documents with a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents with a submittal will become open records.

CONTRACT FORM

Upon contract award, the Village of Four Seasons will have a signed contract prior to any work being started.

CHANGE IN CONTRACT

The Village of Four Seasons will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Village of Four Seasons before such work is begun.

IDEMNIFICATION

The vendor agrees to hold the Village of Four Seasons harmless and to indemnify the Village of Four Seasons from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the Village of Four

Seasons property may be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

INSTALLATION

The Village of Four Seasons anticipates issuing notice to proceed no later than September 30th, 2022, following the award. The successful bidder shall complete installation with 30 calendar days from the date of the Notice to Proceed.

WARRANTY

All materials and labor provided by the vendor shall have 20-year manufacturer's warranty as well as a 2-year workmanship warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

LIQUID DAMAGES

Liquidated damages in the amount of \$100.00 per day from each calendar day after the 30-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the county will consider all other reasonable request associated with delays.

WEATHER

The Village of Four Seasons Village Hall, Shed, Gazebo, and Outdoor Bathrooms shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering through any roof openings.

CLEAN UP SITE

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris so that no hazardous or dangerous situations are created within the work location and surrounding area. An allotted area will be allowed for material storage.

DAMAGES

Vendor will promptly repair all damage to public and private property caused by their agents or employees. Should damage not be promptly repaired, the Village of Four Seasons will authorize the hiring of another Vendor to do the repairs. The original Vendor agrees to promptly pay for the services of any such contractor hired to do such repairs.

PROJECT SPECIFICATIONS

The Village of Four Seasons is seeking Proposals to remove and to replace the roof and gutters at the Village of Four Seasons Village Hall, Shed, Gazebo and Outdoor Bathrooms at 133 Cherokee Road, Four Seasons, MO 65049.

STATEMENT OF VENDOR QUALIFICATIONS MUST DETAIL THE FOLLOWING:

- A list of references and
 - Installer must be a certified roofing contractor for the roofing system to be installed.
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SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURES RECOMMENDATIONS

1. Remove the existing roofing material, removal of any wood rot down to the original decking on entire roofing substrate. All material removed from property must be properly and legally disposed of in land fill.
2. Install new insulation/under lay system to meet required Village of Four Seasons building code. The new insulation materials shall be fully adhered to the existing deck as per manufacture and industry specifications.
3. Install new decking material if needed to support roofing system.
4. Provide Proposals for Standing Seam Double Lock 26 Gauge metal roofing, and 40-year Architectural roofing system.
5. All new roofing products shall be installed per manufactures recommendations and their published installation manuals.
6. Install self-adhering ice and water-shield, minimum of four inches, at all valleys, ridges, rake edges and connection to low-slopes.
7. Provide and install all new sheet metal components including and specially limited to all flashing where needed. All materials not seen from the ground will be manufactured from 24 gauge galvanized.
8. Provide a 15-year warranty for all roofing products, cover materials with no depreciation and a 5-year workmanship warranty for all related work as well. Provide a 15-year manufactures warranty as well as a 2-year workmanship warranty for weather tightness of the project.
9. Install new gutter hanger supports, and 24-gauge prefinished gutter drip edge.
10. Install two-ply flashing system around base of cupolas and skylights
11. Install 24-gauge prefinished Reglet joint counter flashing around all sides of the cupolas and skylights.
12. Install cupola on Village Hall and gazebo.

Bids should be sealed, clearly marked "Roof Replacement" and mailed/dropped off at Village of Four Seasons, 133 Cherokee Road, Four Seasons, MO 65049. **Bids are due Wednesday August 31st, 2022, by 3:00 pm. Bids will be opened on Wednesday August 31st, 2022, at 3:30 pm.** If you bid on multiple projects, please separate each bid. Please give some idea of availability. Contact me at info@villageoffourseasons.com or 573-365-3833 Ext.1 for any questions.

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**REQUEST FOR PROPOSALS
July 26th, 2022**

SECTION 1: PROJECT SUMMARY

1.1 Overview

The Village of Four Seasons (hereafter referred to as “Village”) requests proposals for selection of a preferred comprehensive Automated License Plate Reader (ALPR) Proposer (hereinafter “Proposer”) who can assist the Village with implementation of ALPR in mobile police vehicles and at fixed locations. The Proposer should provide an integrated solution that allows both mobile and fixed installations to run off of a common database, interface in the same analytical investigative software, provide information to officers in the patrol vehicles and to the dispatcher in the communications center, and provide technical assistance to the Village in identifying the most desirable locations for fixed ALPR implementation for investigative purposes. Strong preference will be given to proposals that can integrate with existing and planned in-car technology, which currently consists of Mobile Data Computers (MDCs) & Windows based tablets, e-ticketing, Automated Vehicle Locators (AVL), in-car-cameras, body worn cameras, etc.

The Village does not currently have any mobile technology in police vehicles beyond basic two-way radios and in-car video cameras. The ALPR project will be completed in two phases. The first phase will be identifying the Villages’ preferred ALPR Proposer through this RFP process and implementing mobile ALPRs in conjunction with the in-car technology project. The second phase will be working with the preferred ALPR Proposer to identify the most desirable locations for fixed ALPR placement for investigative purposes, and implementing a phased strategy to deploy fixed ALPR technology in those locations. Proposers should keep in mind it is likely that several of the most advantageous fixed ALPR locations will be at intersections in the Village of Four Seasons. These issues should be addressed by Proposers when discussing qualifications to assist the Village with identifying the most desirable fixed ALPR locations.

1.2 Project Objective

The objective of this project is to select a preferred Proposer for the Villages’ future ALPR technology needs.

SECTION 2: PROJECT BACKGROUND

2.1 Anticipated Use

The Village estimates that this solution will be implemented in police vehicles, and in several fixed “gateway” locations to the Village of Four Seasons. The Village anticipates the need to

have some spare equipment available as a backup contingency, the installation of which by appropriate Village staff should be of an easy to moderate replacement level. This equipment is required to meet the highest standards of durability and reliability in a 24-hour law enforcement environment. The solution must withstand many years of extreme hot/cold and inclement weather cycles typically found in the Camden County, MO climate zone.

2.2 Future Technology Infrastructure

The Village has plans to implement a mobile technology solution in the police vehicles that would need to be integrated into the comprehensive solution (see section 1.1 above). Preference will be shown to proposals that offer a comprehensive solution for in-vehicle and fixed locations, the ability to integrate with other mobile technology systems, a feature rich analytical program, an easy to use and manage integrated database, and a non-hosted data solution.

SECTION 3: CONTACT AND SUBMISSION INFORMATION

3.1 Contact Information

All inquiries about this RFP must be submitted via email to: a.schilling@camdenso-mo.us and j.elkin@camdenso-mo.us

3.2 Submission Deadline

Please submit the proposal by **August 31st, 2022, by 4pm.**

3.3 Right to Reject Proposals

The Village reserves the right to reject any and all proposals or to waive any minor defects or irregularities in any proposal or in the proposal process, or to solicit new proposals on the same project or on a modified project, which may include portions of the original proposed project as in the best interest of the Village.

3.4 Award of Project and Approval of Agreement

Award of a contract to the successful proposer is subject to funding approved by the Village of Four Seasons Board of Trustees. The Village reserves the right to negotiate the terms of an agreement for the ALPR project with one or more Proposers, as the Village deems fit and most advantageous to the Villages' completion of the project. Upon completion of the review period, the Village will notify those Proposers who will be considered for further evaluation and negotiation. Proposers may be requested to make a presentation demonstrating the merits of their proposal or provide references from other clients who have purchased similar ALPR and associated software systems.

3.5 Cost of Preparation of Proposal

The Village will not pay costs incurred by the Proposer for the preparation, printing, or negotiation process. All such costs shall be borne by the Proposer.

3.6 Proposals are Public Records

Each Proposer is hereby notified that, upon submittal of its proposal to the Village in accordance with this RFP, the proposal becomes the property of the Village and is a public record subject to disclosure in accordance with Missouri Public Records Law. If a Proposer believes that any portion of its proposal is confidential and thus subject to a legal exception to Missouri Public Records Law, the Proposer shall: (1) clearly mark the relevant portions of its proposal "Confidential"; (2) identify, the legal basis for the exception; and (3) defend, indemnify, and hold harmless the Village regarding any claim by any third party for the public disclosure of the

“Confidential” portion of the proposal.

SECTION 4: ALPR REQUIREMENTS

This section of the RFP outlines the requirements the Village will use to evaluate the ALPR proposals.

The requirements are organized into the following sections:

1. Company Qualifications and Experience
2. General System Specifications, Compatibility, and Integration
3. System Availability
4. System Security
5. System Performance

1. Company Qualifications and Experience

The proposing Proposer must have significant experience in the ALPR market, preferably for projects of at least similar scope and size of the Village of Four Seasons.

The Proposer must have a proven commitment to quality in software/hardware development and customer service (i.e., as evidenced by a high customer retention rate, regular product upgrades, and trouble-free transitions to new software versions).

2. General System Specifications, Compatibility, and Integration

The proposed solution is to be an integrated mobile and fixed ALPR system developed and supported by a sole Proposer offering all the ancillary technology and support elements necessary to meet the requirements outlined in this RFP.

The proposed solution must be scalable to meet expanding needs over time.

The proposed solution must be easily integrated with the Village’s existing computing infrastructure.

The Proposer should provide extended hours of support so that assistance is available at all times.

The proposed solution should integrate with other police mobile technology (i.e. displaying fixed and mobile hotlist hits to MDCs and mobile ALPR having the ability to trigger in-car video upon a hotlist hit).

3. System Availability

Fixed ALPR must provide demonstrated reliable connectivity throughout the Village of Four Seasons, as well as at gateway locations leading into the Village of Four Seasons that fall in other city jurisdictions.

The system must have operational tolerances that allow it to withstand and operate in the environmental conditions experienced in the Camden County MO area.

4. System Security

The system must meet all NCIC compliance standards.

The system must allow for users to have independent logins with individually programmed permissions.

The system must adequately secure all data/evidence thereby meeting legal specifications established by the federal government and state of Missouri regarding rules of admissibility of evidence.

System security and authorization settings must be easily managed by a designated administrator without the need for additional programming.

5. System Performance

Mobile ALPR should have a power management program that allows for a programmable shutdown delay based on user defined criteria.

The system must be protected from vibration, shock, humidity, dust, and water.

The system must have an easy to use, comprehensive, feature rich analytical program that allows for queries that facilitate crime solving and proactive crime prevention.

The system must use a common database of license plates for both mobile and fixed ALPR.

The system must allow for the easy output of data in multiple formats (i.e., lists, maps, etc.).

The system should allow for specific alerts to be routed to specific users (i.e. detectives) and specific devices (i.e., detective's mobile devices or tablets).

The system should have the ability to utilize dual IR and color cameras.

The mobile ALPR systems should be programmable to allow for overstay parking enforcement.

The systems must allow for notification to the communications center when a hotlist hit is registered on either mobile or fixed ALPR.

Fixed ALPR must have the ability to support in vehicle alerting for patrol vehicles with or without installed mobile ALPR.

The system must have the ability to support special hot lists managed by the Village.

The system must have the ability to automatically distribute and manage hotlists, and update software via wireless methods.

Automated License Plate Readers must have the ability to document the GPS location of each plate recorded.

All recorded data should be governed by a management system that allows for automatic purging of files after user definable specified time periods if it is not specifically identified for retention.

SECTION 5: HARDWARE PROCUREMENT

All hardware and software required to implement the solution, excluding any specific existing software defined in this document, is to be included in the proposal. Proposers are also expected to include estimated maintenance costs for a 5-year lifecycle of equipment. Strong preference is

given to proposals that include a schedule and cost of installing and implementing the solution by the Proposer, or a specific designee of the Proposer.

SECTION 6: PROPOSAL FORMAT

Proposals must include the following information:

1. **Summary:** Proposal summary that discusses the highlights, key features, and distinguishing points of the proposal.
2. **Experience:** A detailed description of the Proposer's experience designing, implementing, training, and supporting similar technology systems in other local governments.
3. **Scope of Services:** A complete description of the scope of services and deliverables that the Proposer intends to provide in order to achieve the project objectives and expectations listed in Sections 1 and 4.
4. **Training:** A description of how training will be provided to Village Staff to perform all necessary functions as an end-user or administrator of the system. Please note on-site is the preferred training solution.
5. **Ongoing Technical Support:** A description of the Proposer's capacity to provide the Village with technical support during and after implementation. The description should include:
 - a. Extended warranties or maintenance agreements provided by the Proposer.
 - b. Time periods in which technical support is available on-site or online.
 - c. Description of how software updates and patches are provided.
6. **Timeline:** A detailed timeline describing major milestones from award of contract to post-implementation follow-up for mobile ALPR. Time is of the essence in awarding and commencing the delivery of services for mobile ALPR. The Village anticipates executing an agreement with the successful Proposer within approximately 30 days of the proposal due date.
7. **Cost:** Include the total project cost to the Village for mobile ALPR implementation on a per vehicle basis. Price options should include both an outright purchase and a lease options(s). Include the estimated project cost per lane of traffic monitored for fixed ALPR. The Proposer should use its best judgment, based on the information contained in this RFP, to determine all hardware, software, connectivity, and professional services needed for successful implementation.
8. **Proposer's Contract:** A copy of Proposer's contract or other document(s), if any, that the Village would be required/requested to execute prior to Proposer's delivery of the goods and services described in this RFP and in the proposal.

SECTION 7: EVALUATION AND AWARD CRITERIA

Selection of a proposal(s) will be based on the following criteria:

Functionality, ability to meet specified needs of this RFP, and demonstrated success of the proposed mobile and fixed ALPR solution with other law enforcement agencies. This includes addressing all objectives outlined in

Section 1 and the specific items in Section 4 above, as well as references for other similar successful projects.

Capability to provide training, installation, maintenance, and ongoing technical support.

Cost (Licenses, hardware, software, installation options, maintenance fees, training costs, user support, lifecycle replacement, other labor charges).
Experience and company profile.

Bids should be clearly marked "Cameras" and mailed/dropped off at Village of Four Seasons, 133 Cherokee Road, Four Seasons, MO 65049. **Bids are due Wednesday August 31st, 2022, by 4:00 pm.** If you bid on multiple projects, please separate each bid. Please give some idea of availability. Contact me at a.schilling@camdenso-mo.us for any questions.
