



Request for Proposals No. 2026-041 Union County Physical Security Technology Platform Modernization

Due Date: January 21, 2026
Time: 11:00 AM EDT
Receipt Location: Procurement & Contract Management Department
(Note: Follow the submittal instructions listed in this document to electronically upload a proposal package)

Non-Mandatory Pre-Proposal Conference and Site Visit. December 30, 2025. For the time and location, Refer to page 3 for details.

Procurement Representative

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1 NOTICE OF ADVERTISEMENT

**Union County, North Carolina
Request for Proposals No. 2026-041
Union County Physical Security Technology Platform Modernization**

Electronic proposals will be received by the Union County's Procurement & Contract Management Department by **11:00 AM EDT on January 21, 2026.** Late submittals will not be accepted.

Union County is seeking proposals from qualified security vendors to provide comprehensive physical security solutions, including the installation, maintenance, and support of security cameras, access control systems, card readers, panic buttons, and related hardware and software.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Proposal Documents from the Union County website:
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina Electronic Vendor Portal: <https://evp.nc.gov> (Bid by Departments, search County of Union).

A Non-Mandatory Pre-Submittal and Site Visit Meeting: This is a non-mandatory meeting that will take place on **December 30, 2025, at 2:00 PM** at the Union County Government Center, 500 N. Main Street Monroe, NC 28112, in the 1st floor HR Training Room. Representatives from the Union County Risk Management Department will be on hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page (corey.brooks@unioncountync.gov) no later than **January 6, 2026 at 5:00 PM EDT.**

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award a contract to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

End of Notice of Advertisement

2 SUBMITTAL DETAILS

2.1 PROPOSAL SUBMISSION DEADLINE AND DELIVERY ADDRESS

All Proposal Submittals are to be received by the Union County Procurement & Contract Management Department no later than **11:00 AM EDT on January 21, 2026**, per the instructions below. Any submittals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://portal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal, and select submit. An email will be sent to the address listed on the form as your confirmation of receipt. Please add this email address to your contact list.

The proposal package **must be signed** by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Paper submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request. Union County reserves the right to:

- Reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.
- Cancel this solicitation; and
- Award to multiple vendors.

2.3 NON-MANDATORY PRE-PROPOSAL CONFERENCE & SITE VISIT

A Non-Mandatory Pre-Submittal and Site Visit Meeting: This is a non-mandatory meeting that will take place on **December 30, 2025, at 2:00pm** at the Union County Government Center, 500 N. Main Street Monroe, NC 28112 in the 1st floor HR Training Room. Representatives from the Union County Risk Management will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

2.4 PROPOSAL QUESTIONS

Proposal questions will be due on or before **January 6, 2026 at 5:00 PM EDT**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Corey Brooks at Corey.Brooks@unioncountync.gov by the deadline shown above. **The email subject line should identify the proposal number and project title.** All questions and answers may be posted as addenda on www.unioncountync.gov and/or <https://evp.nc.gov>

2.5 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP, or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion form.

2.6 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

3 INTRODUCTION

3.1 COUNTY

The County (estimated population 257,682) is located in the central, southern piedmont. The County provides its residents with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

3.2 PURPOSE

Union County is seeking proposals from qualified firms to provide and implement a modern, enterprise-level physical security technology platform. The intent of this Request for Proposals (RFP) is to procure a scalable, integrated solution for managing video surveillance, access control, intrusion detection, and other critical physical security functions across County facilities.

This RFP falls under N.C. General Statute §143-129.8 as a procurement of information technology goods and services. The County anticipates selecting a qualified vendor to supply the platform technology, perform system integration, migrate existing systems as needed, and provide long-term support, training, and future system expansion capabilities.

The selected solution should:

- Enable centralized management of County security systems,
- Support interoperability across departments and facilities,
- Facilitate future expansion into new buildings and security functions,

- Align with industry best practices for secure, compliant IT-based physical security platforms.

Union County is not prescribing a specific product or brand and encourages all vendors to propose solutions that meet or exceed the technical, operational, and strategic needs outlined in this RFP.

3.3 PROJECT BACKGROUND

Union County Government operates a wide range of facilities that require consistent and modernized physical security coverage. Current systems in place include, but are not limited to: ExacqVision, Honeywell WinPak, Honeywell Security Systems, Axis and Hanwha surveillance cameras, Assa Abloy Speed Gates, and HID access control card readers.

While these systems provide varying degrees of functionality, they currently operate across multiple platforms and management environments. The County is actively working to consolidate and upgrade these systems into a unified, centralized solution that can scale with future needs.

To support this initiative, Union County seeks a partner with:

- Deep expertise in physical security platforms and industry best practices;
- Proven experience working alongside IT departments, architects, and system designers;
- The ability to support day-to-day maintenance, emergency response, and long-term planning for evolving security needs.

The ultimate goal is to modernize Union County's physical security ecosystem through a flexible, open-architecture platform that supports centralized control, interdepartmental access, and seamless integration of future County buildings and systems.

4 SCOPE OF SERVICES AND SYSTEM REQUIREMENTS

4.1 PLATFORM CAPABILITIES

The proposed physical security platform must provide an integrated, scalable, and open-architecture solution capable of unifying video surveillance, access control, intrusion detection, and other security-related systems across multiple County facilities. The solution should support phased upgrades and future expansion as additional County facilities are constructed or renovated.

At a minimum, the proposed platform must:

- **Unify Security Subsystems:** Provide a centralized platform that integrates core security components including video management systems (VMS), access control, alarm/intrusion detection, and intercom communications.
- **Support Multi-Site Deployment:** Allow for the secure and efficient management of multiple County sites and departments from a single administrative interface or security operations center (SOC).

- **Open Architecture Compatibility:** Be capable of integrating with a wide range of third-party hardware and software (e.g., cameras, card readers, sensors, etc.), avoiding the need for proprietary lock-in.
- **User Role Management:** Include advanced role-based access control features for administrators, operators, and auditors, with detailed activity logging.
- **Secure Remote Access:** Provide secure remote access functionality for designated County personnel to monitor or manage the system from mobile or external locations.
- **Cybersecurity and Compliance:** Incorporate modern cybersecurity protocols (e.g., TLS encryption, multi-factor authentication, audit logs) and align with industry best practices such as CJIS, FIPS, or NIST standards where applicable.
- **Event-Driven Automation:** Support rule-based automation (e.g., camera recording triggered by badge swipe or door held open) and customizable workflows for incident response.
- **Futureproofing and Scalability:** Be modular and scalable to accommodate additional facilities, devices, or new functionality without requiring a complete system replacement.
- **Health Monitoring and Alerts:** Include built-in system diagnostics to alert administrators when hardware or software components fail or degrade.
- **Vendor Support and Documentation:** Offer comprehensive documentation, training resources, and Tier I–III support channels for the platform.

The County desires a solution that can serve as the **long-term foundation** for security operations, consolidating disparate systems into a single environment while enabling proactive expansion and modernization across departments and facilities.

4.2 SYSTEM INTEGRATION AND MIGRATION SERVICES

Union County intends to consolidate various legacy security systems into a unified platform and seeks a Vendor capable of delivering full lifecycle integration services. The County anticipates that implementation will occur in phases, beginning with the most critical facilities and expanding across the County as funding becomes available.

The selected Vendor must be able to provide integration, configuration, and migration services for all existing security infrastructure and ensure compatibility with the proposed platform. This may include—but is not limited to—video management systems, access control systems, intrusion detection, intercom systems, and associated hardware.

Key responsibilities include:

4.2.1 SYSTEM AUDIT AND INVENTORY

Conduct site visits and develop a comprehensive inventory of all existing physical security hardware and software components.

Identify legacy systems and assess compatibility or necessary upgrades for integration into the proposed platform.

4.2.2 MIGRATION AND CONSOLIDATION STRATEGY

- Provide a detailed plan to migrate existing systems into the new platform without disrupting operations.
- Ensure data continuity, such as historical video footage, access logs, and user permissions, where applicable.
- Recommend solutions for replacing obsolete or non-compatible hardware, with prioritization of critical facilities.

4.2.3 CONFIGURATION AND DEPLOYMENT

- Configure the proposed system platform in alignment with County security and IT policies.
- Deploy new devices, servers, and software as needed to support integration goals.
- Implement user access roles and administrative controls in coordination with County IT and departmental leads.

4.2.4 TESTING AND VALIDATION

- Perform system-wide testing to validate proper functionality of all integrated components.
- Troubleshoot and resolve any conflicts arising from legacy system behavior or environmental conditions.
- Verify all systems are operational and meet performance and security requirements before acceptance.

4.2.5 DOCUMENTATION AND TRAINING

- Provide system diagrams, documentation, and updated device inventories.
- Offer on-site and virtual training for County personnel, including administrators and end users.
- Deliver quick reference materials and support contact protocols.

4.3 ONGOING MAINTENANCE AND SUPPORT

To ensure continuous operation, optimal performance, and long-term sustainability of the new security platform, the selected Vendor shall provide comprehensive maintenance and technical support services post-implementation. These services will cover all integrated systems, associated devices, and software.

The County expects a proactive, responsive, and transparent support relationship, with defined service level expectations for both routine maintenance and emergency response.

4.3.1 PREVENTIVE MAINTENANCE

- Conduct periodic preventive maintenance for all deployed systems and hardware, including cameras, access control devices, intercoms, intrusion alarms, and related components.

- Ensure firmware and software updates are installed in accordance with industry best practices and manufacturer recommendations.
- Provide reports detailing maintenance performed, system status, and any identified risks or degradation.

4.3.2 EMERGENCY AND CORRECTIVE SERVICES

- Provide 24/7 on-call support for emergency response to system outages or critical failures.
- Troubleshoot and repair hardware/software issues within County-defined response windows.
- Maintain an inventory of common replacement parts and ensure access to manufacturer support channels for escalated issues.

4.3.3 PLATFORM HEALTH MONITORING

- Implement tools and dashboards to allow real-time or periodic monitoring of system status, camera feeds, access control logs, and device uptime.
- Alert County IT and Security personnel to abnormalities or critical errors.

4.3.4 SOFTWARE AND FIRMWARE UPDATES

- Monitor for and apply critical software patches, security updates, and firmware upgrades on a schedule aligned with County IT change management protocols.
- Ensure backward compatibility with integrated systems and minimal disruption to operations during updates.

4.3.5 TECHNICAL SUPPORT AND HELPDESK ACCESS

- Offer tiered support services including remote and on-site troubleshooting.
- Provide a dedicated support contact (or team) and escalation procedures for unresolved issues.
- Maintain a helpdesk or ticketing system that logs all service requests, resolution actions, and timelines.

4.3.6 DOCUMENTATION AND REPORTING

- Deliver quarterly service and health reports outlining support activities, system performance metrics, and any recommendations.
- Provide updated documentation reflecting configuration changes, repairs, or upgrades.

4.4 PROJECT PHASING AND IMPLEMENTATION TIMELINE

Union County intends to execute the modernization and unification of its physical security systems in a structured and scalable manner. Vendors shall propose a phased implementation plan that aligns with County priorities, operational needs, and resource availability.

This approach should accommodate both initial upgrades and future facility deployments without disrupting County operations or compromising security.

4.4.1 PHASE 1 – PLATFORM DEPLOYMENT AND CORE INTEGRATIONS

- Deploy the proposed physical security management platform at designated pilot or high-priority facilities (e.g., Government Center, Judicial Center, Sheriff's Office).
- Migrate existing systems (e.g., cameras, door access controls) into the new platform where feasible.
- Establish integration between software and County IT infrastructure, including network access, identity management, and remote monitoring capabilities.
- Train County IT and Security personnel on system usage, administration, and diagnostics.

4.4.2 PHASE 2 – EXPANSION TO ADDITIONAL FACILITIES

- Expand platform deployment to additional County facilities based on readiness, risk, and criticality (e.g., Public Works, Parks & Recreation, Libraries).
- Replace or integrate legacy hardware as needed for platform compatibility.
- Provide scalable architecture to allow seamless addition of facilities without extensive reconfiguration.

4.4.3 PHASE 3 – LONG-TERM SUPPORT AND NEW CONSTRUCTION READINESS

- Ensure the platform can support all future new construction or renovation projects by maintaining system architecture documentation and offering design consultation.
- Provide as-needed installation and configuration services for any new County-owned buildings that require physical security coverage.
- Maintain compatibility with evolving technologies and emerging security best practices.

4.4.4 VENDOR RESPONSIBILITIES

- Define a proposed project timeline that includes major milestones, dependencies, and estimated completion dates.

- Identify key staff assigned to each phase and their relevant experience.
- Coordinate closely with County IT, Security, and Facilities departments during planning and execution.
- Ensure minimal downtime and user disruption during migration or upgrades.

4.4.5 FLEXIBILITY AND ADAPTABILITY

- The County reserves the right to revise the sequence or content of implementation phases based on funding availability, security needs, or operational shifts.
- Vendors are encouraged to propose alternate phasing options if they offer cost savings, improved system performance, or operational advantages.

4.5 TRAINING AND DOCUMENTATION

Union County requires comprehensive training and thorough documentation to ensure internal staff can effectively operate, manage, and maintain the proposed physical security platform.

The awarded vendor shall provide the following:

4.5.1 ADMINISTRATOR AND TECHNICAL TRAINING

- Conduct in-depth training sessions for County IT and Security personnel on system administration, configuration, and troubleshooting.
- Training should cover:
 - System architecture and topology
 - Hardware and software configuration
 - Alarm/event management
 - User role and permissions management
 - Backup, restore, and update procedures
 - Basic diagnostics and maintenance
- Training must be conducted on-site or virtually in a live, instructor-led format. Pre-recorded modules may be included as supplemental content.

4.5.2 END-USER TRAINING

- Provide training for general users of the system (e.g., front desk personnel, facilities staff, law enforcement) focused on daily use of the platform.
- Topics should include:
 - Accessing the system interface
 - Monitoring live feeds and playback
 - Unlocking or granting access
 - Submitting service requests

- Training materials should be easy to follow and role-specific.

4.5.3 TRAINING DELIVERABLES

- Include training outlines and sample materials with the proposal.
- Submit a post-training roster and session summary upon delivery of each training event.
- Offer optional refresher or new employee training sessions upon request.

4.5.4 SYSTEM DOCUMENTATION

- Provide comprehensive system documentation including:
 - As-built diagrams for physical installation and network integration
 - Configuration guides and system parameters
 - Licensing information
 - Maintenance schedules and checklists
 - Warranty terms and support contact procedures
- All documentation must be provided in both printed and digital formats.
- Vendor shall update documentation following any significant system upgrades, expansions, or modifications.

4.6 PROJECT MANAGEMENT & IMPLEMENTATION

The selected vendor must provide a comprehensive implementation plan detailing how they will deploy, configure, and integrate the proposed security platform across various County facilities. This plan should outline:

- Phased implementation approach, including timelines, milestones, and resource allocation
- Project management methodology, including designated project manager, communication structure, and change management approach
- System design support, including collaboration with Union County's IT, Facilities, and Security teams
- Integration with legacy systems, including assessment of existing equipment and transition plans
- Site coordination and scheduling, especially for work performed in active, occupied buildings
- Training and onboarding for County staff as appropriate for system administration or use

The County values a structured, transparent deployment with minimal operational disruption. Vendors should include sample Gantt charts, implementation schedules, and relevant past project summaries if available.

4.7 CYBERSECURITY AND IT COMPLIANCE

To ensure the security and integrity of Union County's technology infrastructure, the selected vendor must comply with industry best practices for cybersecurity and adhere to County-specific IT standards.

4.7.1 NETWORK AND SYSTEM SECURITY

- All proposed hardware and software must support secure integration within Union County's network environment, including:
 - Support for secure communication protocols (e.g., HTTPS, TLS 1.2+)
 - Network segmentation and VLAN support
 - Role-based access control (RBAC)
 - Encrypted data at rest and in transit
- System must not use default passwords or non-configurable backdoor accounts.

4.7.2 INTEGRATION WITH ACTIVE DIRECTORY AND SINGLE SIGN-ON (SSO)

- Systems must be capable of integrating with Union County's Active Directory and/or SSO architecture.
- Support for LDAP, SAML 2.0, or other federated identity services is required.

4.7.3 COMPLIANCE WITH COUNTY IT POLICIES

- The vendor shall follow Union County's IT policies related to:
 - Endpoint protection
 - Patch management
 - Remote access and vendor support sessions
 - Use of third-party cloud services
- All cloud-based components must comply with CJIS, FedRAMP, or equivalent security standards if applicable to the nature of data involved.

4.7.4 SECURITY AUDITS AND LOGGING

- The system shall support audit logging of all administrative actions and access attempts.
- Logs must be exportable to Union County's centralized SIEM or log aggregation tools.
- Vendor must provide documentation on how audit trails and system health monitoring are handled.

4.7.5 VULNERABILITY MANAGEMENT AND UPDATES

- Vendor must provide a patch/update schedule and describe procedures for addressing discovered vulnerabilities.

- The County reserves the right to request remediation timelines for any identified security risk.

4.7.6 INCIDENT RESPONSE SUPPORT

- Vendor shall provide support in the event of a cybersecurity incident affecting the deployed system.
- Include escalation procedures and contact information for security-related support.

4.7.7 DATA OWNERSHIP AND PRIVACY

- All video footage, access logs, metadata, and configuration files are the sole property of Union County.
- No data shall be stored, shared, or transferred to third parties without written consent from Union County.

4.8 WARRANTY, SUPPORT, AND MAINTENANCE

The Vendor shall provide a comprehensive warranty, support, and maintenance plan covering all components, software, hardware, and services delivered under the scope of this RFP. The County expects continuity, transparency, and reliability in support services for both new system deployments and future integrations.

4.8.1 WARRANTY REQUIREMENTS

- All hardware and software shall include a minimum one-year warranty, or the manufacturer's standard warranty if longer. The applicable warranty period shall begin upon final acceptance by the County.
- The warranty shall include **repair or replacement** of defective hardware and correction of software defects at no additional cost to the County.
- The Vendor shall be the **primary point of contact** for all warranty claims, regardless of whether the equipment is manufactured by the Vendor or a third-party OEM.
- Any extended warranties or upgrade protection options available must be clearly identified in the Vendor's proposal.

4.8.2 SUPPORT SERVICES

- The Vendor must offer **technical support services** (phone, email, and/or ticket-based) during regular business hours, with optional after-hours emergency support.
- A **dedicated account representative or team** must be assigned to support Union County's account throughout the term of the contract.

- Vendor shall respond to service calls in accordance with the Service Level Agreements (SLAs) defined in Section 4.4, with response times based on the severity of the issue.
- The support plan must include:
 - Troubleshooting of software and hardware issues
 - Software updates, security patches, and firmware upgrades
 - Assistance with minor configuration or user issues
 - Remote diagnostics when feasible

4.8.3 MAINTENANCE SERVICES

- Vendor shall provide **preventive and corrective maintenance** on an as-needed basis or through a scheduled plan, at the County’s discretion.
- Preventive maintenance proposals should include:
 - Inspection of cameras, card readers, door controls, and access points
 - Testing of system functionality and alert responses
 - Cleaning and adjustment of hardware components
- Maintenance services may be proposed as:
 - **Annual lump sum** preventive maintenance
 - **Hourly** or **per visit** corrective service rates
- All software maintenance must include access to ongoing updates and enhancements to remain compliant with industry standards and cybersecurity best practices.

4.9 TRAINING AND KNOWLEDGE TRANSFER

To ensure successful adoption and ongoing administration of the County’s upgraded physical security platform, the selected Vendor shall provide robust training and knowledge transfer services tailored to various stakeholder groups.

4.9.1 TRAINING REQUIREMENTS

- Vendor shall deliver **on-site and/or virtual training** sessions for key County personnel, including IT, Facilities, Security, and other applicable departments.
- Training shall include:
 - System administration and user management
 - Camera and device configuration
 - Reporting and audit trail features
 - Alarm/event response workflows
 - Troubleshooting and maintenance tasks

- Training materials such as **user guides, quick-reference sheets, and system architecture overviews** must be provided and become the property of Union County.

4.9.2 ADMINISTRATIVE & TECHNICAL STAFF TRAINING

- Provide in-depth training for County IT staff on:
 - Backend configuration
 - System updates and patch management
 - API integrations or software extensions (if applicable)
 - Network and cybersecurity configurations

4.9.3 END-USER TRAINING

- Provide streamlined training sessions for:
 - End users who will monitor or review camera footage
 - Security personnel managing door access
 - Department heads reviewing access logs or video analytics

4.9.4 ONGOING TRAINING & KNOWLEDGE TRANSFER

- Vendors should include optional annual training refreshers or as-needed sessions for new employees.
- Identify whether training is included in the base proposal or priced separately as an optional service.

4.10 CURRENT AND FUTURE FACILITY COVERAGE

Union County facilities to be serviced under this contract include, but are not limited to, the buildings listed in the table below. This list may be modified during the contract term based on operational needs. The County reserves the right to add or remove facilities via formal contract amendment.

The proposed physical security platform must be scalable and adaptable across a diverse portfolio of County buildings, which vary in age, size, network infrastructure, and physical layout.

The facilities listed below currently contain physical security systems that may require upgrade, integration, or full replacement. This list should serve as a general reference for the initial deployment scope, with the expectation that additional facilities may be included in future phases of work.

Note: *Certain buildings, such as those operated independently by the Union County Sheriff's Office (UCSO), are currently excluded from this scope. Future inclusion of UCSO-managed sites may occur through formal coordination with UCSO, Union County Risk Management, and IT. The County also reserves the right to use alternate vendors for sites outside the responsibility of Union County's Security Risk Management division.*

Facility Name	Physical Address
Union County Government Center	500 N Main St, Monroe, NC 28112
Union County Judicial Center	400 N Main St, Monroe, NC 28112
Union County Human Services	2330 Concord Ave, Monroe, NC 28110
Union County Historic Post Office (Veteran Services)	407 North Main Street, Monroe, NC 28112
Union County Water Operations Center	4600 Goldmine Rd, Monroe, NC 28110
Lois Morgan Edwards Memorial Library	414 Hasty St, Marshville, NC 28103
Union County Public Schools Admin Building	400 N Church St, Monroe, NC 28112
Yadkin Regional Water Supply Raw Pump Station	465 Bay Shore Dr, Norwood, NC 28128
Yadkin River Water Treatment Plant	3522 New Salem Rd, Monroe, NC 28110
Union County Probation Office	2630 Nelda Dr, Monroe, NC 28110
Union County Southwest Regional Library	1720 Cuthbertson Rd, Waxhaw, NC 28173
Union County Farmers Market	805 Skyway Dr, Monroe, NC 28110
Union County Historic Courthouse	300 N Main St, Monroe, NC 28112
Union County Progress Building	1407 Airport Rd, Monroe, NC 28110
Union County Emergency Services Center	2258 Concord Ave, Monroe, NC 28110
Union County Patton Avenue Garage and Radio Shop	610 Patton Ave, Monroe, NC 28110
Union County Main Library	316 E Windsor St, Monroe, NC 28112
Union County Union West Regional Library	123 Unionville Indian Trail Rd, Indian Trail, NC 28079

Facility Name	Physical Address
Union County Board of Elections	316 E Windsor St, Monroe, NC 28112
Union County Simpson's Event Center	3230 Presson Rd, Monroe, NC 28112
Union County Sheriff's Office	3370 Presson Rd, Monroe, NC 28112
Union County 12 Mile Creek Water Reclamation Facility	8299 Kensington Dr, Waxhaw, NC 28173
Union County Crooked Creek Water Reclamation Facility	4015 Sardis Church Rd, Monroe, NC 28110
Union County Solid Waste Operations Center	2125 Austin Chaney Rd, Wingate, NC 28174
Union County Orr Road Facility	5405 Orr Rd, Monroe, NC 28110
Union County Animal Shelter	3340 Presson Rd, Monroe, NC 28112
Union County Agriculture Center	3230 Presson Rd, Monroe, NC 28112
Union County Sheriffs' Office– Detention Center/Jail	3345 Presson Rd, Monroe, NC 28112
Union County Sheriffs' Office – Indian Trail	130 Blythe Drive, Indian Trail, NC 28079
Union County Sheriffs' Office Wesley Chapel	315 Waxhaw-Indian Trail Road, Indian Trail, NC
Union County Sheriffs' Office Firing Range	1424 Mills Harris Road, Wingate, NC 28174

The selected solution must be scalable to accommodate future buildings and renovations across the County portfolio.

5 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

5.1 TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall

not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

5.2 PROPOSAL FORMAT

The County desires all responses to be identical in format. While the County’s format may represent a departure from the vendor’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to page 3, 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP.

The County may award a contract based on initial offers received without discussion of such offers. A proposer’s initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process.

The successful Offeror’s proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful Offeror agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful Offeror's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

The total length of the proposal should be no more than 30 pages, 8½ x 11 size paper with an 11-point minimum text size. Charts and graphs may be 10 points. All required forms are exempt from the page limit and must be submitted under the section identified below. Only one (1) complete proposal should be electronically submitted. The maximum document upload size is 20 MB. For any questions, contact the project representative on the front cover.

The utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

The proposal should be organized and identified by section as follows:

- **Section A** – Cover Letter
- **Section B** – Company Background and Relevant Experience
- **Section C** – Project Team
- **Section D** – Project Management, Technical Approach, and Quality Control
- **Section E** – References
- **Section F** – Cost Proposal
- **Section G** – Required Forms
 - Appendix B – Proposal Submission (signed)
 - Appendix C – Receipt and Anti-Collusion (signed)

5.2.1 SECTION A – COVER LETTER

In your cover letter, include the following information about your company.

1. Legal Company Name and DBA (if applicable)

Corporate Headquarters:

Address
Telephone Number
Website Address

Location Providing Service (if different from headquarters):

Address
Telephone Number

2. Name of Single Point of Contact

Title
Direct Telephone Number and/or extension
Direct Email Address

3. Name of Person with Binding Authority
Title
Address
Direct Telephone Number and/or extension
Email Address
4. Describe your interest in this project and the unique advantage your firm and team bring.
5. Confirm that your company is financially solvent and able to operate for the next five (5) years without hindrance to the project or system operations.
6. Stipulate that the proposal price will be valid for a period of 180 days.
7. *Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal:* “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

5.2.2 SECTION B – COMPANY BACKGROUND AND RELEVANT EXPERIENCE

This section provides each vendor with the opportunity to demonstrate how its history, organization, and partnerships differentiate it from other vendors. Careful attention should be paid to providing information relevant to Union County needs. Provide a concise profile of the Offeror’s organization to include the following:

- Provide corporate history, and number of years in business under the current organizational name and structure and services offered.
- The Offeror shall provide at least five (5) past projects of similar scope, preferably for local governments or public institutions.
- Scope of services, equipment used, and outcomes.
- Client contact info.
- Summary of company’s reputation, timeliness, responsiveness, and issue resolution.
- Disclosure of any litigation, claims, or formal disputes in the last five years.

5.2.3 SECTION C – PROJECT TEAM

- Team structure and org chart
- Roles and responsibilities
- Resumes or bios highlighting qualifications, including certifications in:
 - Genetec
 - ExacqVision
 - Honeywell WinPak
 - Honeywell Security Systems

- Axis Cameras
- Hanwha Cameras
- Percentage of time each key team member is expected to commit

5.2.4 SECTION D – PROJECT MANAGEMENT, TECHNICAL APPROACH, AND QUALITY CONTROL

This section covers various aspects of the successful Offeror's approach to the proposed Project Team and implementation plan for this project. Please respond with as much relevant detail as possible given the information you've been provided in this RFP.

- Methods for planning, installation, testing, and documentation.
- Preventive maintenance procedures.
- Emergency response protocols.
- Cable testing and recordkeeping.
- Software support and system integration standards
- Adherence to ASIS, NFPA, UL, and NIST guidelines

5.2.5 SECTION F – REFERENCES

Provide, at a minimum, three (3) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and include the information below.

- Name of Client/Firm
- Contact Name and Title
- Address
- Direct Phone Number
- Email Address
- Length of Relationship
- Summary of Software System Provided

5.2.6 SECTION G – COST PROPOSAL

The cost proposal shall include the following items in an itemized format:

- 1) Itemized unit pricing for equipment, installation, maintenance, and special project services.
- 2) Optional pricing for emergency response, upgrades, or temporary solutions.

5.2.7 SECTION H – REQUIRED FORMS

Offerors **must complete and include signed copies** of the following documents:

- Appendix B – Proposal Submission (signed)
- Appendix C – Addenda Receipt and Anti-Collusion (signed)

5.3 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its

staff regarding the subject matter of this RFP until a selection has been made, other than the County’s designated contact person identified in the introduction to this RFP.

2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The County will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will assess the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.
4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

5.4 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the County will consider the information submitted in the RFP as well as the meetings (if applicable) with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

RFP Criteria	Weights
Company Background and Experience	25%
Project Team and Qualifications	30%
Project Management, Technical Approach, and Quality Control	30%
Cost Proposal & Compliance with Submittal Requirements	15%

Vendors may be invited to give a demonstration of the capabilities of the proposed solution to the Union County evaluation team. The successful Offeror’s demonstration (if requested), along with questions and answers, will be a critical component of the overall vendor evaluation.

After identification of Short-Listed Offerors, the County may or may not decide to invite Short-Listed Offerors to vendor demonstration/interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For

the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
Proposed Solution, Project Management and Staff	65%
Price, Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings.

5.5 AWARD PROCEDURE

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, Offeror, partnership, corporation or association under the same or different names, will not be considered.

The County reserves the right to enter into negotiations with the top ranked Offeror. However, negotiations with the top ranked Offeror does not signify a commitment by Union County to execute a contract or to continue discussions.

The County reserves the right to terminate negotiations at any time and for any reason. The County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

5.6 CONFLICT CERTIFICATION

The Offeror must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

6 GENERAL CONDITIONS AND REQUIREMENTS

6.1 TERMS AND CONDITIONS

The contract award will have an initial term of two (2) years with three (3) one-year renewal options at the County's discretion, pending annual budget approval.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such may be subject to public review.

6.2 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the selected Proposal(s) shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

6.3 SUB-CONTRACTOR/PARTNER DISCLOSURE

If the proposal by any Company requires the use of subcontractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

6.4 EXCEPTION TO THE PROPOSAL

An "exception" is defined as the Service Provider's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the Proposal. All exceptions taken must be identified and explained in writing in the proposal and must specifically reference the relevant section(s) of this Proposal. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to comply with all terms, conditions, specifications, and requirements of this Proposal. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider's solution, must be described in detail.

6.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Vendor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked “Modification of Proposal” – with solicitation number and name on the front of the envelope. Oral, telephone, or fax modifications or corrections will not be recognized or considered.

6.6 EQUAL EMPLOYMENT OPPORTUNITY

All Offerors will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

6.7 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

6.8 LICENSES

The successful Offeror(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

6.9 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Vendor/Offeror shall ensure that Offeror and any Sub-Contractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

6.10 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for their employees; post in conspicuous places, available to employees and

applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Offeror/Offerors in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

6.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS’ COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)
Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc.)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

- E. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Management Department
500 N. Main Street, Suite #130
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

6.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

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7 APPENDIX A – COST PROPOSAL

RFP 2026-041

Union County Physical Security Technology Platform Modernization

SUBMIT WITH PROPOSAL

All pricing shall be valid for a minimum of 180 days. Vendors may attach supplemental pricing detail sheets

1. Base System Components & Licenses

Item	License Type	Unit of Measure	Qty (Est.)	Unit Price	Extended Price
Video Management Software (VMS)	<input type="checkbox"/> Per Camera <input type="checkbox"/> Site <input type="checkbox"/> User				
Access Control Software	<input type="checkbox"/> Per Door <input type="checkbox"/> Site <input type="checkbox"/> User				
Visitor Management Module	<input type="checkbox"/> Subscription <input type="checkbox"/> Perpetual				
Identity Management Integration					
Other (Specify):					

Specify whether pricing is subscription-based (annual) or perpetual.

2. Hardware Unit Pricing

Item	Model or Spec (if any)	Unit of Measure	Qty (Est.)	Unit Price	Extended Price
Fixed Indoor IP Cameras		Each			
Fixed Outdoor IP Cameras		Each			
PTZ Cameras		Each			
Access Control Panels		Each			
Card/Biometric Readers		Each			
Speed Gates / Turnstiles		Each			

Item	Model or Spec (if any)	Unit of Measure	Qty (Est.)	Unit Price	Extended Price
Servers / NVRs / Storage Devices		Each			
Network Switches (PoE)		Each			
Other Hardware (Specify):					

3. Labor Rates

Role / Service Type	Unit	Hourly Rate	Notes
Security System Technician	Hour		Installation and troubleshooting
Network Integration Specialist	Hour		IT integration services
Project Manager	Hour		Project oversight and reporting
Support Technician (Emergency Call)	Hour		Response within SLA
Training / End-User Support	Hour		

4. Support, Warranty & Maintenance

Service Description	Unit	Cost	Details / Coverage
Annual Software Maintenance	Annual		Updates, patches, tech support
Hardware Warranty (if separate)	Annual		List warranty terms per component
Extended Warranty Option (Year 2–5)	Annual		Optional add-on pricing
Preventive Maintenance Visits	Per Visit		Include description of tasks and coverage
Emergency Response SLA (if applicable)	Hour		Response time / rate

5. Catalog Items, Markups, or Discounts

Description	% Markup / Discount	Notes
Equipment Not Listed Above (Catalog)		Attach full catalog or product line list
Subcontractor or OEM Markup (if any)		Include source/manufacturer list
Discount off MSRP (if applicable)		Specify standard discount rate if applicable

Authorized Signature: _____

Date: _____

8 APPENIX B – UNION COUNTY EQUIPMENT LIST

Informational Purposes Only - Do not submit with proposal

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9 APPENDIX C – PROPOSAL SUBMISSION

RFP 2026-041 Union County Physical Security Technology Platform Modernization

SUBMIT WITH PROPOSAL

This Proposal is submitted by:

Company Legal Name: _____
Representative Name: _____
Representative Signature: _____
Representative Title: _____
Address: _____
County/State/Zip: _____
Email Address: _____
Phone Number: _____
Website Address: _____

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 180 days. Proposal is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____
Title: _____
Signature: _____
Date: _____

10 APPENDIX D – ADDENDUM AND ANTI-COLLUSION

RFP 2026-041

Union County Physical Security Technology Platform Modernization

SUBMIT WITH PROPOSAL

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.unioncountync.gov and/or <https://evp.nc.gov> . It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

11 APPENDIX E – VENDOR PAYMENT NOTIFICATION

RFP 2026-041

Union County Physical Security Technology Platform Modernization
Informational Purposes Only - Do not submit with proposal

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Finance Department

500 North Main Street Suite #714
Monroe, NC 28112 T. 704-283-3813
www.unioncountync.gov

ATTENTION: ACCOUNTS PAYABLE VENDORS

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at www.unioncountync.gov at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Heather Howey at 704-283-3539, or send an email to ap@unioncountync.gov and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.

12 APPENDIX F – TEMPLATE CONTRACT

RFP 2026-041

Union County Physical Security Technology Platform Modernization

Informational Purposes Only - Do not submit with proposal

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STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and [Contractor’s full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain [briefly describe services here] services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached Scope of Work [or, if the full RFP is to be attached as the scope of work, state the RFP number and full RFP title], which is incorporated herein by reference (hereinafter the “Services”), in accordance with the terms of this Agreement.
2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor [insert payment amount or rate] for performance of the Services. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.
3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length] (the “Initial Term”). [The following sentence to be used only if renewals might be needed or desired, and then only if the RFP lists the possible number of renewals. If the contract is just for a single term, this sentence may be deleted.] Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to ___[number of possible additional terms, as stated in the RFP] additional ___[number of years in each renewal term]-year terms, each a “Renewal Term,” upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days’ written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.
4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement (“the Documents”), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the

“Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

5. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

6. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

7. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor’s income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor’s own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS’ COMPENSATION. No workers’ compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers’ compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no

assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

[CONTRACTOR'S FULL LEGAL NAME]

By: _____ (SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

\$1,000,000	Claims Made
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Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. POLLUTION LIABILITY INSURANCE

\$1,000,000	Claims Made
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Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

\$1,000,000 Claims Made
\$3,000,000 Aggregate Limit

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

II. **ADDITIONAL INSURANCE REQUIREMENTS.**

A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).

D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.

F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.

G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.