



VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

**SECURITY CAMERA INSTALLATION
AT VRE QUANTICO STATION**

RFQ Issued: March 25, 2024

Questions Due: April 3, 2024 at 10:00 A.M. Eastern Time

Quotes Due: April 10, 2024 at 1:00 P.M. Eastern Time

Contact: Monica McKenzie, Purchasing and Contract Compliance Specialist
Virginia Railway Express, 1500 King Street, Suite 202, Alexandria, VA 22314

Main Office: (703) 684-1001 **Email:** procurement@vre.org

1. PURPOSE/BACKGROUND

A. INTRODUCTION

The Virginia Railway Express (VRE) is soliciting Quotes to establish a firm-fixed unit price Purchase Order with one (1) qualified and experienced Contractor to provide and install new security camera equipment at VRE's Quantico station.

B. VRE BACKGROUND

1. VRE is a commuter rail service linking the District of Columbia and Northern Virginia. The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) are transportation districts established under Virginia law and jointly own this service. An Operations Board consisting of members from each of the jurisdictions within the VRE service area governs the development and operation of VRE and serves as an advisory board to the NVTC and PRTC governing boards. Use of the term VRE in this RFQ refers to NVTC and PRTC.
2. As a joint project of NVTC and PRTC, VRE will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



2. INSTRUCTIONS FOR QUOTERS

A. SUBMISSION OF WRITTEN QUESTIONS

1. **Deadline:** All questions and requests for clarification regarding the meaning or interpretation of this RFQ and other solicitation documents, or any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions, must be submitted no later than the *date and time specified on Page 1* of this RFQ. Questions and clarifications requested after such time will not be answered unless VRE elects, in its sole discretion, to do so.
2. **Format for Questions:** Questions must be submitted in writing and include the related section number and title.
3. Questions must be submitted to VRE's contact in writing via electronic mail as listed on Page 1 of this RFQ. No questions or requests for additional information, clarification, or any other communication should be directed to any other individual.
4. No oral communication will be accepted. VRE will not be bound by any oral communications, or written interpretation or clarifications that are not set forth in an addendum to the RFQ.
5. Questions and responses will be posted on VRE's website at www.vre.org.
6. Any interpretation of the questions made by VRE will be responded to and distributed in the form of an addendum to the RFQ and will be available to all interested Quoters through VRE's website.

B. SUBMISSION OF QUOTE

1. Quotes must be submitted no later than the *date and time specified on Page 1* of this RFQ.
2. The Quote shall be submitted on **ATTACHMENT 1 - QUOTE FORM** provided by VRE.
3. Quotes shall be submitted via electronic mail to VRE's contact as listed on Page 1 of this RFQ.
4. The subject line of the electronic mail shall include the RFQ title.
5. Incomplete Quotes or Quotes received after the Quote closing date and time will not be considered by VRE.

C. VRE POINT OF CONTACT (POC)

VRE's Director of Information Security and Technology will be the point of contact following the award of a Purchase Order.



3. GENERAL CONDITIONS FOR QUOTERS

A. BRAND NAME OR EQUAL

1. Unless otherwise provided in the solicitation, or unless the name is followed by words indicating that no substitution is permitted, the reference to a certain brand name, make, model number, or manufacturer does not restrict the offer to the specific brand, make, model number or manufacturer identified. The specific references to a brand are not intended to be restrictive of other products, rather to be descriptive, and convey the salient characteristics of function, performance, design requirements and quality of the item described. Any item which VRE, at its sole discretion, determines to be the equal to that which is specified, considering quality, workmanship, economy of operation, and suitability for the process intended, will be accepted.
2. Whenever in the Scope of Work or specifications one or more items, trade names, or part numbers of specific manufacturers are mentioned, it is for the intent of establishing a basis of quality and durability, and though the term "or approved equal" may not be inserted, it is implied.
3. A Quoter quoting "equal" products will be considered for award if such products are clearly identified and are determined by VRE to be equal in performance and all material respects to the brand name products referenced.
4. If submitting a Quote for proposed "equal products," the Quoter must provide the manufacturer, brand or trade name, and part/catalog number of the item offered.

B. DESCRIPTIVE LITERATURE

1. The Quoter shall clearly and specifically identify the product being offered in **ATTACHMENT 1 – QUOTE FORM** even if quoting the exact brand name, make or manufacturer specified.
2. The Quoter shall provide sufficient descriptive literature, technical detail, etc. only if the product being offered is other than what is specified herein, to enable VRE to determine if the product offered meets the requirements of the solicitation. At a minimum, any offered product not specified in the RFQ should be represented by the manufacturer's specifications.
3. Descriptive literature is not required if offering the exact brand, make or manufacturer specified. Only the descriptive literature furnished with the Quote shall be considered in the evaluation.
4. By submission of a Quote, the Quoter certifies that the items offered meet or exceed the specifications described herein.

C. ACCESS FOR CONTRACTOR PERSONNEL

Enumerated below are requirements and conditions imposed upon the Contractor in order to access the proposed work. These requirements shall be considered in the Contractor's proposed operations, schedule, and cost to complete the work. A Notice-to-Proceed (NTP) to the Contractor is contingent on successfully fulfilling these requirements to the satisfaction of VRE.

1. **Marine Corp Base Quantico (MCBQ) Access for Contractor Personnel:** All Contractor personnel that will travel to the Quantico Station must obtain access to MCBQ. VRE cannot and shall not obtain access on behalf of the Contractor or the Contractor's personnel or



Subcontractors, however, VRE shall be named as the “Sponsor”. The VRE Quantico Station is accessible only through MCBQ.

2. Described below is the process to obtain access as presented by MCBQ. Additional information may be obtained from the MCBQ / Department of Defense (DoD) website at: <https://www.quantico.marines.mil/Info/Base-Access/>.
3. **The MCBQ webpage states:** *“All personnel requesting access to MCINCR-MCB Quantico must have an approved ID and be registered into the Defense Biometric Identification System (DBIDS), prior to being allowed access to the base. DoD issued ID cards (CAC – common access card & TESLIN – retiree, dependent, reserve, individual ready reserve) do not require any action and will be automatically enrolled into DBIDS. All other approved IDs require registering that ID credential into DBIDS at the visitor control center, or other approved site aboard the installation. There is no cost to the individual or company to register or obtain a base access credential.*

Prior to arrival at the Visitor Control Center, it is highly recommended that each person pre-register in DBIDS to reduce wait times. Print out the registration confirmation or write down the alpha-numeric (QR) code and bring it to the Visitor Control Center.”

4. To enroll in DBIDS prior to visiting the Visitor Control Center (VCC), visit the following website: <https://dbids-global.dmdc.mil/home/>. The VCC is located in Bldg. 27175, Telegraph Rd., Stafford, VA 22554. The required registration can only be obtained in person at this facility.

D. SAFETY RULES AND SECURITY AT VRE’S RAILROAD FACILITIES

1. In the performance of this Contract, the Contractor shall comply with the following:
 - a. VRE Rules to Live By (<https://www.vre.org/safety/safety-initiatives/contractors/>)
 - b. VRE Safety and Security Guidelines (Attachment 5)

In an emergency, the Contractor shall act at its discretion to prevent threatened damage, injury or loss.

2. Prior to the start of work, the Contractor shall prepare a safety and security plan and submit it to VRE for review and approval **within fourteen (14) days of Notice of Intent to Award**.
3. The Contractor is responsible for initiating, maintaining and supervising all safety precautions and programs in connection with this Contract. This includes the Contractor’s employees and other persons who may be affected thereby, as well as materials and equipment, both in storage and on-site.
4. It is incumbent upon the Contractor and its employees to work in a safe manner at all times due to the nature of the rail service. The Contractor while performing work around VRE’s facilities shall be alert for train movement through the facility to ensure a safe operation. While train movement is ongoing at the facility the Contractor shall move to a safe distance. VRE reserves the right to require the Contractor to be qualified and its employees to meet the safety



qualifications required by the applicable railroads, Federal Railroad Administration (FRA), and VRE's safety rules for operations.

E. ROADWAY WORKER PROTECTION

The Contractor's employees and all Subcontractors' employees performing work on this Contract, who will at any time work on Host Railroad property, must participate in annual Federal Railroad Administration (FRA) mandated Roadway Worker Protection (RWP) training classes, conducted by an approved third-party training company. Payment of employees for time spent completing the RWP training and any expenses incurred is the sole responsibility of the Contractor and is not eligible for reimbursement from VRE.



4. SCOPE OF WORK

A. GENERAL REQUIREMENTS

1. The contractor shall be responsible for the following tasks:
 - a. Providing all labor, supervision, equipment, material (not provided by VRE as enumerated in Section B.1 below), permits, insurance, and transportation necessary for security camera installation and network video recorder (NVR) installation in accordance with the scope of work specified herein.
 - b. Purchasing and storing the items identified in Section B below (**NEW SECURITY CAMERAS AND MOUNTS**).
 - c. Connecting the cameras to the Avigilon Security Camera system backend located at VRE's Headquarters in Alexandria, Virginia.
 - d. Connecting the VRE provided NVR.
 - e. Performing a test of the Primary and Backup NVR and security camera devices to verify they are functioning correctly. A successful test requires the newly installed cameras to communicate with VRE's backup NVR and Access Control Center (ACC) desktop, installed at VRE Headquarters.
 1. In the event of routing issues with the newly installed cameras communicating with the NVR at VRE's Headquarters, the Contractor shall prove the cameras can communicate and display video to the local network using a browser to connect to the camera(s).

B. NEW SECURITY CAMERAS AND MOUNTS

1. The Contractor shall purchase the following devices for installation:
 - a. One (1) Avigilon 10MP H5A dual head camera, Avigilon Part Number 10.0C-H5DH-DO1-IR or approved equal.
 - b. Two (2) Avigilon 8MP H5A cameras, Avigilon Part Number 8.0C-H5A-BO1-IR or approved equal.
 - c. Three (3) Avigilon 24MP H4 multi-sensor cameras, Avigilon Part Number 24C-H4A-3MH-270 or approved equal.
 - d. One (1) Avigilon 10MP H5A dual head camera wall mount, Avigilon Part Number CM-MT-WALL1 or approved equal.
 - e. One (1) Avigilon 10MP H5A dual head camera adapter mount, Avigilon Part Number H5DH-MT-NPTA-1 or approved equal.
 - f. Three (3) Avigilon IR Illuminator Rings, Avigilon Part Number H4AMH-AD-IRIL1 or approved equal.



- g. Three (3) Avigilon 24MP H4 multi sensor protective covers, Avigilon Part Number H4AMH-DO-COVR1-SMOKE or approved equal.
- h. Three (3) Avigilon 24MP multi sensor pendant arm mounts, Avigilon Part Number H4AMH-AD-PEND1 or approved equal.
- i. Three (3) Avigilon 24 MP H4 multi sensor wall mounts, Avigilon Part Number IRPTZ-MNT-WALL1 or approved equal.

C. PRODUCT SPECIFICATIONS AND SALIENT CHARACTERISTICS

CAMERAS

1. The cameras purchased by the Contractor shall meet the following specifications and characteristics for form, fit, and function:
 - a. Compatible with Avigilon Control Center management software version 7 or higher.
 - b. Compatible with Avigilon Control Center management software version 7 or higher video analytics.
 - c. Capable of video analytics.
 - d. IP66 weather rated.
 - e. IK10 impact rating for harsh railroad environment.
 - f. Ability to locate and search people and vehicles of interest through artificial intelligence search engines.
 - g. Ability to deploy at sites requiring FIPS 140-2 compliant cryptography.
 - h. Remote capability to focus and zoom images.
 - i. Supported compression rates, including H.265, H.264 and MJPEG format.

MOUNTS

2. The mounts purchased by the Contractor shall meet the following specifications and characteristics for form, fit, and function:
 - a. Have Epoxypolyester powder coated aluminum, RAL 9002 color.
 - b. Stainless steel mounting hardware.
 - c. Load rating of 30 lbs. to 120 lbs. (based on camera model).
 - d. IP66 or better weather rating.
 - e. Offers 2x 3/4" NPT cable entry holes for cable connections.



ILLUMINATOR RINGS

3. The illuminating rings purchased by the Contractor shall meet the following specifications and characteristics for form, fit, and function:
 - a. Shall be compatible with pendant and surface mounts.
 - b. Shall provide illumination up to 30m (100ft).

PROTECTIVE COVERS

4. The protector covers purchased by the Contractor shall meet the following specifications and characteristics for form, fit, and function:
 - a. Shall use tamper resistant screws.
 - b. Shall protect the illuminator ring from outdoor elements (dust, debris, etc.)

D. NEW CAMERA INSTALLATION

The contractor shall be responsible for the following tasks:

1. Install all security cameras and related equipment in accordance with **ATTACHMENT 2 – INSTALLATION LOCATION**. Prior to final placement, VRE may make minimal adjustments during a final walk-through in the field with the Contractor.



5. SPECIAL TERMS AND CONDITIONS

A. TERM

The Purchase Order shall be valid for ninety (90) consecutive calendar days. Therefore, installation of all security cameras and related equipment shall be accomplished within the 90 days allotted.

B. GENERAL PROVISIONS

The Contractor shall comply with **ATTACHMENT 3 – VRE GENERAL PROVISIONS**, as applicable to the Scope of Work.

C. FEDERAL TRANSIT ADMINISTRATION THIRD PARTY CONTRACT PROVISIONS

This purchase is funded in whole or in part by grants from the Federal Transit Administration (FTA) of the United States Department of Transportation. Therefore, the Contractor shall comply with **ATTACHMENT 4 - FEDERAL TRANSIT ADMINISTRATION (FTA) THIRD PARTY CONTRACT PROVISIONS FOR MATERIALS & SUPPLIES**.

D. QUOTE ACCEPTANCE PERIOD

The Quote and any modification thereof shall be binding upon the Quoter for ninety (90) consecutive calendar days following the Quote closing date. Any Quote in which the Quoter shortens the acceptance period shall be rejected, although the acceptance period may be extended by mutual agreement between VRE and the Quoter. At the end of the Quote acceptance period, the Quoter may withdraw its Quote by giving written notice to VRE.

E. SIGNATURES

All documents requiring a signature may be executed via handwritten (manual) stamped, electronic (portable document format), photocopied, digital or scanned signature. A signed copy of the documents transmitted by any of the means listed above shall be deemed to have the same legal effect as an original executed copy.

F. WARRANTY OF MATERIALS AND WORKMANSHIP

1. The Contractor shall warranty all labor and material provided by the Contractor pursuant to the Scope of Work and/or technical specifications for a period of one (1) year. The Contractor, at no expense to VRE, shall correct all defects covered by this guarantee.
2. If any portion of the work performed or material provided by the Contractor proves to be defective within the warranty period, the Contractor will be notified by VRE. Upon receipt of such notification, the Contractor shall immediately furnish VRE with instructions for the disposition of the defective part(s).
3. Within ten (10) business days from notification of the warranty claim by VRE, the Contractor shall deliver replacement parts. Prior written authorization is required from VRE for completions exceeding ten (10) business days.
4. Any material or labor applied by the Contractor to correct warranted defects shall be warranted for one (1) additional year from the date of delivery.



5. All defective parts returned to and by the Contractor for repair or replacement shall be shipped at the Contractor's sole expense.
6. The Contractor shall supply a failure analysis for any warranty failure, unless the requirement is waived in writing by VRE.
7. Repetitive failure (i.e., three (3) failures during the warranty period) of an item that was repaired by the Contractor shall be considered a breach. VRE may, at its sole discretion, have the repairs made by another party, with no further notice to the Contractor, and the Contractor shall be fully liable to pay for all such third-party work.

G. QUALITY ASSURANCE

Any material or part which fails to meet the requirements of the Scope of Work and/or technical specifications shall be subject to rejection and shall be replaced, or brought up to specification, free of charge, by the Contractor, if so directed by VRE.

H. NEW MATERIALS

Unless noted otherwise, the Contractor shall furnish all materials required to produce the work in accordance with the Scope of Work and/or technical specifications and said materials shall meet the requirements of the Scope of Work, plans, drawings and/or specifications for the kind of applications involving their use. Only quality materials, which are generally accepted in the industry, and which conform to the requirements of the Scope of Work, plans, drawings and/or specifications, shall be used in the work.

I. SUBSTITUTIONS

1. The Purchase Order is based on the materials, equipment and methods described herein that will allow for compliance with all Federal, State, and Local rules and regulations. No substitutions or cancellations shall be permitted without the written approval of VRE. VRE will consider requests for substitutions of materials, equipment and methods only when such requests are accompanied by full and complete technical data and all other information required to evaluate the proposed substitution.
2. The Contractor shall not substitute materials, equipment or methods unless VRE has specifically approved such substitutions in writing. Substitutions, if approved, shall be made without any additional compensation from VRE, unless approved otherwise.



6. INSURANCE

A. GENERAL REQUIREMENTS

1. The Contractor shall secure, pay the premiums for and keep in force until the expiration of the Purchase Order, adequate insurance as identified in the “VRE Insurance Coverage Requirements” document. Items marked “X” are required to be provided. By signing and submitting a Quote under this solicitation, the Contractor certifies if issued a Purchase Order, the Contractor will have the insurance coverage identified and described below in the VRE Insurance Coverage Requirements at the time of the issuance of a Purchase Order.
2. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of “A-” or better and a financial size of “Class VII” or better in the latest edition of the A.M. Best Co. Guides.
3. The Contractor shall furnish VRE proof of compliance with these insurance requirements in the form of an original Certificate of Insurance signed by an authorized representative or agent of the insurance company(ies). The Certificates of Insurance must be furnished within three (3) calendar days of the request from VRE and before any work under the Purchase Order will be allowed to commence.
4. Failure to provide the Certificate(s) when required may be cause for VRE to issue a Purchase Order to the next responsive Quoter. However, in no event shall work be performed until the required Certificate(s) of Insurance have been furnished and approved by VRE.
5. If the Contractor is furnished a written notice of cancellation from the insurance carrier, the Contractor shall provide VRE a copy of the cancellation notice within thirty (30) calendar days of receipt of the notification.
6. In no event shall the failure by VRE to receive Certificates of Insurance required hereunder, or to receive them by the date(s) required hereunder, be construed as a waiver of the Contractor’s obligation to obtain the required insurance coverages. Failure by VRE to demand any Certificate of Insurance or other evidence of full compliance with the insurance requirements set forth herein, or failure by VRE to identify a deficiency in the evidence provided, shall not be construed as a waiver of the obligation to procure or maintain the insurance required hereunder. The acceptance of shipments by VRE of any Certificate of Insurance does not constitute approval or agreement that the insurance requirements have been met or that the insurance policies identified in the Certificates of Insurance are in compliance with such requirements.

B. RAILROAD PROTECTIVE LIABILITY INSURANCE

The Contractor shall obtain Railroad Protective Liability insurance with limits of not less than \$5 Million combined single limit for bodily injury and/or property damage per occurrence and an aggregate annual limit of \$10 Million. The policy shall be signed and name “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express” as insured.



C. VRE INSURANCE COVERAGE REQUIREMENTS

| “X” denotes that coverage is required. | | |
|--|---|--|
| Applicability | Description | Coverage |
| X | 1. Workers’ Compensation and Employer’s Liability | Limits as required by the Workers’ Compensation Act of Virginia. Employers Liability - \$1,000,000 |
| X | Admitted in Virginia | YES |
| X | All States Endorsement | Statutory |
| X | USL&H Endorsement | Statutory |
| X | Voluntary Compensation | Statutory |
| X | 2. General Liability shall be Commercial General Liability endorsed as broad form to include minimum limits: <ul style="list-style-type: none"> • General Aggregate • Products & Completed Operations Aggregate • Personal & Advertising Injury • Each Occurrence | \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000 |
| X | Contractual Liability | |
| X | Personal Injury | |
| X | Independent Contractors | |
| | XCU Property Damage Exclusion Deleted | |
| X | 3. Automobile Liability (Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, its agents, representatives, employees or Subcontractors.) Minimum limits: <ul style="list-style-type: none"> • Combined Single Limit • Medical Expense Limit | \$1,000,000 \$ 5,000 |
| | 4. Professional Errors and Omissions | \$1,000,000 |
| | 5. Builder’s Risk | Purchase Order Value |
| | 6. Installation Floater | Purchase Order Value |
| | 7. Garage Liability | |
| | 8. Garage Keeper’s Legal Liability | |
| | 9. Fire Legal Liability | |
| X | 10. Railroad Protective Liability Insurance. VRE and shall be named as insured. The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as the Virginia Railway Express.” | \$5,000,000 per occurrence; \$10,000,000 aggregate |
| | 11. Railroad Protective Liability Insurance. An additional policy shall be provided naming VRE’s Host Railroad as insured. Furnish a copy of the Certificate to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates. | \$5,000,000 per occurrence; \$10,000,000 aggregate |
| | 12. Pollution Liability. | Purchase Order Value |
| X | 13. VRE shall be named as additional insured on the General Liability Policy. This coverage is primary to all other coverage VRE may possess. The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express.” | |
| X | 14. Best’s Guide Rating – A:VI or better or Equivalent | |
| X | 15. The Certification must state the Request for Quotes Title | |
| | 16. Umbrella Liability | \$5,000,000 |



7. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor for services/goods ordered, delivered, and accepted by VRE.
2. The Contractor shall submit invoices by electronic mail to jduque@vre.org.
3. At a minimum, invoices shall contain the following information:
 - a. Name, address and telephone number of the Contractor
 - b. Remit to address
 - c. VRE Purchase Order Number
 - d. Invoice number
 - e. Invoice date
 - f. Description, part/model/item number, unit price, quantity, and extended price
 - g. Total invoice amount
4. If invoices fail to meet all of the above requirements, they will not be processed for payment and will result in the invoice being returned to the Contractor for correction and resubmission. VRE may request additional substantiating documentation as necessary.

B. PAYMENT

Payment will be through progress payments to the Contractor as work is completed and accepted by VRE.



8. ATTACHMENTS

The following documents are incorporated in this Request for Quotes and the resulting Purchase Order by this reference.

- A. Attachment 1 – Quote Form
- B. Attachment 2 – Installation Location
- C. Attachment 3 – VRE General Provisions
- D. Attachment 4 – Federal Transit Administration (FTA) Third Party Contract Provisions for Material & Supplies
- E. Attachment 5 – VRE Safety and Security Guidelines

