



# Municipality of Anchorage

Suzanne LaFrance, Mayor

Purchasing Department

May 01, 2026

REQUEST FOR PROPOSAL

RFP 2026P029

**Public Transportation Department  
Provide Off-Site Camera Replacement**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

<b>Pre-Proposal Conference:</b>	<b>N/A</b>
<b>Site Visit:</b>	<b>N/A</b>
<b>Questions Due:</b>	<b>12PM Local Time, May 07, 2026</b>
<b>Proposals Due:</b>	<b>12PM Local Time, June 02, 2026</b>

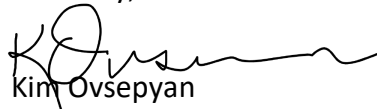
Electronic Submission through BidExpress at [Bid Express :: Municipality of Anchorage](#) or submission through Sealed Envelope with ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the phone number to call into the Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person, you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)

For further information contact Purchasing at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,



Kim Ovsepyan  
Principal RFP Buyer

# RFP 2026P029

## Provide Off Site Camera Replacement

- Section 1 - General Information
  - Section 2 - Rules Governing Competition
  - Section 3 - Scope of Work
  - Section 4 - Proposal and Submission Requirements
  - Section 5 - Evaluation Criteria and Process
  - Section 6 - Selection Process
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# Purchasing

MUNICIPALITY OF ANCHORAGE

The Municipality of Anchorage Purchasing Department is pleased to announce that we have begun using the Bid Express® service at [www.bidexpress.com](http://www.bidexpress.com).

### Electronic bid submission:

- **allows for digitally-signed bids**
- **eliminates costs for delivery of bid packages**
- **provides error checking and alerts to omissions before submission**
- **easily accommodates last-minute changes and price cuts**
- **automates email notifications to alert vendors of solicitation postings and solicitation changes**

If you are not a current user, please register for a free vendor account to reference the Municipality of Anchorage's upcoming advertisements.

For more information about the service, please refer to the Bid Express service's Knowledge Center [here](#) to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at [bidexpress.support@infotechinc.com](mailto:bidexpress.support@infotechinc.com).

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

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## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Municipality of Anchorage (MOA) Public Transportation Department seeks proposals from qualified vendors to upgrade and migrate surveillance camera systems across multiple transit locations. This project includes replacing aging cameras, migrating all cameras from MxManagement to Milestone XProtect, and performing associated infrastructure upgrades to improve security, reliability, and manageability.

### 1.2 Background

MOA operates multiple transit centers and off-campus locations with existing surveillance systems. Current cameras and management software (MxManagement) are outdated and require migration to Milestone XProtect VMS for improved functionality and compliance with MOA IT standards.

### 1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing **in writing via:** [wwpur@muni.org](mailto:wwpur@muni.org)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

### 1.4 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of

contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 10 calendar days following the submission date.

### **2.3 Confidentiality**

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions.
- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

### **2.5 Signature Requirements**

All proposals must be signed (electronically through BidExpress or manually/DocuSign) by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission Requirements

### 2.6.1 Electronic Submission through BidExpress

#### 2.6.1.1 [Bid Express :: Municipality of Anchorage](#)

(OR)

### 2.6.2 Submission through Sealed envelope

**2.6.2.1 ONE ORIGINAL, single sided unbound of the proposal must be received by the Municipality prior to the date and time specified in the cover letter.**

**2.6.2.2 IN ADDITION to the copies required by paragraph 2.6.2.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.**

**2.6.2.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.**

**2.6.2.4 Proposals must be delivered or mailed to:**

**Physical Address  
Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501**

**2.6.3 Faxed or emailed proposals will NOT be accepted.**

## 2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

## 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## 2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

Modifications to electronically-submitted proposals may be made any time prior to the proposal deadline using BidExpress.

## 2.11 Late Submissions

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

## 2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## 2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national

origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

## 2.15 Disadvantaged Business Enterprise (DBE) Goals

### *NOTICE TO BIDDERS*

The U.S. Department of Transportation issued an Interim Final Rule (IFR) on October 3, 2025, with an immediate effective date. The rule removes race- and sex-based presumptions in Disadvantaged Business Enterprise (DBE)/Airport Concessions DBE (ACDBE) qualifications and requires the Alaska Unified Certification Program (AUCP) to recertify all applicants based on evidence of social or economic disadvantage.

Until this recertification process is complete for all firms, the Department cannot count DBE participation toward overall DBE goals. In anticipation of recertification, the Department is still requiring submission of DBE paperwork for all projects, to include Good Faith Effort (GFE) and DBE Utilization Forms with the following guidance:

As a result:

- There are no mandatory DBE contacts required for Good Faith Effort (GFE) documentation.
- DBE Commitment Forms may be marked as “Not Applicable”.
- Any submitted DBE Utilization Forms should reflect \$0.00 DBE participation.

If you have additional questions, contact the Municipality of Anchorage Office of Federal Compliance at (907) 343-4897 or Marcy Herman at [marcy.herman@anchorageak.gov](mailto:marcy.herman@anchorageak.gov) for updates on the latest DBE Program requirements. The Interim Final Rule is available here: <https://www.federalregister.gov/d/2025-19460>

DBE participation goals have been established for this project. Instructions and DBE specification requirements are contained in the appendices of this RFP and made a part hereof. FAILURE TO SUBMIT THE REQUIRED DBE FORMS MAY RENDER THE PROPOSAL NON-RESPONSIVE. A list of currently approved DBE Contractors may be obtained by contacting:

Alaska DOT Civil Rights Office  
2200 E. 42<sup>nd</sup> Avenue  
PO Box 196900  
Anchorage AK 99519-6900  
907-269-0851  
907-269-0847 Fax  
<http://www.dot.state.ak.us/cvlrts/aucp.shtml>

### **3.0 SCOPE OF WORK**

#### **Overview**

The selected vendor will provide all equipment, materials, and labor necessary to upgrade and migrate surveillance camera systems across multiple transit locations. This includes replacing aging cameras, migrating all cameras from MxManagement to Milestone XProtect VMS, and performing associated infrastructure upgrades to improve security, reliability, and manageability.

#### **Specific Tasks**

The successful Proposer shall:

##### **1. Replace Cameras**

- Replace all cameras at the following locations:

- Downtown Transit Center
- Dimond Transit Center
- Benson & Spenard
- Muldoon Southwest
- UMED-Providence
- 6th Avenue Transit Office
- Mountain View Library

## **2. Infrastructure Work**

- Reuse existing cabling and mounting where possible; install new wiring and conduit where required.
- Paint new camera housings for aesthetic consistency.

## **3. System Migration**

- Migrate all cameras from MxManagement to Milestone XProtect VMS.
- Reprogram cameras, clean up naming conventions, and configure security roles for user access.
- Provide APD emergency access capability.

## **4. Server & Storage Upgrade**

- Remove existing NAS devices and install Milestone XProtect Recording Servers at 6th Avenue and Dimond Transit Centers.

## **5. Viewing Stations**

- Provide new viewing computers where needed, joined to MOA domain, and install Milestone viewing client on MOA computers as required.

## **6. Inventory & Testing**

- Validate camera inventory at all locations; investigate offline cameras and replace as needed.
- Configure cameras for onboard SD card edge recording where applicable.
- Perform full system testing and provide confirmation of functionality.

## 7. Licensing

- Milestone XProtect licenses will be provided by the Municipality of Anchorage (MOA). The Contractor is responsible for installation, configuration, and migration activities only.

### **Deliverables**

Complete camera replacement and wiring.

- Migration of all cameras to Milestone XProtect.
- Installed servers and viewing stations.
- Configuration of SD cards for edge recording at all bus stop locations.
- Verified inventory and system functionality report.
- Final system test and confirmation of functionality.

## **4.0 PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed 25 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side, single-spaced, letter size (8-1/2" X 11") sheet of paper, **or its electronic equivalent**. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

Proposals should not include any use of the municipal seal. The use of the municipal seal (Logo) is limited by code AMC 8.30.085.a.b. which states.

### **AMC 8.30.085 – Use of Seal without permission prohibited.**

- A. Pursuant to section 1.40.030 unauthorized use of the municipal seal is prohibited.
- B. Upon conviction, unauthorized use is punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both.

### 4.1 Title Page

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

#### 4.2 Table of Contents

List the proposal's sections with page numbers. Include the page numbers for each RFP Evaluation Criterion.

#### 4.3 Letter of Transmittal (Limited to Two (2) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email, and telephone numbers.

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

#### 4.4 Evaluation Criteria

##### 1. **Company Profile & Relevant Experience**

- a. Detail experience with surveillance camera installation and VMS migration.
- b. Provide at least three references for similar projects.

##### 2. **Project Approach & Methodology**

- a. Describe approach for camera replacement, wiring, and migration to Milestone XProtect.
- b. Include timeline and coordination with MOA IT standards.

##### 3. **Itemized Cost Proposal**

- a. Include equipment, labor, wiring, and painting costs.
- b. Provide a lump sum Not-to-Exceed \$90,000.

##### 4. **Project Schedule**

- a. Include start and completion dates, milestones, and testing phases.

##### 5. **Warranty & Support Details**

- a. Specify coverage for equipment and installation.

## 6. Authorized Signature

- a. Signed by an officer or authorized agent

### 4.5 Attachments

Include any required forms, DBE documentation (if applicable), and resumes of key personnel.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

#### EXAMPLE EXAMPLE EXAMPLE

Company Profile & Relevant Experience	20 points
Project Approach & Methodology	30 points
Itemized Cost Proposal	10 points
Project Schedule	10 points
Warranty & Support Details	20 points
Authorized Signature	10 points
Total Points Available	100 points

### 5.2 Qualitative Evaluation Factors

Firms will be ranked using the following qualitative rating factors for each criterion:

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair
- 0.2 Poor
- 0 Unsatisfactory

The rating factor for each criterion category will be multiplied against the points available to determine the total points for that category

### 5.3 Cost Scoring Method

The **Cost Proposal** criterion accounts for **25% of the total evaluation score**. The lowest cost proposal will receive the maximum number of points for this category (25 points). All other proposals will receive proportionally fewer points based on the following formula:

$$\text{Points} = (\text{Lowest Cost Proposal} \div \text{Cost of Proposal Being Scored}) \times 25$$

#### **Example Calculation:**

- Lowest Cost Proposal = \$40,000
- Proposal Being Scored = \$48,000

$$\text{Points} = (40,000 \div 48,000) \times 25 = 20.8 \text{ points}$$

This method ensures cost competitiveness while maintaining fairness across all proposals.

### 5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will score the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion on the written responses. If interviews are conducted, a maximum of Three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

## **6.0 SELECTION PROCESS**

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be

reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## **7.0 SAMPLE CONTRACT**

All Proposers must carefully read and review ATTACHMENT A - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

## **8.0 ATTACHMENTS**

Attachment A – Sample Contract

Attachment B - FTA Cert