



Invitation for Bid (IFB)

Integrated Security Camera System Installation Project

IFB No. 2504

Introduction

Child Parent Institute (CPI) invites bids from qualified and licensed California contractors to provide all labor, materials, equipment, supervision, permits, and services necessary to complete the Integrated Security Camera System Installation Project at CPI located at 3650 Standish Avenue, Santa Rosa, California 95407.

The selected contractor shall be responsible for furnishing and installing twenty-two (22) high-definition security cameras, providing all associated electrical wiring and infrastructure, configuring the surveillance system, and ensuring integration into a unified security monitoring platform serving both buildings.

Project Overview

Child Parent Institute is a nonprofit organization serving children, families, and vulnerable populations throughout Sonoma County. CPI operates multiple facilities that provide mental health, family support, early childhood, educational, and community resilience services.

As part of CPI's ongoing commitment to protecting staff, clients, visitors, and facilities, security enhancements are being implemented across the Standish Avenue campus. The project will establish comprehensive video surveillance coverage 3650 Standish Avenue and its shared parking lot.

The selected contractor shall coordinate with CPI's designated information technology and security personnel to ensure proper installation, connectivity, and system functionality.

Point of Contact / Inquiries / Request for Information

The point of contact for this IFB is Lizbeth Torres. All correspondence and other communications regarding this IFB shall be directed to:

Lizbeth Torres
Child Parent Institute
3650 Standish Avenue
Santa Rosa, CA 95407

Vendors are prohibited from contacting any CPI staff, board members, or partners regarding this IFB other than the designated Point of Contact. Unauthorized contact may result in disqualification.

Inquiries and Requests for Information must be submitted via email to lizbetht@calparents.org no later than the timeline stated in the anticipated proposals timetable below.



CPI may issue responses to inquiries through written addenda. Any addenda issued shall become part of this solicitation and shall supersede conflicting information contained herein.

Specifications

The project consists of furnishing and installing twenty-two (22) high-definition security cameras and all associated infrastructure necessary to provide integrated surveillance coverage across CPI's Standish Avenue campus.

The Contractor shall provide all labor, materials, supervision, equipment, transportation, permits, software, licensing, electrical infrastructure, and incidentals required to complete the work in accordance with applicable building codes, manufacturer specifications, and industry standards.

Scope of Work

The successful bidder shall perform all work necessary to complete the project, including but not limited to:

Security Camera Installation

- Furnish and install twenty-two (22) high-definition security cameras.
- Provide all mounting hardware, brackets, housings, and accessories required for installation.
- Configure cameras for continuous recording and monitoring.
- Ensure all cameras provide clear image quality suitable for security monitoring and incident documentation.

Coverage Areas

The surveillance system shall provide coverage of the following areas:

- Building entrances and exits
- Shared parking lot and vehicle access areas
- Public gathering spaces
- Lobby and reception areas
- Interior hallways and corridors
- Warehouse and storage areas
- Building perimeter locations

Final camera placement shall be reviewed and approved by CPI prior to installation.



Electrical Infrastructure

- Furnish and install all electrical wiring and infrastructure necessary to support the camera system.
- Provide conduit, cabling, junction boxes, supports, and related infrastructure.
- Ensure compliance with all applicable electrical and building codes.
- Coordinate all electrical work necessary to provide a complete and operational surveillance system.

System Configuration and Commissioning

- Configure all cameras and recording equipment.
- Verify connectivity and communication between both buildings.
- Test recording functionality and system performance.
- Provide owner training on system operation and administration.
- Deliver warranty documentation, manuals, and as-built system documentation.

Site Restoration and Closeout

- Remove and legally dispose of all construction debris.
- Restore affected surfaces resulting from installation activities.
- Complete final testing and commissioning.
- Complete project punch-list items prior to final acceptance.

Estimated Project Budget

The estimated project budget is as follows:

Description	Estimated Cost
Security Camera Equipment	\$13,495
Installation Labor	\$11,000
Electrical Wiring and Infrastructure	\$18,092
Total Estimated Project Budget	\$42,587

The budget is provided for informational purposes only. Contractors shall submit a detailed itemized bid proposal. CPI reserves the right to negotiate scope, pricing, and project scheduling based upon available funding and project needs.

Proposal Requirements

Each proposal must include the following information:

1. Cover Letter



A cover letter including the contractor's name, contact information, contractor license classification, and a brief description of qualifications for the project.

2. Qualifications and Experience

Information regarding relevant experience installing commercial security camera systems and surveillance infrastructure. Include details on key personnel, certifications, and project availability.

3. Licensing and Certifications

The proposer must possess, or have on its project team, the appropriate California licenses and certifications required to perform the scope of work.

Acceptable license classifications may include:

- C-10 Electrical Contractor
- Class B General Building Contractor
- Other appropriate classifications as permitted by California law

4. Work Plan and Timeline

A detailed work plan outlining installation methodology, project sequencing, testing procedures, and anticipated completion schedule.

5. Detailed Cost Estimate

The contractor shall ensure that all labor cost estimates reflect state prevailing wage requirements.

Proposals must include:

- Equipment costs
- Installation labor
- Electrical infrastructure costs
- System programming and configuration
- Permits and fees
- Warranty costs
- Unit pricing where applicable=

6. References

Examples of at least three (3) comparable commercial security camera installations completed within the past five years, including client references and contact information.



Proposal Evaluation Criteria

Proposals will be evaluated using a best-value approach.

Qualifications and Relevant Experience (25%) Vendor's demonstrated experience installing commercial surveillance systems and security infrastructure.

Approach and Methodology (25%) Quality and completeness of the proposed installation plan, project schedule, and understanding of the scope.

Cost Proposal (40%) Reasonableness and competitiveness of proposed costs relative to project requirements.

References (10%) Past performance, reliability, responsiveness, and client satisfaction.

Project Schedule and Completion Requirements

The selected contractor shall complete all work associated with this project no later than December 31, 2026.

The anticipated Notice of Award, contract execution, and Notice to Proceed dates will be identified in the procurement schedule. Bidders shall include a proposed project schedule demonstrating their ability to procure equipment, complete installation, conduct testing and commissioning, provide staff training, and achieve final project completion by December 31, 2026.

Final completion shall include all installation work, system testing, commissioning, submission of closeout documentation, correction of punch list items, and delivery of all required warranties, manuals, and training materials.

Failure to complete the project by December 31, 2026, may be considered a breach of contract unless an extension is approved in writing by CPI and permitted under applicable grant requirements.

General Terms and Conditions

The General Terms and Conditions, Prevailing Wage requirements, Product Preference provisions, Errors and Omissions language, Cost of Preparation clause, Confidentiality requirements, Contract Award provisions, and Reservation of Rights shall remain the same as contained in IFB No. 2503.

Schedule of Events

IFB Issued: June 15, 2026

Mandatory Site Visit: June 22 2026

Proposal Submission Deadline: June 26, 2026

Anticipated Contract Award: July 1,2026

Site visits are mandatory so proposers can evaluate existing building conditions, electrical infrastructure, connectivity requirements between facilities, and camera placement locations necessary to accurately prepare proposals.



Additional Information

All proposals must comply with applicable labor laws, prevailing wage requirements, Cal OES Nonprofit Security Grant Program requirements, and applicable building and electrical codes.

Child Parent Institute reserves the right to reject any or all proposals and to negotiate terms with the selected contractor.