



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 and Access Control System Installation Project at CPI located at 3650 Standish Avenue, Santa Rosa, California 95407.

The selected contractor shall be responsible for furnishing and installing high-definition security cameras, providing all associated electrical wiring and infrastructure, configuring the surveillance system, and ensuring integration into a unified security monitoring platform. The project also includes installation of remotely controlled electronic door locks, access control hubs, card/fob readers, and integration with CPI's existing access control system.

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 and electronic access control coverage throughout **3650 Standish Avenue**, including its shared parking lot and designated building entry points.

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 ten (10) high-definition security cameras, four (4) remotely controlled access-controlled entry doors, and all associated infrastructure necessary to provide integrated surveillance and access control 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 ten 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.
- Integrate all cameras with CPI's existing wireless network and security infrastructure where applicable. The contractor shall coordinate with CPI's Information Technology staff to ensure compatibility with existing systems.

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

See attached camera location map.

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.

Remote Controlled Door Locks

Includes furnishing and installation of a remotely controlled electronic access control system on four (4) entry doors.

Equipment shall include:

- Card reader and/or key fob access devices
- Four (4) access control hubs
- Required power supplies and cabling
- Integration with CPI's existing access control system

System Configuration and Commissioning

- Configure all cameras and recording equipment.
- Verify connectivity, communication, and integration of all cameras and access control devices.
- Test recording functionality and system performance.
- Provide owner training on system operation and administration.
- Configure user access permissions, card/fob credentials, and remote locking functionality.
- 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
Camera Installation Labor	\$11,000
Electrical Wiring and Infrastructure	\$18,092
Access Control Equipment (Door Locks, Card/Fob Readers, Hubs)	\$4,305
Access Control Installation Labor	\$8,800
Total Estimated Project Budget	\$55,692

The estimated budget is provided for informational purposes only and does not constitute a guaranteed contract amount. Contractors shall submit a detailed, itemized bid proposal that includes all costs necessary to complete the scope of work. Child Parent Institute (CPI) reserves the right to negotiate scope, pricing, and project scheduling based on project needs, available funding, and grant requirements. Any modifications to the project scope, budget, or contract resulting from this solicitation may be subject to review and approval by the California Governor's Office of Emergency Services (Cal OES), as required under the Nonprofit Security Grant Program (NSGP).

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
- Access control equipment and installation costs

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. 2504.

Schedule of Events

IFB Issued: June 15, 2026

***Revised: July 2, 2026**

Mandatory Site Visit: Open to 2nd site visit

Questions Due (submitted in writing): July 10, 2026

Answer to submitted questions: July 17, 2026

Proposal Submission Deadline: July 31, 2026

Anticipated Contract Award: August 10, 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, California prevailing wage requirements, Department of Industrial Relations (DIR) requirements, Cal OES Nonprofit Security Grant Program requirements, and all applicable building, electrical, fire, and accessibility codes.

Seller's Permit Requirement: Contractors supplying equipment or materials as part of this project shall possess a valid California Seller's Permit issued by the California Department of Tax and Fee Administration (CDTFA), as required for businesses selling tangible goods subject to California sales tax. Upon request, the successful bidder shall provide evidence of a current and valid Seller's Permit.

Business Registration: Contractors shall be legally authorized to conduct business in the State of California.



Business entities such as corporations, limited liability companies (LLCs), and limited partnerships (LPs) shall be registered and in good standing with the California Secretary of State (SOS), as applicable. Sole proprietorships and general partnerships are not required to register with the Secretary of State unless otherwise required by law.