



Madison County Government
Procurement Office
Bianca Jackson, MPA • Procurement Director
Madison County Administration Building
157 N. Main Street, Suite # 57 • Edwardsville, IL 62025-1963
Phone (618) 296-4219

Chris Slusser
County Board Chairman

Notice to Bidders

Notice is hereby given that sealed bids will be received by the Central Services and Finance & Government Operations Committees of the Madison County Board for **Genetec Camera Management Services**

Specifications, instruction to bidders, and all data necessary to submit a proposal may be obtained from the Procurement Office, Madison County Administration Building, 157 N. Main St., Suite 57, Edwardsville, IL or by visiting: <https://www.bidnetdirect.com/illinois/madisoncounty>

SEALED Bids will be accepted at the Madison County Administration Building, Procurement Office, 157 North Main Street, Suite 57, Edwardsville, Illinois, or electronically at <https://www.bidnetdirect.com/illinois/madisoncounty> no later than **2:00 P.M., Tuesday, October 13th, 2026** Sealed Proposals will then be publicly opened and read aloud at **2:30 P.M.** in the Procurement, Suite 57, on the ground floor of the Administration Building.

Submittals shall be marked on the envelope: **"SEALED BID – GENETEC CAMERA MANAGEMENT SERVICES"**

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Jackson", written over a horizontal line.

Bianca Jackson, Procurement Director
Phone: (618) 296-4219

"INSTRUCTIONS TO BIDDER"

1. All items contained in the "Instructions to Bidder" are applicable to the call for proposals.
2. No proposal may be withdrawn after the scheduled closing time for receipt of bids at least forty-five (45) days.
3. Envelope containing proposal shall be marked plainly, **"SEALED BID – GENETEC CAMERA MANAGEMENT SERVICES"**, date and time of closing written thereon. All proposals must be signed with the firm name in ink and by an authorized officer or employee of the company. Electronic bids may be placed at :
<https://www.bidnetdirect.com/illinois/madisoncounty>
4. Unless otherwise stated in this call for bids, each bidder must submit with his bid either a certified check on any bank, a cashier's check on a bank doing business in the County, or a combination bid and supply bond acceptable to the County in the amount of 5% of the total base bid, payable to the County, as guarantee that the successful bidder will supply material or services as specified. **NOT REQUIRED**
5. The Contractor, before commencing Work, shall furnish Performance Bond and Labor/Material Payment Bond with a surety licensed to conduct business in Illinois equal to the amount of the Contract, guaranteeing the completion of the Work and performance of the Contract and the payment for all labor and materials incorporated in the Work. Said Bonds shall be presented to the Procurement Office, Madison County Administration Building, 157 N. Main St., Ste. #57, Edwardsville, IL 62025, within seven (7) working days after notification of bid award. Failure to supply said Performance Bond, Labor/Material Payment Bond or acceptable surety shall result in retraction of proposal award. **NOT REQUIRED**
6. All proposals must include all taxes that are applicable to the County. The City and State of Illinois sales tax and Federal Taxes are not applicable to sales made to the County and must be excluded. The County Auditor, upon request, will execute the exemption certificates in connection with all orders when Federal Excise Tax would otherwise be due.
7. Proposal price to be F.O.B. Edwardsville, with delivery to Madison County using point within the area unless otherwise stated in this call for proposals. Prices shall be stated in units and quotations made on each item separately. In case of conflict, unit price shall govern.
8. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed adjacent and must be initialed in ink by person signing proposal. The proposal must be signed by an authorized officer or individual.
9. Bidder must state brand name and/or manufacturer of each item proposed in his bid. Guarantee and/or warranty must also be stated.
10. Parts and materials must be of current day (latest model) and meet Specifications. This provision excludes surplus, remanufactured and used products except as alternate bid unless otherwise stated in this call for proposals.
11. Proposals will be considered on equipment or material complying substantially with Specifications provided each deviation is stated and substitution is described, including technical data when applicable, in a letter attached to proposal.

The County reserves the right to determine as to whether such substitutions or deviations are within the intent of the Specifications and will reasonably meet the service requirements of the using department. In addition to price and applicability, consideration for award may be given to engineering design which adds safety, convenience or adaptability for the use intended. Brand name which may be mentioned in Specifications does not indicate a preference and is used only as a reference to the type and quality of materials or equipment desired.

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12. Time of delivery is part of the consideration and must be stated in definite terms as this may be a factor in making the award. If time varies on different items, the bidder shall so state.
13. Unless otherwise specified, materials and equipment will be inspected by the using department as to meeting the quality requirement of the call for proposals. When deemed necessary, samples of supplies or material will be taken at random, from stock received, for submission to a commercial laboratory, or other appropriate inspection agency, for analysis and test as to whether the material conforms, in all respects, to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the Specifications the expense of analysis is to be borne by the successful vendor and the order, or balance thereof may be cancelled by the County.
14. Bidders must be sure to specify any terms they wish to offer. Cash discounts will be deducted from the base proposal in determining the low bidder, except, cash discounts based on payment in less the ten (10) days will not be considered.
15. In case of default by the vendor(s), the County may procure the articles or services from other sources and may deduct from unpaid balance due the vendor, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
16. The bidder, shall hold the County, its officers, agents, and employees harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this proposal call.
17. Successful bidder is specifically denied the right of using in any form or medium the name of Madison County for public advertising unless express permission is granted by the County.
18. The authorized committee(s) for the County reserves the right to reject any or all proposals, or any part thereof, or to accept any proposal or part thereof, or to waive any informalities in any proposal, deemed to be in the best interest of the County.
19. Madison County shall not award contracts to businesses owing delinquent taxes to Madison County at the time proposals are awarded.
20. Bidder is expected to be an "Equal Opportunity Employer" as required by Article III, Rules III, Fair Employment Practices Commission.
21. All Specifications and Instructions to Bidders must be clearly answered and stated in definite terms.
22. Sealed proposals will be received until **Tuesday, October 13th, 2026 AT 2:00 P.M.**, then publicly opened and read aloud at **2:30 P.M.** in the Procurement Office which is located on the ground level of the Administration Building in Suite 57.

BIDDERS ARE WELCOME TO ATTEND THIS MEETING

23. If any additional information is needed contact:

Madison County Procurement Office

supportservices@madisoncountyiil.gov or

[Madison County - Bid Opportunities and RFPs | BidNet Direct](#)

24. Successful bidder cannot make delivery of successful material and/or services as specified until contract has been properly signed by the Madison County Board Chairman and the successful vendor.
25. Sealed proposals received after designated time will be considered **"NO BID"** and as **"VOID"**.

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26. By not complying with all phases of the Specifications and Instructions to Bidders, may cause the proposal to be automatically rejected.
27. Bidder must comply with the "Preference to Citizens" (Illinois) on "Public Works Project Act", and the wages of employees or public works (Prevailing Wage Act), and bidder agrees to execute a Project Agreement and to submit an acknowledgement with proposal documents (copy attached). SHALL BE RESPONSIBILITY OF BIDDER TO VERIFY PREVAILING WAGE SCHEDULE. NOT REQUIRED
28. Bidder should state where applicable that the firm is licensed to do business in the State of Illinois. (Out-of-state firms should satisfy all licensing requirements as required by the State of Illinois, failure to meet appropriate state licensing and statutory regulations can result in the contract to be entered into regarded as voidable).
29. Successful bidder shall hold the County, its Officers, Agents, and Employees, harmless from liability of any nature or kind, and shall sign and file with the County the attached "Hold Harmless and Indemnity Clause".
30. Successful bidder, should the job be done, will be required to provide certificates of insurance naming Madison County Government as additional insured and indicating the following coverage in the amount of one million dollars (\$1,000,000) for each category of coverage except as noted herein:
1. Liability Insurance
 - Commercial General Liability
 - Products Completed Operations Liability
 - Contractual Liability
 - Comprehensive Automobile Liability
 2. Worker's Compensation & Employers Liability \$500,000.
 3. Cyber Liability Insurance – Coverage against the Vendor's legal obligation to pay damage related to a cyber security event. Coverage would include Third-party Liability coverage as well as coverage for Privacy Response expenses and Regulatory proceedings and penalties expenses. The minimum accepted for liability shall be \$1,000,000 for each occurrence.
- If the contractor should use any subcontractor, the contractor shall include all subcontractors as insured under its policies, or shall furnish to Madison County separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements of the contractor.
- Bidder shall submit, along with his proposal, a copy of their current "Certificate of Insurance".
31. Madison County does not discriminate against the disabled in either their employment practices or the services they provide.
32. With request for payment, in triplicate, the bidder shall furnish a Contractor's Affidavit/Waiver of Lien from all parties concerned. Failure to supply Waiver of Lien or evidence of payment of all current accounts will be considered grounds for withholding partial payment and failure to supply Waiver of Liens for the entire job on completion will be grounds for withholding final payment. **NOT REQUIRED**
33. Example of Madison County Project Labor Agreement for Development and Construction is attached for review. Successful bidder will be required to execute same. **NOT REQUIRED**
34. Bidder agrees to submit herewith a Letter of Assent acknowledgment with proposal documents ("Attachment A", page 11 of the Project Labor Agreement dated August 01, 1999). **NOT REQUIRED**

October 2, 2026

**Madison County Government
Genetec Camera Management Services**

Request for Proposal

Genetec Camera Management Services

Bid Specifications:

I. Introduction

Madison County Government is located in the Metro East of the St. Louis Metropolitan Area, headquartered in Edwardsville, Illinois. Madison County Government is seeking bids for service to augment and assist with the management of a Genetec camera system.

II. Madison County Environment Overview

Madison County has 8 Genetec camera servers and ~370 cameras.

III. Project Goals and Scope

Vendors shall propose a comprehensive camera management solution that includes the following:

- 12 Hour Response Time (Remote Acceptable)
- Review system logs for error messages and correct conditions
- Install applicable software updates, firmware and patches
- RMA
- Remote Network Monitoring
- Genetec Software Administration
- Genetec Server Administration
- Genetec System Health Check
- (1) Major systems upgrade annually
- Annual Preventative Maintenance
- Annual Cleaning and Verification of view
- Training offering for up to 5 individuals
- Provide contractual hourly rate for services that exceed the support agreement

Madison County has 8 Genetec camera servers and ~370 cameras. Please provide provisions on how camera count can be increased if deemed necessary. Vendor must specify all items included in bid. Vendor must specify support contract length. Madison County is seeking a contract length of 12 months. Madison County prefers up front billing for the 12 month term. Madison County reserves the right to seek an annual contractual renewal for up to five years.

In addition to items stated above bids must meet minimum requirements listed below:

- Vendor must be a 'Genetec Unified Elite Certified Partner'
- Vendor must have at least three (3) Certified Genetec Technicians on staff
- Vendor must be an 'Axis Gold Partner'
- Vendor must have at least three (3) Certified Axis Technicians on staff
- Vendor office must be within 60 miles of Edwardsville, IL

V. Proposal Evaluation and Review

Once it is determined that the bid has met the minimum specifications, each bid will be evaluated based on the pre-determined set of criteria listed below.

Bid Evaluation				
	Criteria	Weight	Rating Scale	Points Total
A.	Cost	15 Points	1 2 3 4 5	
B.	Overall Proposal and Implementation Plan	35 Points	1 2 3 4 5	
C.	Relevant Experience	25 Points	1 2 3 4 5	
D.	References	25 Points	1 2 3 4 5	

Note: Points Total for each criteria is equal to Weight multiplied by Rating Number. Evaluation total is equal to sum of Points Totals for each criteria, 500 points is maximum highest score

Proposal submitted in response to this RFP should include the following items to allow for proper evaluation of bid:

- An executive summary and written narrative, including a detailed description of your organization's experience, qualifications and commitment to the project, addressing the below listed elements at a minimum: Experience, stability & growth, commitment, product and services.
- A description of the process/approach to be used in providing the services described in Sections III – Project Goals and Scope.
- A description of Vendor's experience in providing the requested services.
- A brief summary of relevant experience as related to proposed services.
- Two (2) letters of reference for the County to contact, including contact name, phone number and email address. These references should be organizations with which Contractor has worked to provide a similar setup

VI. Bidder Eligibility

- No bid may be withdrawn after the scheduled closing time for receipt of bids.
- Envelope containing bid shall be marked plainly, "Genetec Camera Management Services" date and time of closing written thereon. All bids must be signed with the firm name in ink and by an authorized officer or employee of the company.
- The winning bidder is specifically denied the right of using in any form or medium the name of Madison County for public advertising unless express permission is granted by the County.
- Bidder is expected to be an "Equal Opportunity Employer" as required by Article III, Rules III, Fair Employment Practices Commission.
- Sealed bids submitted after designated time will be consider **"NO BIDS"** and as **"VOID"**.
- Not complying with all terms of the Instructions to Bidders may cause the proposal to be automatically rejected.

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BID FORM

October 2, 2026

TO: Madison County Purchasing
Madison County Administration Building
157 N. Main St. Ste. 59
Edwardsville, IL 62025-1963

PROJECT: **Genetec Camera Management Services**
for Madison County Information Technology

I have received the necessary documents dated _____ for the above titled project and have included the provisions contained therein in my bid.

I have examined all bidding documents and hereby submit the following bid.

In submitting this bid, I agree:

- a) To accept the provisions of the specifications and instructions to bidders; and,
- b) To hold my proposal open for a period of forty-five (45) calendar days following the proposal opening date.
- c) To enter into and execute a contract, if awarded, on the basis of this bid to furnish all necessary documentation requested in accordance with the provisions and requirements of specifications and instructions to bidders; and,
- d) Provide the cost of 12 support agreement (See Bid Specs): \$ _____
- e) Provide the cost of one-time setup fees \$ _____
- f) Provide the cost of training for up to five individuals \$ _____

FOB Delivered: Madison County Information Technology
157 N. Main Street, Suite 29
Edwardsville, IL 62025

TOTAL CONTRACT COST (Including Support)

_____ DOLLARS

(\$ _____).

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

ADDENDA RECEIPT

A. The receipt of Addenda No. _____ through _____ to the specifications and instructions to bidder is hereby acknowledged. Dated this _____ day of _____, 2026.

NAME OF FIRM: _____

SIGNED: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

Indicate whether Corporation, Partnership or Sole Owner

If Corporation, in what State Incorporated

If Partnership, Give names of Partners

If Sole Owner, give name of Firm