

Scope of Work

Organization Name	Yamhill Community Action Partnership (YCAP)
Project Title	AnyDoor Place (ADP) McMinnville
Project Manager	Ashley Parker
Contact Info	Phone: 971-237-4183 Email: ashleyp@yamhillcap.org
Project Begin and End Date	Begin: May 15, 2024. End: June 30, 2024

INTRODUCTION

Background

Yamhill Community Action Partnership (YCAP) is a nonprofit serving Yamhill County, OR. Its mission is to serve and advocate for people in need by providing access to resources and tools to strengthen communities in Yamhill County. YCAP has four core service areas 1) Energy 2) Food 3) Housing Stabilization and 4) Youth Services.

YCAP has received funding from private and State awarded grants to upgrade our AnyDoor Place (ADP) McMinnville Navigation Center facility. YCAP's ADP McMinnville facility is designed to increase services for individuals and households experiencing homelessness by providing access to basic needs support (i.e. free laundry, showers, restrooms, survival supplies, etc.), onsite case management, and nightly shelter. This low-barrier support center is designed to function as "the peoples living room" and is intended to be a place where everyone is welcome and has equitable access to community resources. All experiencing homelessness who need rest, relief, and assistance are welcome at YCAP's ADP McMinnville Navigation Center.

YCAP is committed to ensuring the safety of all guests, staff, volunteers, community partners, and vendors onsite and plans to increase safety measures at the facility by adding a video management system throughout. Increased surveillance will enable YCAP to monitor daily activities at the shelter facility, identify potential risks, and review incidents as needed. Our hope is to maintain a trauma informed environment and place cameras strategically to provide full-coverage that does not feel overwhelming to our guests.

Objective

The overall objective is to add a video management surveillance system throughout YCAP's ADP McMinnville facility located at 327/329 SE Adams St., McMinnville OR 97128. We are seeking a contracted entity who can complete and coordinate all required elements listed in the scope of work no later June 30, 2024.

Scope of Work:

A key component of this work is to ensure the facility has 24-hour, full-coverage surveillance.

The current scope of work includes:

- Provide and install new network cameras to YCAP's ADP McMinnville facility (see building layout provided with RFP). YCAP will rely on the expertise of bidding vendors to determine and demonstrate the exact camera count needed in order to provide the security coverage desired.
- Vendor will need to be able to provide and install interior and exterior cameras where appropriate.

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- Ensure camera placement gives adequate visuals of all walkways, stairwells, office entries, room entries, laundry rooms, smoking sections, backyard area, street parking and additional critical interior and exterior locations.
- Position the view of all cameras to the pre-determined range outline by YCAP.
- Cameras selected for installation must contain a storage and archive feature.
- Cameras selected for installation must have the ability to be viewed from multiple users at a time (i.e. computer visual from main office front desk and receptionist desk etc.)
- Contractor must install cameras at the new network cables recently installed throughout the facility to support the new video management operating system. Contractor must protect new wiring and new cameras to support the longevity of the system. (See Attached Facility Map)
- Ensure installed video operating system is in alignment with commercial property standards; this can include, but is not limited to: commercial components and hardware.
- Purchase and install reliable, quality and cost-effective commercial hardware.
- Contractor must perform initial system programming.
- Contractor must have the ability to complete installation on a three-story building, potentially requiring man-lift equipment.
- Complete installation in full compliance with City, State, and Federal code, requirements and regulations related specially to an operating system of this caliber.
- Contractor must have the ability to obtain plans and pull any appropriate permits for new installation and upgrades.
- Contractor must perform a function test of the new installation to ensure the system is functioning as required.
- Contractor must provide verification or proof of inspection the new video management operating system is in full compliance with requirements.

TIMELINE AND SCHEDULE

YCAP requests for work to begin as early as May 28, 2024, with the goal of completion no later than June 30, 2024.

PAYMENT & BUDGET

Total estimated budget for this project is approximately \$25,000. Payment will be made following successful project milestones agreed upon during contracting period following award to successful bidder.

CRITERIA FOR AWARD

Bids are due to YCAP no later than May 11, 2024. All bids will be received and reviewed by May 13, 2024 and awarded on May 15, 2024. Awards will be weighted and reviewed on the following criteria:

Criteria	Description	Points Available
Culturally Responsive Vendors	Vendors representing a minority owned and/or operated business.	Up to 10
Timeline	Vendor is able to complete the project within the approved timeline.	Up to 30
Cost	Vendor is able to complete the project in a cost-effective way, following agreed upon budget.	Up to 40
Experience	Vendor has experience producing quality results with similar projects specifically in residential	Up to 20

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	neighborhoods or with shelter or navigation facilities.	
Total Points Available		100 Total Points

AUTHORIZATION		
CLIENT	SIGNATURE	
	PRINTED NAME	
	DATE	
PROVIDER	SIGNATURE	
	PRINTED NAME	
	DATE	