

Request for Proposals

Security Camera System

Solicitation number: BLEC 2026 02

Bids due: December 31, 2026 at 5:00 p.m. Eastern Time

Notice for SCBO Posting

Brookland-Lakeview Empowerment Center (BLEC) requests proposals from qualified contractors for the following work at 1218 Batchelor Street, West Columbia, SC 29169. Upgrade and expansion of interior and exterior video surveillance, including 53 fixed 4K cameras, six PTZ cameras, three recorders, network equipment, cabling, installation, and training.

Scope of Work

Equipment. Furnish and install 53 fixed 4K cameras with color night imaging, six pan tilt zoom cameras with smart tracking, and three 32-channel network video recorders. Include two 16-port Power over Ethernet switches, one 8-port Power over Ethernet switch, and any additional compatible network and power equipment required for the complete proposed system.

Coverage. Provide coverage for classrooms, the gymnasium, cafeteria, dayroom, hallways, entryways, reception and administrative areas, common-use rooms, athletic field, and exterior areas along the Senn Street and North Street sides. Submit a camera location and coverage plan for BLEC approval before installation.

Infrastructure and configuration. Provide required Category 6 cabling, jacks, patch cables, junction boxes, mounts, storage, licenses, and related parts. Verify cable routes and lengths in the field. Prioritize wired installations; identify and explain any proposed wireless devices. State usable recording capacity, proposed retention period, image settings, network requirements, and compatibility with BLEC security monitoring.

Commissioning. Configure secure administrative access, live viewing, recording, playback, footage export, and PTZ tracking. Test every camera, recording channel, and network connection. Provide equipment inventory, as-built locations, operating instructions, administrator credentials securely to BLEC, staff training, and warranty information. Identify removal or reuse of existing equipment.

Proposal Requirements

Submit a written proposal identifying the company, authorized contact, address, telephone number, and email address. Include the following:

- A technical description of the proposed work, equipment quantities, manufacturer and model information, and product specifications. Identify assumptions, exclusions, and deviations from the scope.
- An itemized price proposal covering equipment, materials, labor, delivery, installation, setup, testing, training, taxes, and any other charges. Identify recurring fees and optional services separately from the base proposal.
- The anticipated delivery and installation schedule, warranty coverage, service response, relevant project experience, references, and applicable licenses and insurance information.

Bid Submission and Questions

Proposals must be received by December 31, 2026 at 5:00 p.m. Eastern Time. Submit by email, hand delivery, or mail to:

Dr. Cindye Richburg Cotton
Executive Director
Brookland-Lakeview Empowerment Center
1218 Batchelor Street
West Columbia, SC 29169
Email: crichburgcotton@brookland.cc
Telephone: 803-744-7943

Use the solicitation number and project title in the email subject line or on the delivery envelope. Mailed bids must arrive by the deadline; a postmark does not establish receipt. Arrange hand delivery in advance with BLEC.

Direct questions and requests for a site visit to Dr. Cotton at the email address or telephone number above. Any change affecting the scope or deadline will be issued by BLEC in writing to all prospective bidders who have requested the RFP.

Project Conditions and Selection

BLEC will evaluate scope compliance, relevant experience, proposed equipment and installation approach, schedule, warranty and support, and total proposed cost. BLEC reserves the right to reject any or all proposals. Submission does not authorize work or establish a contract.

Coordinate all work with BLEC to protect ongoing programs and maintain safe access. Obtain required permits and comply with applicable installation, accessibility, life safety, and building requirements. Preserve historic building features and obtain BLEC approval before altering existing surfaces or openings.

This project is associated with the FEMA Nonprofit Security Grant Program National Security Supplemental. Award and commencement of work are contingent on applicable grant approvals, an authorized performance period, Environmental Planning and Historic Preservation clearance, and written notice to proceed from BLEC. Equipment and services must comply with applicable federal grant restrictions, including 2 CFR 200.216. Identify manufacturers and models for eligibility review before purchase.