

REQUEST FOR PROPOSALS:  
SECURITY CAMERA SYSTEM  
RFP No. 2026-02



Housing Authority of the City of Prichard  
200 W Prichard Avenue  
P.O. Box 10307  
Prichard, Alabama 36610

**Board of Commissioners:**

Marshall Hunt, Chairman  
Jimmie L. Woods, Vice-Chairman  
Joyce H. Hobdy  
Bennie H. McConnell  
Charles Pharr

**Kimberly Levingston, Chief Executive Officer**  
Raymond Bell, Legal Counsel

March 18, 2026

# Request for Proposal - Security Camera System

The Housing Authority of the City of Prichard (HACP) is seeking proposals from qualified, licensed, and bonded entities with demonstrated experience to submit bids for Security Cameras for its HOPE VI Family Rentals community.

Companies/Individuals with an interest in making their services available to the Housing Authority of the City of Prichard are invited to respond to this RFP. Interested respondents shall furnish one (1) original and three (3) copies of their proposal. Respondents must submit their proposals in a sealed envelope clearly marked "RFP Security Camera System". "Respondents" means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Proposing companies/individuals are asked to certify that they have no conflicts of interest in working with the HACP.

The Housing Authority of the City of Prichard is seeking to encourage participation by respondents who are MBE/WBE and preferred Section 3 business enterprises participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of the HACP or any respondents. HACP reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the HACP be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the HACP for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the HACP.

## SECTION I-Background

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### COMPANY OVERVIEW

The Housing Authority of the City of Prichard (HACP) is an Equal Housing Opportunity Provider that provides housing without discrimination on the basis of race, color, religion, sex, physical or mental handicap, familial status, national origin, or other protected class.

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### CONTACT INFORMATION

All email questions should be submitted to [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com) correspondence by email is preferred.

Housing Authority of the City of Prichard  
Kimberly Levingston  
Chief Executive Officer  
[klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com)  
(251) 283-0111 Ext. 192

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### PROJECT TIMELINE

Responses to this RFP are due by **April 20, 2026**. Responses to this RFP must be mailed or hand delivered to: Kimberly Levingston, Chief Executive Officer, Housing Authority of the City of Prichard, 200 W Prichard Avenue, Prichard, AL 36610 or emailed to [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com).

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## SECTION II-Project Information

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### PROJECT OVERVIEW

The primary goal of this Request for Proposal (RFP) is to acquire the services of a Vendor able to provide a modern security video camera management system complete with adequate storage and viewing capabilities both on-premises and via Cloud.

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## PROJECT SCOPE

The scope of work required under this RFP includes the procurement of security cameras and associated equipment (including software), design, installation, implementation, configuration, testing and training. The selected Vendor will be responsible for recommending the type and number of security cameras, and any other applicable equipment, hardware and software associated with the security cameras. The selected Vendor must ensure it has adequate resources to provide these services and to meet the needs of HACP's HOPE VI Family Rental Housing Community. The security video camera management system recommended by the Vendor must have the following features:

- Centralized management system and standardized access.
- Able to be viewed from a computer via a web browser and from a cellular telephone.
- Show historical video while recording, hold historical data for a minimum of 30 days and download video.
- Record on motion, adjust to daylight and nighttime vision.
- Monitor the entire identified area.
- Allow future growth of the system to accommodate additional cameras and locations.
- High- Definition cameras capable of viewing fine details.

The HACP will consider any additional features suggested by the Vendors. The HACP also reserves the right to continue with the Vendor selected or has the option to conduct a new selection process for future services beyond those services identified in this RFP.

### TOURS

If any Proposer wishes to view the property, they may schedule a tour of the HOPE VI Family Rental Housing Community by contacting Kimberly Levingston by email at: [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com) .

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## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, HACP will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals.

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**EXPERIENCE AND  
CAPACITY**

The point system is to evaluate the experience and capacity of the Respondent.

1. Respondents will be awarded up to 30 points for Experience in providing security camera services.
  2. Respondents will be awarded up to 30 points for their Capacity to meet timelines. Consideration will be given to applicants who have familiarity with the area, including knowledge of and experience working with the agency.
  3. Respondents will be awarded up to 25 points for Pricing.
  4. Respondents will be awarded up to 15 points for their experience in meeting Minority Business Enterprise (MBE)/Women Business Enterprise (WBE), City of Prichard, Alabama Local Hiring, Davis-Bacon Act, and HUD Section 3 requirements.
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**SECTION III-Agency Information & Response/Submittal Requirements**

RFP original responses must be delivered via hard copy to Kimberly Levingston at 200 W Prichard Avenue, Prichard, AL 36610, or via email at [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com) with title “**RFP Security Camera System**”. Respondents are advised to adhere to the submittal requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The Housing Authority of the City of Prichard reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

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**LETTER OF INTEREST**

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the company, not to exceed two pages in length. The Letter of Interest must also include the following information:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A summary of the qualifications of the Respondent and team.

Description of organization (i.e., Corporation, Limited Liability Company, or Joint Venture).

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- The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
  - If the Respondent is a partially owned or fully owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

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## **THRESHOLD REQUIREMENTS**

These documents must be submitted and acceptable before the HACP will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the AL Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability in accordance with the laws and limits set in the State of Alabama; and Automobile Liability Insurance in an amount as specified by the State of Alabama.
3. Three (3) references of related work projects, including date of project, contact person and phone number, and a brief description of the project.

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## **MAIN PROPOSAL**

The HACP will contract with a security camera company to provide services for the HOPE VI Family Rental community:

- 500 John Helm Street, Prichard, AL 36610
  - The scope of work section outlines details of expectations.
  - The security camera agency will provide all surveillance equipment and supplies.
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**ESTIMATED BUDGET /  
RESOURCES REQUIRED**

Agency outlines the compensation model as:

- Fixed project pricing
- Must provide cameras and surveillance software

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**SECTION IV-SELECTION PROCESS**

The Selection Committee composed of HACP staff will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, a contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in RFP.

Questions regarding this RFP should be submitted in writing via email to [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com) .

**Responses to this RFP are due by April 20, 2026. They must be mailed or hand-delivered to: Kimberly Levingston, Chief Executive Officer, Housing Authority of the City of Prichard, 200 W Prichard Avenue, Prichard, AL 36610 or emailed to [klevingston@prichardhousing.com](mailto:klevingston@prichardhousing.com) .**

# CERTIFICATION FORM NOTE

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION**

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the Housing Authority of the City of Prichard is accurate and complete, and I am duly authorized to submit the same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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Name of Respondent

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Signature of Authorized Representative

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Printed Name of Authorized Representative

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Title

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Date

# RFP SUBMITTAL REQUIREMENTS CHECKLIST

**Please provide Checklist with response to RFP**

- Letter of Interest
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State License and or Certification
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3
- RFP Submittal Requirements Checklist

# APPENDIX B: CONFLICT OF INTEREST STATEMENT

## *Conflict of Interest Statement*

The owner(s), corporate members, or employees of

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shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Housing Authority of the City of Prichard (HACP). Each individual shall disclose to the HACP any personal interest or direct relationship which he or she may have and shall refrain from participating in any decision making in related manners.

Any owner, corporate member or employee of \_\_\_\_\_ who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Housing Authority of the City of Prichard, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

Currently, I am a Board member, a committee member, or an employee of the following organizations/companies:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Housing Authority of the City of Prichard which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Housing Authority of the City of Prichard.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the

persons or organizations having transactions with the Housing Authority of the City of Prichard.

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Date: \_\_\_\_\_

Respondent Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_