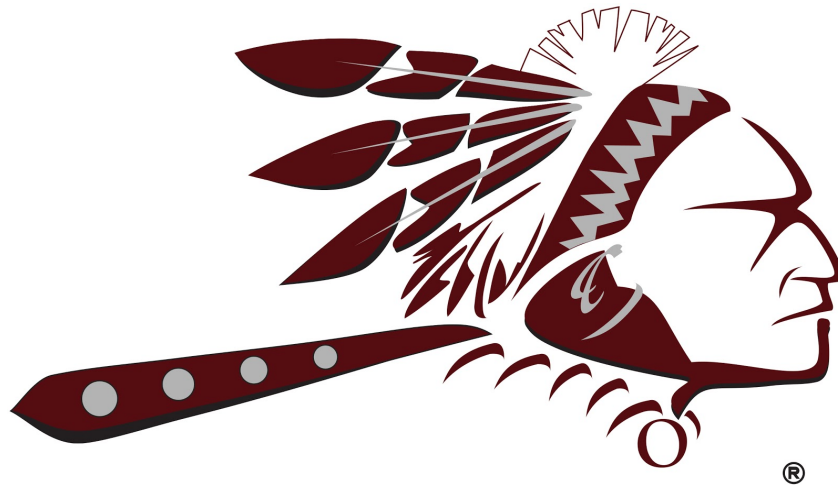


Request for Proposal

Surveillance Camera System



Oskaloosa Community School District

**1800 N 3rd Street
Oskaloosa, IA 52577
641-673-8345**

The Oskaloosa Community School District is seeking to replace and add to the District's current security camera systems located at the high school, middle school, auditorium, elementary, Webster School and the bus barn/maintenance shop. The quantity of cameras is not set and the District is looking for a reasonable recommendation and discussion between a qualified vendor and the District. The District is looking for coverage of building interiors and exteriors with pedestrian and vehicle traffic as well as areas of concern covered in the walk through. Vendors will be given building maps at the time of walk through with current camera locations and additional areas to be covered. Attending the walk through is mandatory to submit a proposal.

Section I—Hardware & Software Specifications

Network Video Recorder Requirement

- a. Network Video Recorder(s) (NVR) required for each facility.
No refurbished equipment accepted.
- b. NVRs should be a maximum of 32 channels.
- c. Centralized enterprise management of all NVRs for management of NVRs, users and user permissions, and centralized access of live video and recordings.
- ~~d. Network Video Recorder must be certified to work with ACTi NVR 3.0 and ACTi CMS 2.0~~
- e. Server storage requirement is a minimum of 15/30 days for each NVR. See proposal options requested on Section III, number 4 – Pricing (page 12).
- f. NVR hardware must be rack mountable.
- g. A channel license for each camera to be supplied by vendor
- h. Video surveillance supplier to coordinate with School District on network configuration best practices.
- i. NVR to be manufactured warrantied for minimum of 3 years.
- j. Local law enforcement must be able to view live video from their computers and/or mobile devices with their own authentication.
- k. School district personnel must be able to view live and recorded video from computers and smartphone app (available for both iOS and Android) when not on our internal network.
- l. Ability to create scenes/groups of cameras for viewing on clients and large screen monitors/TVs in office areas.
- m. Ability to create notifications during scheduled times based on motion.

- n. Macintosh clients able to access live video and recordings natively without Windows emulation software.

Surveillance Cameras

- a. Vendors shall supply camera specifications including manufacturer, model, description, any special maintenance requirements and warranty.
- b. Vendor to configure the camera frame and compression rates to maximize storage and bandwidth utilization.
- c. Vendor to configure the motion detection sensitivity and masking based on guidance from OCSD.
- d. Vendor to configure the surveillance system software to retain a minimum of fifteen (15) or thirty (30) days of recordings, based on option chosen (see Pricing options requested on page 12), with minimum of 15 FPS.
- e. Vendor to install the server and camera licensing, configure the camera ID and description (using Building and location provided by OCSD), and Vendor shall provide drawings including network configuration and device location.
- f. Vendor shall be an authorized seller or partner of the promoted hardware and software and have references for installing their proposed solution.
- g. Vendor is responsible for all mounting hardware, brackets, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal.
- ~~h. Cameras must be compatible and cross-listed with ACTi NVR 3.0 and CMS 2.0 software~~
- i. Exterior cameras shall be a minimum of 5MP, Day/Night auto operation, WDR (Wide Dynamic Range), digital pan/tilt, Weather Proof to IP66 and Vandal Proof to IK10 and if wired, PoE 802.3af/802.3at.
- j. Exterior cameras capturing traffic entrances shall be able to capture readable license plates.

- k. Mounting hardware to be same manufacturer as the camera equipment.
- l. Interior cameras to be minimum of 3MP, WDR of 100 dB, Day/night auto operation, PoE 802.3af/802.3at, with a field of view meeting the school districts requirements.
- m. All cameras field of view to be coordinated with Oskaloosa Community School District.
- n. All cameras to be warrantied for a minimum of 3 years.
- o. All cameras updated to latest firmware at time of purchase.
- p. All cameras are to be secured / password protected as part of security best practices.
- q. All penetrations and length and type of conduit on building exteriors will be District approved.

Network Hardware

- a. The district will provide PoE+ 100/1000 switches for cameras, configured with VLANS.
- b. The district currently has cabling infrastructure for most camera locations, which should be reviewed by the awarded vendor to verify usability. The district will add additional cabling, patch panels and switches as needed to accommodate additional cameras.

Training

- a. The vendor shall provide comprehensive training in the operation and management and maintenance of the camera surveillance software and platform.
- b. Training should include camera setup, including motion detection sensitivity and masking.

General Conditions

Consideration of Proposals

The District reserves the right to reject any and all proposals; to accept portions of proposals and alternates in any order or combination; is not obligated to accept the lowest or any proposal; and may waive any informality or irregularity in submittal procedures.

The District intends to award a contract to a qualified entity, provided the proposal has been submitted in accordance with the RFP requirements, and does not exceed the District's available funds.

Proposal Binding Period

Prices quoted in the Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) calendar days from the issuance date of the Vendor's response. Labor rates should remain in effect for the length of the project.

Price Stability

Contract prices and discounts shall be fixed at a not-to-exceed price at the time the contract is signed. In no case shall the price exceed the proposal price.

Proposal Ownership

All proposals shall remain the property of the Oskaloosa Community School District.

This RFP is not an offer to contract. Acceptance of a proposal neither commits OCSD to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price. OCSD may enter into negotiations with one or more entities simultaneously. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility, and customer support. At the sole discretion of OCSD, bidder presentations may be requested before award of the contract. OCSD may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

Proposals are to be made in good faith, without fraud, collusion, or connection of any kind with any other contractor for the same work. All bidders must compete in their own interest and on their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal. All suppliers who submit proposals will be notified of the results of the selection process.

Proprietary Information

To the extent permitted by law, it is the intention of the District to withhold the contents of the proposal from public view unless there is a reason for disclosure in the opinion of the District. All restrictions on the use of the data contained within a proposal and all confidential information must be clearly stated. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Iowa statutes.

Disqualification

1. Proposals that are received after the deadline date and time may be disqualified.
2. Proposals which are not responsive or which fail to comply with mandatory requirements of the RFP may be deemed nonresponsive and may be disqualified. Nonresponsive proposals may include, but not be limited to, those that fail to address or meet any mandatory item, and those submitted in insufficient number. The District reserves the right to disqualify those from consideration whose responses are submitted in an incorrect format.

Collusion

Collusion by two (2) or more contractors agreeing to act in a manner intended to avoid or frustrate fair and open competition is prohibited and shall be grounds for rejection or disqualification of a proposal or a contract.

Debarred Bidders or Subcontractors

A vendor who is currently subject to state or federal debarment order or determination shall not be considered for evaluation by the procurement team.

Conflict of Interest

A vendor may be disqualified on the basis of a real or apparent conflict of interest that is disclosed by the proposal or other data available to the District.

Hold Harmless/Indemnification

The Vendor shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Vendor, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. The Vendor shall hold harmless and indemnify the Oskaloosa Community School District school board and its agents, volunteers, employees and officers from and against any and all claims, losses, or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay, or incur as the result of claims or suits due to, arising out of, or in connection with any and all such damage or injury, real or alleged, resulting from any act or omission of the Vendor. The Vendor shall, upon written demand by the Oskaloosa Community School District School Board assume and defend at the Vendor's sole expense any and all such suits or defense of claims.

Compliance to Policy

Throughout the project the Vendor shall abide by all laws and regulations of the State of Iowa as well as Board policies applicable for all persons on District property. Such policies include, but are not limited to, those regarding sex offenders, child and elder abuse offenders, harassment, substance-free workplace, vandalism, weapons, tobacco, alcohol, drugs, and verbal or physical abuse. It is the responsibility of the Vendor to be knowledgeable about Board policies, and a violation may result in immediate invalidation and termination of the contract. Vendors will be responsible for maintaining records of background checks on all vendor personnel that come on school property and providing the same upon request.

Information provided to Bidders

The Vendor is deemed to have examined the RFP and satisfied itself as to the sufficiency of the information provided and that its pricing summary covers the cost of complying with all of the requirements for the due and proper performance and completion of professional services.

Amending or Canceling Requests

The Oskaloosa Community School District reserves the right to amend or cancel this RFP at any time if it is in the best interest of the Oskaloosa Community School District.

Rejection for Default or Misrepresentation

The Oskaloosa Community School District reserves the right to reject the proposal of any vendor that is in default of any prior contract or for misrepresentation.

The Oskaloosa Community School District Clerical Errors in Awards

The Oskaloosa Community School District reserves the right to reject inaccurate awards resulting from clerical errors.

Rejection of Qualified Proposals

Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP. Please note that sealed proposals received after the above stated deadline may be rejected and considered disqualified, and no faxed proposals will be accepted.

Dispute Resolution

Vendor disputes arising out of, or relating to, the contract must be submitted in writing to the Board Secretary. The Board Secretary will issue a decision within 10 business days. Vendors that wish to appeal the decision must do so by contacting the Superintendent within 5 business days of notification of the Board Secretary. The Superintendent will issue a decision within 10 business days of receiving a written appeal of the Board Secretary decision. The decision of the Superintendent is final.

Presentation of Supporting Evidence

If requested, respondent(s) shall present evidence of experience, ability, and financial standing necessary to satisfactorily meet the requirements set forth in the RFP or those implied in the proposals.

Consistency in Submissions

The hardcopy submission of the Proposal will prevail in the case of a discrepancy between the electronic and hardcopy versions of the document.

Changes to Proposals

No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of The Oskaloosa Community School District may be required at the sole expense of the respondent.

Section II—Proposal Instructions

A. RFP Schedule

This schedule outlines the major activities that will occur in this bid process and the due dates. Any changes in deadlines will be communicated to all suppliers in writing. We reserve the right to disqualify any supplier who does not comply with these deadlines.

Required Walk Through: Meet at the central office of Oskaloosa Community School District, 1800 N 3rd St., Oskaloosa, IA 52577 (located inside George Daily Auditorium) on October 24, 2018 at 9:00 a.m. Please park in the staff parking lot, not along the curb in front of the building due to bus loading zones.

Activity	Date/Time (CST)
Request for Proposal Issued	October 10, 2018
On site walk through at 9:00 am	October 24, 2018
Questions to be emailed by 2:00 pm	November 7, 2018
Answers to questions posted by 2:00 pm	November 12, 2018
Request for Proposal due by 1:00 pm	November 28, 2018 by 1:00 p.m.

B. Supplier Questions and RFP Addenda

Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to Shari Hankins-Barnhart, Technology Director, barnharts@oskycsd.org. Shari will issue answers to all supplier questions, as noted in that schedule. In the event that modifications or additions to the RFP become necessary, suppliers will be notified in writing.

Section III. Proposal Content

Sealed Proposals (required to submit three hard copies) shall be sent to:

Oskaloosa Community School District
Surveillance Cameras Proposal
Attn: Shari Barnhart
1800 N 3rd St.
Oskaloosa, IA 52577

Please provide the following information to the fullest extent possible.

1. Proposal Cover Sheet

Include the following text on the cover sheet of the proposal:

PROPOSAL FOR OSKALOOSA SURVEILLANCE CAMERAS RFP 2018

Include the name of the vendor submitting the proposal, as well as complete contact information, including e-mail of the primary contact person.

2. Letter of Introduction

Provide a cover letter as a separate document.

Vendor shall provide detailed information in regards to meeting the request of this RFP which are identified in Section B RFP Objectives.

3. RFP Objective

4. Pricing

All pricing should be listed by line item by building and submitted free of any sales tax. OCSA is sales tax exempt.

Separate out one-time costs from ongoing annual costs and give options for 3 year and 5 year for any recurring licensing/support costs.

Options Desired:

2 Options should be quoted and for both scenarios listed below:

Option 1: Minimum of 15 day storage on all NVRs

Option 2: Minimum of 30 day storage on all NVRs

Scenario 1: All hardware, software and full installation and setup with labor with the district supplying all network switches and cabling to camera locations.

Scenario 2: All hardware, software and full installation of NVR solution and setup of a few of each camera type with training enabling the district to install and setup the majority of the cameras, with the district supplying all network switches and cabling to camera locations.

5. References

Provide a list of at least three (3) current references where similar installations have successfully been performed, preferably K-12 clients. The reference list is to include, contact individuals, addresses, current email address, and current telephone numbers. OCSD reserves the right to contact any individuals that are listed for references.

6. Insurance

A Certificate of Insurance showing \$1,000,000 coverage.