

Security Camera Installation

Request for Proposal (RFP)

Preston County Schools

Bradley R. Martin: Director of Technology & Assistant Superintendent

Paul B. Sines: District Network Administrator & Technology Specialist



731 Preston Drive

Kingwood, WV 26537

Phone: (304) 329-0580 ext. 225 or (304) 288-0941

E-Mail: brrmarti@k12.wv.us and psines@k12.wv.us

Dear Proposers:

Preston County Schools (PCS) is requesting proposals from qualified public entities or private firms, to establish a contract for security camera installation at Preston High School and the Preston County Board of Education Complex. Terms of the contract will be negotiated upon contract award. Longer initial and extended terms will be considered depending upon the proposer's submission regarding the use of county equipment.

1. Background:

Preston High School has approximately 1200 students and approximately 100 staff members. The school is a comprehensive high school that includes a CTE area, commons area, cafeteria, library, band room, gymnasium, offices on both the first, and second floors. Additionally, the school has several stairwells. The school has several outdoor areas and other facility areas that require security cameras that include the parking lots, athletic building, concession area, football stadium, county bus garage, JRTOC Building, and BOE Offices.

2. Schedule of Events:

Release of RFP	March 10, 2020
Mandatory Job Walk	April 6, 2020 @ 10 AM at the Preston County BOE Offices
Deadline for Written Questions	April 14, 2020
Response to Written Questions	April 20, 2020
Proposals are Due	May 4, 2020
Announcement of Award	May 11, 2020

- ***Project will be unable to start until we receive final approval from the Department of Homeland Security in regard to a submitted Environmental and Historic Preservation Screening Form related to the project***

3. Scope of Work:

Preston County Schools is seeking a security camera company / vendor to provide estimates on requested equipment and labor, equipment only, or labor/installation only to install security cameras at Preston High School and Preston BOE campus to include: athletic buildings, BOE Offices, JROTC building, Bus Garage, Concessions Area, Parking Lots, and Football Stadium Area. The location address is Preston High School 400 Knight Drive Kingwood, WV 26537 and Preston County Schools 731 Preston Drive Kingwood, WV 26537.

The district is seeking to purchase 106 IP cameras and is seeking for the direct installation of 63 of these cameras with the additional 43 cameras to be installed by Preston County Schools staff or students. Requested camera installation will include: wiring, networking, aiming, configuration of all cameras, as well as all other device or equipment required for the system to include display monitors, switches, wiring, and server for data storage.

Following installation, the vendor selected as the supplier of the requested equipment will be expected to complete training with designated staff members of Preston County Schools and Preston High School.

Prospective vendors may obtain maps and photos of proposed camera locations by contacting Brad Martin at brmmarti@k12.wv.us or Paul Sines at psines@k12.wv.us. This information will also be made available to all prospective vendors at the mandatory walkthrough meeting at the Preston County Board of Education Offices on **Monday, April 6, 2020** at 10 AM.

4. Equipment Specifications:

1. Cameras/Network Switches:

- 10 – Outdoor Zoom 5MP heated cameras- Vivotek FD9389-EH MV
- 29 – Outdoor Fixed 5MP heated cameras- Vivotek FD9389-EH V
- 33 – Indoor Fixed 5MP cameras - Vivotek FD9189H
- 27 – Indoor Zoom 5MP cameras - Vivotek FD9189HM
- 7 – Indoor 5MP 180 cameras - Vivotek CC9381
- 39 – Outdoor Pendant Cap – Vivotek AM-528
- 39 – Outdoor Wall mount – Vivotek AM-218
- 38 – Indoor Ceiling Plate – Vivotek AM-51D
- 22 – Indoor Lshape Wall Mount – Vivotek AM-21A
- 1 – 24xGE PoE + 2xGE SFP switch – Vivotek AW-GEV-264B-370
- 6 – 8xGE PoE + 2xGE SFP switch – Vivotek AW-GEV-104B-250
- 5 – 16xGE PoE + 2xGE SFP switch – Vivotek AW-GEV-184B-250

2. Milestone/Servers/View Stations:

- Milestone server software
- 2 Milestone servers with storage for 106 - H.265 cameras for 45 days
- 2 Milestone View stations
- 106 Camera Licenses for Milestone

3. Camera Installation / Drops:

- 63 - Camera drops(Cat6) including any conduit or drilling that may be required
- 63 - Camera installations (including mounts)
- 106 – 3' patch cables (Cat6) for data closet side from patch panel to switch
- 106 – 7' patch cables (Cat6) from drop to camera
- 10 – Patch Panels for data closets for camera drops (MDF1– 14 drops, MDF2– 8, IDF2– 11, IDF3– 15, IDF5– 23, IDF6– 11, IDF7– 5, IDF8– 3, IDF9– 7, IDF11– 9)
- 1 – UPS (~1500 VA)
- 22 – Fiber patch cables (LC-LC)

5. Proposal Format Guidelines:

- Interested entities are to provide the Preston County Technology Director with a thorough proposal using the following guidelines.
- Proposal should be typed, with each proposal adhering to the following order of content sections. Proposal should be straightforward, concise, and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following proposal sections are to be included in the Proposer’s response:
 - **Vendor Application Form and Cover Letter:**
 - Complete Appendix A (Request for Proposal- Vendor Application Form) and attach this form to the cover letter. A cover letter, not to exceed one page in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid through the end of August 2020, indicated the address and telephone number of the contractor’s office, indicate the office location nearest to Preston High School, and the name of the proposed project manager.
 - **Methodology:**
 - Provide a detailed description of the approach and methodology to be used to accomplish the scope of the work of this RFP. The methodology section should include:
 - (1) Detailed project schedule, identify all task and deliverables to be performed, duration of each task, and overall time of completion including training and support for staff.
 - (2) Detailed description of tasks that you will require from the Preston County Schools IT Department and Maintenance Department.
 - (3) Proposers are encouraged to provide additional information or approaches that will maximize efficiency or cost savings for the district.
 - **Staffing:**
 - Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform.
 - Information should include names of key staff members named on the project and their specific responsibilities with respect to this scope of work. Summary of your firm’s demonstrated capacity, including the length of time that your firm has provided the services being requested in the RFP.
 - Provide a least one reference that has received similar services from your firm. The district Technology Director reserves the right to contact the provided reference listed. The information should include: Reference Name, telephone number, and email.
 - **Fee Proposal / Itemized Quote:**
 - All proposers are required to submit an itemized quote with clear descriptions for each product to be submitted with the proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated.
 - Proposals shall be valid through the end of August 2020.
 - Quotes need to be broken down into three sections or the sections applying for: (1) Cameras and Mounting Hardware\Network Switches; (2) Milestone, Servers\Clients and Licenses; and (3) Camera Installation and Drops\Wiring
 - **Services and Support:**
 - All proposers should clearly specify what types of training on the operation and utilization of the system will be provided. Support in terms of warranty of the work and equipment

(how long and how often will follow-up work be provided if something goes wrong) should be specified in the proposal.

○ **Checklist of Forms to Accompany Proposal:**

- As a convenience to Proposers, the following is a list of forms and sections to be included in the proposal.
 - 1) Cover Letter
 - 2) Vendor Application Form
 - 3) Consultant's Proposal
 - 4) Staffing List
 - 5) Fee / Pricing Proposal
 - 6) Services and Equipment Warranties
 - 7) Certificates of Insurance
 - 8) Disclosure Statements

○ **Number of Proposals:**

- Prospective vendors should submit three copies plus one flash drive copy or a emailed copy to the attention of Brad Martin at brrmarti@k12.wv.us or Paul Sines at psines@k12.wv.us. The proposal should include sufficient details to allow thorough evaluation and comparative analysis of the proposal.

○ **Submission of Proposals:**

- Complete written proposals must be submitted in a sealed envelope postmarked or hand-delivered no later than 4:00 PM on **May 4, 2020** to the address below. Proposals will not be accepted after this deadline.

***Preston County Schools
Attention: Brad Martin: Assistant Superintendent and Director of Technology
731 Preston Drive
Kingwood, WV 26537***

○ **Inquiries:**

- Questions about this RFP must be directed in writing, via email to:

Brad Martin
Assistant Superintendent & Director of Technology
at
brrmarti@k12.wv.us

AND

Paul Sines
District Network Administrator & Technology Specialist
at
psines@k12.wv.us

- Questions not submitted in writing will **not** be addressed.
- The county reserves the right to amend the proposal or supplement this RFP prior to the proposal date due date. All amendments, responses to questions received, and additional information will be posted on the Preston County Schools website at www.prestonboe.com or www.prestoncountyschools.com. Proposers should check this website for new information. The county will post all written questions and responses by **April 20, 2020**.

6. Evaluation Criteria:

- The evaluation selection process will be conducted in accordance with WV State Policy 8200, the lowest responsive bidder will be determined based on evaluation of the qualitative factors in addition to price. With price equaling the largest portion of the evaluation criteria.

1. **Qualifications of entity and key personnel**----- 15 points
Include recent experience conducting work of a similar scope, complexity, and magnitude for other agencies of similar size. Reference should also be included.
2. **Participation in the mandatory walkthrough**----- 15 points
3. **Submission of all documentation & complete proposal**----- 30 points
4. **Price proposal**----- 40 points

7. Responsiveness Screening:

- Proposals will be first screened to ensure responsiveness to the RFP. Preston County Schools may reject non-responsive proposals that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, Preston County Schools reserves the right to request clarifications or additional information from any or all vendors regarding their proposals.
- There will be a committee that will initially review and score all responsive written proposals based upon the evaluation process or the RFP will be awarded to the vendor with the highest evaluation score.

8. Invoicing and Payment:

- Payment for contract will not be rendered until the scope of work is completed and a walkthrough is completed and signed off on by the Director of Technology or assigned designee. The selected vendor may be required to complete a Preston County Schools New Vendor Form and I-9 Form if necessary.

Preston County Schools



Request for Proposal

Security Camera Installation

Preston High School & the Preston County Board of Education Offices

Vendor Application Form

Type of Applicant: _____ New _____ Current Vendor

Legal Contractual Name of Corporation: _____

Contact Person for Agreement: _____

Corporation Mailing Address: _____

City, State, and Zip Code: _____

E-mail Address: _____

Fax: _____

Contact Person for Proposals: _____

Title: _____

E-mail Address: _____

Business Phone: _____ Fax: _____

Is your business: (check only one)

_____ Corporation

_____ Limited Liability Partnership

_____ Sole Proprietorship

_____ Partnership

_____ Unincorporated Association

_____ Individual

Names and Titles of Persons with Written Authorization to sign Contracts:

Names

Title

Phone

1.

2.

3.

4.

5.

Notes

Federal Tax Identification Number: _____

WV Business License Number: _____

Expiration Date: _____

GENERAL TERMS & CONDITIONS (REQUEST FOR PROPOSAL)

- Awards will be made in the best interest of the LEA.
- The LEA may accept or reject in part, or in whole, any bid.
- All quotations are governed by the West Virginia Code of Policy 8200.
- All service performer or goods delivered under LEA Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these service or goods, this Purchase Order/Contract becomes void and of no effect after December 31, 2020.
- Payment may only be made after the delivery and acceptance of good or services.
- Interest may be paid for late payment in accordance with the West Virginia Code.
- Vendor preference will be granted only upon written request at the time of the bid in accordance with the West Virginia Code and LEA purchasing policy.
- The LEA is exempt from Federal and State taxes and will not pay or reimburse such taxes.
- The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- The laws of the State of West Virginia and Policy 8200 shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon written agreement of the parties.
- Bankruptcy: In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further notice.

No Debt Affidavit

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than five thousand dollars in the aggregate.

Definitions:

“Debt” means any assessment, penalty, fine, tax, or other account of money owed to the state because of a judgement, fine, permit violation, license assessment, penalty or other assessment presently due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;

“Debtor” means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions;

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership, or contract through which the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

The prohibition does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the West Virginia Code, worker’s compensation premium, permit fee or environmental fee or assessment, and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, the provisions of the exception clause (above) apply.

Vendors Name: _____

Authorized Signature: _____

Date: _____