

Huron Valley Schools

Request for Proposal

February 28, 2014

The Huron Valley Schools (also referred to as the District or HVS in these documents) will accept sealed bids for:

Access Control System

as described in the attached specifications. **Sealed bids are due no later than 2:00 PM Monday, March 24, 2014.**

A pre-bid meeting will be held at **11:00 AM Monday, March 10, 2014 at Milford High School, 2380 S. Milford Rd, Highland, MI 48357**. Contact John Tavernier, Executive Director of Technology, at 248-684-8153, BEFORE making any other site visits. Bid documents are available online at <http://www.hvs.org/bids/> or by going to the District's web site, www.hvs.org and clicking on Quick Links, then selecting Bid Registration & Information.

Sealed bids should be submitted to Sandra Elka, Supervisor of Purchasing, Huron Valley Schools, 2390 S. Milford Road, Highland, Michigan 48357. (The Administration Building is located on the same campus as Milford High School and Heritage Elementary.) Bids are to be submitted no later than **2:00 PM, Monday, March 24, 2014**. The District will not consider or accept a bid received after the date and time specified for bid submission. Bids will be publicly opened immediately following the close of receiving bids. No oral, email, telephonic or telegraphic proposals shall be considered.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

The contents of RFP and Bidder's (also referred to as Contractor in these documents) Proposal will become contractual obligations, if a contract ensues. Failure of the Bidder to accept these obligations will result in cancellation of the award. Award of a contract by the District is subject to the Contractor executing a Contract, which shall incorporate the contents of this RFP and the Contractor's Proposal and final approval if the same by the District's legal counsel.

In compliance with MCL 380.1267, the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district. The bid shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board shall not accept a bid that does not include these sworn and notarized disclosure statements.

Certified check or Bid Bond must accompany each proposal by an approved surety company in an amount not less than 5% of the proposal amount. All bids shall be firm for at least sixty (60) days from the date of opening of bids. Length of time required for completion shall be specified in the bid. All bids submitted must meet or exceed all specifications herein.

Bids are to be submitted on our Bid Proposal Form, signed by the bidder, in a sealed envelope clearly marked. Four (4) copies of the Bid Proposal Form should be addressed to the attention of:

Sandra Elka, Purchasing Supervisor
Huron Valley Schools
2390 S. Milford Road
Highland, MI 48357
"Access Control System - BID"

One (1) copy of the bid form should be retained for your files. Any questions should be referred to John Tavernier, Executive Director of Technology, 248-684-8153 or Sandra Elka, Purchasing Supervisor 248-684-8178.

INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS:

1. Proposal/Intent

Furnish materials and labor to provide and install an access control system according to the attached specifications.

Manufacturers' numbers are shown for convenience in identifying items. Manufacturers' description constitutes requirements for each such item or component.

Use of Manufacturers' numbers and other requirements set forth in Specifications are not intended to preclude use of any other approved manufacturer's products or procedures which may be equivalent, solely as determined by the Owner, but are given for the purpose of establishing standards for design, function and quality of materials, construction and workmanship.

2. Types of Proposals

Lump sum proposal.

3. Receipt of Bids

Bids will be received at Huron Valley Schools Administration Building located at 2390 S. Milford Road, Highland, Michigan 48357 no later than **2:00 PM Monday, March 24, 2014**. Bids will be publicly opened at this time. The Administration Building is located on the same campus with Milford High School and Heritage Elementary. The entrance to the campus is off Milford Road on Watkins Boulevard. The District will not consider or accept a bid received after the date and time specified for bid submission. No oral, telephonic or telegraphic proposals shall be considered.

4. Bidders' Qualifications

Bidders shall be able to demonstrate the following:

Shall be reputable, recognized organization with at least five (5) years successful experience on work of this type and scope, of equal or better quality than this project.

The District, as part of the bidder's qualifications, can include as part of the criteria for determining which vendor to recommend to the Board, information on whether the vendor or the owner is a taxpayer in the District (local vendor consideration). The bid form has a place for the bidder to indicate if they fall within this criterion. If necessary, the District will ask for information documenting this bidder's status after the bid opening.

5. Warranty

Contractor shall warranty materials and installation of all components for a period of at least one (1) year from date of acceptance by the owner of job completion.

6. Project Meeting

Pre-job conference to be scheduled within five (5) days after award, to be determined by John Tavernier, Executive Director of Technology at (248) 684-8153.

7. Work Schedule

Project Start: After award, April 21, 2014
Completion: To be agreed upon
Work Hours: All installation work must be completed after school hours or non-school days unless otherwise scheduled. After school hours will vary by location M-F 4:00-11:00pm. There will be no work scheduled for holidays or weekends. System configuration and training will be during normal business hours.

Failure to close out the punch list within thirty (30) days of the project's end shall result in a penalty of \$500 per day.

8. Clean-up and Disposal

The Contractor shall be responsible to clean-up all debris and dispose of it off-site. This MUST BE DONE DAILY. If the District has to clean up after contractors, there will be a \$500 per event fee in addition to disposal costs.

9. Damage Repair

A survey of the site will be conducted, and documented by the contractor, to determine current site conditions. The contractor shall be responsible to repair any damage to the site, which occurs during this project.

Contractors and their Sub Contractors shall park their work vehicles in the area(s) designated for parking. Contractors and their Sub Contractors shall not park or drive on sidewalks or grassy areas. There will be a \$500 fee assessed for any vehicles that are documented to be parking on sidewalks or grassy areas.

10. Submittal of Bid

Before submitting a bid, bidders shall carefully read all of the specifications in order to avoid omission or duplications. To ensure a complete project, bidders shall visit the premises, verify site conditions and conditions under which work under the contract must be conducted. Submission of a bid signifies that the bidder has visited the project premises, has made examinations and verifications and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid to the successful bidder, due to said successful bidder's failure to be so informed.

Any exceptions to the terms and conditions contained in this RFP or the form Contract attached to this RFP, if there is one attached, or any other special considerations or conditions requested or required by the bidder MUST be specifically enumerated by the bidder and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP or form of Contract cannot be met by, or in the bidder's opinion should not be applicable to, the bidder. The bidder shall be required and expected to meet the specification and the requirements as set forth in this RFP and

the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the bidder's Proposal and those exceptions or special considerations or conditions are expressly accepted by the District.

Bids shall be submitted in duplicate on forms provided by the District and shall be delivered in a sealed, opaque envelope clearly marked as to the contents to the attention of:

Sandra Elka, Purchasing Supervisor
Huron Valley Schools
2390 S. Milford Road
Highland, Michigan 48357 BID: Access Control System

11. Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board or the superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

12. Iran Economics Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, PA 516 of 2012.

13. Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least sixty (60) days after the scheduled closing time of the bid.

14. Firm Prices

Prices and notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed, in ink, by the person signing the proposal.

In the event of discrepancy between the unit price and the extension, the UNIT PRICE SHALL GOVERN. The price inserted must be net including all freight, discounts, rebates, and allowances.

15. Delivery/Installation

Time of delivery is part of the consideration. It is understood that the bidder agrees to deliver prepaid to the schools, specified from the resulting contract, all items. All cost of delivery, drayage, freight, packing, unpacking, and setup are to be included in the prices bid.

The Contractor is responsible for removing from the project all waste materials and rubbish resulting from his operations and installation including all packing cartons and debris. Removal is to occur on a daily basis. Failure to do so will result in the Owner

doing so and the cost thereof shall be charged to the Contractor as a deduction in his contract price.

The Contractor shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.

16. Termination by the District for Convenience

The District may, at any time, terminate the Contract for the District's convenience and without cause.

Upon receipt of written notice from the District of such termination for the District's convenience, the Contractor shall:

- (1) Cease operations as directed by the District in the notice;
- (2) Take actions necessary, or that the District may direct, for the protection and preservation of the Work; and
- (3) Except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further Subcontracts and purchase orders.

17. Bonds

Bid Bond or certified check, for an amount not less than five (5%) percent of the amount of the bid, must accompany each bid. The check or bond of each unsuccessful bidder will be returned within ten (10) days after the bid is awarded. Failure of any accepted bidder to enter into a contract to complete the specified work may forfeit his bid security. Failure to submit proper bid security shall constitute rejection of bid.

Performance Bond/Payment Bond

Within fourteen (14) days after date of issuance of written notice of selection for the award of a contract, which shall be considered as the notice to proceed, the successful bidder shall enter into a contract with the Owner and shall execute and file with the Owner, the following in the amount 100% equal to full contract sum.

The Performance Bond must insure the faithful performance of all provisions of the contract and satisfactory completion of the specified work, within the time agreed upon.

The **Payment Bond** must insure the payment and protection of claimants supplying labor or materials to the principal contractor or his subcontractors in the prosecution of the work provided for in the contract. The successful contractor's bond company must be listed by the State of Michigan as a licensed carrier and have an excellent or superior rating from AM Best Company.

18. Prevailing Wage

The Contractor shall be issued the prevailing wage schedule and shall pay the prevailing wage and fringe benefits in accordance with Michigan Act No. 166, Public Acts of 1965, as amended 1979 for contracts performed on State projects. These rates expire ninety (90) days from date issued. The purpose of establishing prevailing rates is to provide

rates of pay for workers on construction projects for which the state or a school district is the contracting agent and which is financed or financially supported by the state. By law, prevailing rates are compiled from the rates contained in collectively bargained agreements, which cover the locations of the state project. The attached prevailing rates provide an hourly rate which INCLUDES wage and fringe benefit totals for designated construction mechanic classifications. The overtime rates also include wage and fringe benefit totals. Please pay special attention to the overtime and premium pay requirements. The prevailing rate may be satisfied by payment in cash or payment in cash and credit for fringe benefits paid in cash or on behalf of a worker or fringe benefits provided to a worker.

The department establishes the prevailing rate for each classification of construction mechanic requested by a contracting agent prior to contracts being let out for bid on a state project. **If a contract is not awarded or construction does not start within 90 days of the date of the issuance of rates, a redetermination of rates must be requested by the contracting agent.** Rates for classifications needed but not provided on the Prevailing Rate Schedule, including rates for registered apprentices, should be obtained prior to the project award date. Contracting agents are provided Prevailing Rate Schedules for projects at no charge for copying and distribution to bidders and contractors that work on the project.

The Prevailing Wage Law requires that every contractor and subcontractor post a copy of the prevailing rates prescribed in the contract at the construction site. An accurate record showing the name, occupation, and the wages and benefits paid to each construction mechanic must be kept by the employer, and made available to the department for inspection, upon request. If the Department of Consumer and Industry Services determines that the Contractor is in violation of the Prevailing Wage Act, that will constitute a material breach of contract.

19. Safety

Under the “General Conditions of the Contract for Construction” of the contract to be awarded, the Contractor;

- a) shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures;
- b) shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the contract;
- c) shall take reasonable precautions for safety of all persons who may be affected, including employees of the Contractor and Subcontractor; and
- d) shall have an accident prevention representative at the site.

The general conditions of the contract for construction and the agreement also require that the Contractor indemnify the Owner in the event of certain claims arising out of the performance of the work.

20. Compliance with School Safety Initiative Legislation

Meeting the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

The Bidder acknowledges and agrees that the Bidder will have any and all of its installation personnel (including sub contractors) subjected to criminal history and

background checks. **Personnel that fall into this group will be working on District premises for more than one continuous week.** Criminal history and background checks will be done within a year of the beginning of the project and should be completed before work begins on this project.

The Bidder is required to provide written documentation listing all personnel who fall into the group indicated in the above paragraph. The documentation will also verify that none of the personnel have a “listed offense” as indicated below. This documentation is to be provided before the beginning of the project and updated as necessary for any additions or subtractions from the list as long as the project lasts.

The Bidder shall indemnify, defend and hold the District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Bidder’s failure to comply with the above paragraphs.

The Bidder shall be responsible for all costs and expenses associated with the above-required criminal history and background checks.

LISTED OFFENSES

1. MCL 750.145a - Accosting, enticing or soliciting child (less than 16 years of age) for immoral purposes.
2. MCL 750.145b - Accosting, enticing or soliciting child (less than 16 years of age) for immoral purposes – second or subsequent offenses.
3. MCL 750.145c - Involvement in child sexually abusive activity or material, including possession of child sexually abusive material (“child” is a person less than 18 years of age who has not been legally emancipated.)
4. MCL 750.158 - Crime against nature (i.e., sodomy and bestiality) if the victim is an individual less than 18 years of age.
5. A third of subsequent violation of any combination of the following:
 - a. MCL 750.167(1)(f) - indecent or obscene conduct in a public place;
 - b. MCL 750.335a - indecent exposure;
 - c. A local ordinance of a municipality substantially corresponding to a section described in (a) or (b), *supra*.
6. Except for juvenile disposition or adjudication, a violation of:
 - a. MCL 750.338 - gross indecency between males; fellatio or masturbation;
 - b. MCL 750.338a - gross indecency between females; oral sex;
 - c. MCL 750.338b - gross indecency between male and female persons; if the victim is an individual less than 18 years of age.
7. MCL 750.349 - Kidnapping, if victim is an individual less than 18 years of age.
8. MCL 750.350 - Kidnapping; child under 14 years of age with intent to detain or conceal from child’s parent or legal guardian.
9. MCL 750.448 - Soliciting or accosting by a person 16 years of age or older, if victim is an individual less than 18 years of age.
10. MCL 750.455 - Pandering
11. MCL 750.520b - First degree criminal sexual conduct.
12. MCL 750.520c - Second degree criminal sexual conduct.
13. MCL 750.520d - Third degree criminal sexual conduct.

14. MCL 750.520e - Fourth degree criminal sexual conduct.
15. MCL 750.520g - Assault with intent to commit criminal sexual conduct.
16. Any other violation of a law of the state or a local ordinance of municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age.
17. MCL 750.10a - Offense by sexually delinquent person (i.e., “any person whose sexual behavior is characterized by repetitive or compulsive acts which indicate a disregard of consequences or the recognized rights of others, or by the use of force upon another person in attempting sexual relations of either a heterosexual or homosexual nature, or by the commission of sexual aggressions against children under the age of 16”).
18. An attempt or conspiracy to commit an offense described in (1) through (17).
19. An offense substantially similar to an offense described in (1) through (17) under a law of the United States, any state, or any country or any tribal or military law.

21. Insurance Requirements

The Contractor shall protect, defend and indemnify the Owner, its officers, agents, servants, volunteers, and employees from any and all liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result in injury or death to any persons, and for any result in injury or death to any person, and for loss or damage to any property, including property owned or in the care, custody, or control of the Owner in connection with or in any way incident to or arising out of the occupancy, use, with this Agreement resulting in whole or in part from negligent acts or omissions of the Contractor, any Subcontractor, or any employee, agent or representative of the Contractor or any Subcontractor.

The Contractor shall maintain, at its expense, during the term of this contract the following insurance:

- a. Worker’s Compensation Insurance with statutory limits and Employer’s Liability Insurance with a minimum limit of \$1,000,000 each occurrence.
- b. Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, in the same amount made for bodily injury and property damage. The policy is to include products and completed operations, cross liability, broad form property damage, independent contractors, and contractual liability coverage. The policy shall be endorsed to provide sixty (60) days written notice to the District of any material change of coverage, cancellation, or non-renewal of coverage.
- c. If Subcontractors are likely to be used, the Comprehensive General Liability policy shall include coverage for independent Contractors.
- d. Owner’s Contractor’s Protective Policy-comprehensive in the name of the Owner, with a minimum combined single limit of \$1,000,000 per occurrence in the same amount for bodily injury or property damage.
- e. Automobile Liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan no-fault Insurance Law, including residual

liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.

- f. All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies and have an A rating by AM Best.
- g. The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract.

22. Permits, Fees, Regulations and Taxes

The Contractor shall obtain and pay for all permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of this contract, including disconnection charges, capping and unplugging utilities.

The Contractor shall be responsible for obtaining all permits and licenses necessary for the proper completion of project. Permits and licenses are available from the appropriate agencies having jurisdiction. The Contractor shall give all notices, pay all fees and comply with all laws, ordinances, rules and regulations bearing on the work.

At the completion of the project, the contract will provide to the District all paperwork related to the full execution of the permits(s), including all payments and inspections.

If any of the work of the Contractor is done contrary to such laws, ordinance rules and regulations without such notice, he shall bear all costs arising therefrom. The Contractor shall include all cost and taxes in its bid, and make proper provisions for payment of all other State and Federal applicable taxes, fees or other costs.

The District is NOT automatically exempt from State of Michigan Sales and Use Taxes. The District must pay these taxes when materials are to be incorporated into realty. Hence, for materials that are permanently attached, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the Contractor. The District is exempt from sales and use taxes if the materials are movable and are not permanently made part of the structure.

23. Bids, Notifications, Claims and Statements shall be signed as follows:

Corporations; Signature of officials shall be accompanied by a certified copy of resolution of the Board of Directors authorizing the individual signing to bind the corporation. Affix official corporate seal.

Partnerships; Signature of official shall be accompanied by a certified copy of the Power of Attorney authorizing the individual signing to bind all partners.

24. Owner Is An Equal Opportunity Employer

The Owner is an Equal Opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provisions of this order, Contractors and Subcontractors are obligated to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age or sex.

25. Michigan Right to Know Law

Huron Valley Schools will comply with the Michigan Right to Know Law by informing Contractors of hazardous chemicals to which they may be exposed. All Contractors will be required to provide Material Safety Data Sheets for any hazardous chemicals brought to the workplace. The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

26. Asbestos Hazard Emergency Response Act

As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act, each school district is responsible for providing contractors with information regarding locations of known or assumed asbestos containing material prior to the Contractor entering a building under the school district's jurisdiction. The successful bidder will be required to complete the school district's Contractor Notification forms.

27. Notification of Assumed Lead-Containing Materials

The intent of this section is to formally notify all Contractors and Sub-Contractors applying for or bidding on work covered within this specification that, due to the age of the facilities within this District, there is the presumption that building components do contain lead-based paint pursuant to OSHA definition. The District has not conducted lead-based paint inspections. As a result, all Contractors and Sub-Contractors bidding must assume that building components do contain lead-based paint.

Furthermore, all awarded Contractors and Sub-Contractors shall be responsible to comply with all applicable Federal and Michigan State lead regulations including, but not limited to, 29 CFR Part 1926.62 of the OSHA Lead Construction Standard, (Part 603 of the Michigan State Standards). All costs associated with regulatory compliance shall be borne by the Contractor and/or Sub-Contractor.

28. General Conditions

The District reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept a proposal which, in the District's opinion, is in the District's best interest.

The District reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open.

Negligence in preparation, improper preparation, errors in, or omissions from, proposal shall not relieve a bidder from fulfillment of any and all obligations and requirements of the proposed Contract Documents.

The District expects that the awarded bidder will complete the work as outlined in the specifications for the amount bid by the bidder. Any additional costs above the amount bid and awarded, must be approved by the District in advance of any work.

Voluntary alternates for bids are acceptable but should NOT be put in the space for the Base Bid on the Bid Response Form but on an attached sheet, clearly labeled Voluntary Alternative. Such Alternates should be described in enough detail for the District to understand the Bidder's intent.

Any exceptions to the terms and conditions contained in this RFP or any special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP cannot be met by, or in the Contractor's opinion should not be applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and the requirements as set forth in this RFP in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the District.

No responsibility shall attach to the District, or the authorized representatives of either one, for the premature opening of any proposal, which is not properly addressed and identified.

The Contract Documents, as outlined in the executed Agreement, shall imply the inclusion of the entire agreement between the parties thereto, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent or employee of the District or by any other person.

29. Opening and Awarding of Bids

Bids will be publicly opened at the Huron Valley Schools Administration Office, 2390 S. Milford Road, Highland, MI 48357 at **2:00 PM Monday, March 24, 2014.**

The tally sheet of the bidders' responses will be available on line approximately seven days after the opening of the bid.

The recommendation for award will be submitted to the Board of Education at the regular Board of Education Meeting to be held on April 21, 2014 at 7:00 p.m.

TECHNICAL SPECIFICATIONS:**I. OVERVIEW**

Huron Valley School District will be implementing a phased security/access control installation project throughout 17 buildings within the school district in order to contribute to a safer school environment. The District is interested in proposals from vendors with a proven track record of providing the requested technology and installation. Appendix A lists the district buildings where the security control system will be installed.

The project will consist of the installation of the following systems at each of the 17 buildings:

1. Unified Software Management System
2. Proximity card readers (access control system)
3. Electronic door strike/lock system
4. Security cameras
5. Proximity RFID cards
6. Intercom system

Typical installation in each building will be at two entrances: one main entrance and one staff entrance. Future interior or exterior doors and cameras may be added, therefore sufficient scalability is required to support the potential of up to 500 doors and cameras.

The **main entrance** at each facility will consist of the following:

1. Audio Intercom system at the Main Entrance (Front Door) to Main Office
2. Access control electronic lock system (buzzer system) to allow remote entry
3. One camera
4. Weather resistant proximity card reader
5. Electronic door strike/lock system

The **staff entrance** at each facility will consist of the following:

1. One camera
2. Weather resistant proximity card reader
3. Electronic door strike/lock system

Each proposal submitted pursuant to this Request for Proposal (RFP) should include:

1. Itemized Fee Structure that includes detailed hardware costs, software costs, and service costs;
2. Detailed description of software functionality and capabilities;
3. Detailed hardware and software specifications;
4. Recommended project plan for installation/setup, implementation, and post implementation requirements;
5. Detailed description of software and hardware support including warranties for labor and for parts.
6. End-user and administration training plan;
7. Manufacturer specification/cut sheets for the systems and equipment installed.
8. Proposal must include a list of at least 3 school references for which you have provided related hardware, software, and services for similar scale project.

9. A listing of personnel to be directly assigned to our account including their responsibilities and qualifications as it relates to this project.
10. A brief company profile including description of types and number of accounts served, number of employees and business classification.

II. MINIMUM SPECIFICATIONS

The following identifies the minimum security/access control requirements identified by Huron Valley Schools in order for a vendor to be deemed responsive. Failure to address these items would result in a non-compliant response. All proposed equipment must be new from the manufacturer and qualify for warranty and maintenance services.

1. Unified Software/Enterprise Management System (USMS) Requirements:

- a. The USMS shall support the seamless unification of IP access control system (ACS), and IP video management system (VMS) under a single platform that presents a unified security interface for the management, configuration, monitoring, and reporting of embedded ACS and VMS systems and associated edge devices.
- b. Functionalities available with the USMS shall include:
 1. Configuration of embedded systems including ACS and VMS systems.
 2. Live event monitoring.
 3. Live video monitoring and playback of archived video.
 4. Reporting, including creating custom report templates and incident reports
 5. Microsoft Active Directory integration for synchronizing USMS user accounts and ACS cardholder accounts.
 6. Dynamic graphical map viewing.
- c. The USMS shall be an enterprise class IP-enabled security and safety software solution.
- d. The system must be accessible via Smartphone and Tablet Apps
 1. Apple iPod Touch, iPhone, and iPad.
 2. Android-compatible smartphones and tablets.
 3. Functionalities
 - i) Video
 - (1) View live video.
 - (2) Monitor camera status.
 - (3) Control PTZ functionality of a camera, including access to PTZ presets.
 - (4) Save snapshots locally on the device.
 - (5) View video tied to access control events, and alarms.
 - ii) Access Control
 - (1) View cardholder picture with access-related events.
 - (2) Monitor door status.
 - (3) Unlock door
 - (4) Override unlocking or locking schedule.
 - (5) Set door in maintenance mode.
- e. **Alarm Management**
 1. The USMS shall support the following Alarm Management functionality:
 - i) Create and modify user-defined alarms. Assign a time schedule or a coverage period to an alarm. An alarm shall be triggered only if it is a valid alarm for the current time period.
 - ii) Set the priority level of an alarm and its reactivation threshold.
 - iii) Define the time period after which the alarm is automatically acknowledged.

- iv) Define the recipients of an alarm. Alarm notifications shall be routed to one or more recipients. Recipients shall be assigned a priority level which prioritizes the order of reception of an alarm.
- v) Define the alarm notification/action options. Alarm notifications shall be sent using either a sequential or an all-at-once broadcast mode.
- vi) Specify whether an incident report is mandatory during acknowledgment.
- 2. The workflows to create, modify, add instructions and procedures, and acknowledge an alarm shall be consistent for access control, and video alarms.
- 3. The USMS shall also support alarm notification to an email address. The ability to create alarm-related instructions shall be supported through the display of one or more HTML pages following an alarm event. The HTML pages shall be user-defined and can be interlinked.
- 4. A user shall have the ability to acknowledge alarms, create an incident upon alarm acknowledgement, and put an alarm to snooze.
- 5. A user shall be able to spontaneously trigger alarms based on something he or she sees in the system.
- 6. An alarm must be configured in such a way that it remains visible until the source condition has been acknowledged
- 7. A user must be able to investigate an alarm without acknowledging it

f. Threat Levels

- 1. The USMS shall support Threat Levels to dynamically change the system behavior to respond to critical events.
- 2. Threat Levels are activated and deactivated by the operator with the right privilege.
- 3. Threat Levels can be set on an area or on the entire system.
- 4. Threat Levels can affect the system behavior by executing any action available in the USMS such as: trigger output, start recording, block camera, override recording quality, arm zone, set a door in maintenance mode, etc.
- 5. The following specific actions shall be available with Threat Level:
 - i) Set minimum security clearance to restrict or permit access to cardholders on specific areas on top of the restrictions imposed by the access rules.
 - ii) Set minimum user level to automatically log out user from the USMS.
 - iii) Set reader mode to change how the doors are accessed (e.g. card and PIN, or card or PIN).
- 6. A visible notification shall be displayed when a Threat Level is activated

g. Reporting

- 1. The USMS shall support report generation (database reporting) for access control, video, and intrusion.
- 2. Each and every report in the system shall be a USMS task, each associate with its own privilege. A user shall have access to a specific report task if he or she has the appropriate privilege.
- 3. The workflows to create, modify, and run a report shall be consistent for access control, and video reports.
- 4. Access control reports shall support cardholder pictures.
- 5. The USMS shall support the following types of reports:
 - i) Alarm report
 - ii) Video-specific reports (archive, bookmark, motion, and more)
 - iii) Configuration reports (cardholders, credentials, units, access rules, readers/inputs/outputs, and more)

- iv) Activity reports (Cardholder, cardholder group, visitor, credential, door, unit, area, zone, elevator, and more)
- v) Other types of reports including visitor reports, audit trail reports, incident reports, or time and attendance reports are desirable.

h. Event/Action Management

1. The USMS shall support the configuration and management of events for access control and video. A user shall be able to add, delete, or modify an action tied to an event if he has the appropriate privileges.
2. The USMS shall receive all incoming events from ACS and/or VMS. The USMS shall take the appropriate actions based on user-defined event/action relationships.
3. The USMS shall receive and log the following events:
 - i) System-wide events
 - ii) Application events (clients and servers)
 - iii) Area, camera, door, elevator, and events (reads, hits)
 - iv) Cardholder, credential events
 - v) Unit events
 - vi) Zone events
 - vii) Alarm events
 - viii) First Person In and Last Person Out events, anti-passback events.
 - ix) Intrusion events.
 - x) Asset management events.
4. The USMS shall allow the creation of custom events.
5. The USMS shall have the capability to execute an action in response to an access control or video event.
6. The USMS shall allow a schedule to be associated with an action. The action shall be executed only if it is an appropriate action for the current time period.

i. Schedules and Scheduled Tasks

1. Schedules
 - a. The USMS shall support the configuration and management of schedules. The USMS shall provide full flexibility and granularity in creating a schedule. For example, the user shall be able to define a schedule in 1-minute or 15-minute increments.
 - b. Daily, weekly, ordinal, and specific schedules shall be supported.
2. Scheduled Tasks
 - a. The USMS shall support scheduled tasks for access control, and video.
 - b. Scheduled tasks shall be executed on a user-defined schedule at a specific day and time. Recurring or periodic scheduled tasks shall also be supported.
 - c. Scheduled tasks shall support all standard actions available within the USMS such as sending an email or emailing a report.

j. Hardware and Software Requirements

1. The USMS and embedded systems (video, and access control) shall be designed to run on a standard PC-based platform loaded with a Windows or Linux operating system.
2. The server software shall be compatible with both 32-bit and 64-bit operating systems including Windows Server 2003, Windows Server 2008, or Windows Server 2012. The client modules shall run on Windows XP, and Windows 7 or Windows 8.
3. It is preferred the USMS be compatible with virtual environment including VMware 5.5.

4. Digital floor plans will be provided to awarded vendor by Huron Valley Schools to be integrated into the Unified Software/Enterprise Management system for dynamic access and management.
2. Proximity Card Panels- The software must be currently integrated into the USMS.
- a. At a minimum the following are required:
 1. IP Based Reader Controllers with the following features and characteristics
 - a. Enclosure: Durable U/V stabilized, Flame-retardant ABS enclosure.
 - b. Preferred mullion mount
 - c. Weather Resistant
 2. Monitor Inputs: (3) three configurable inputs Outputs: (2) two TTL outputs
 3. Power: POE+, 48VDC (802.3AT compliant).
 4. ADA Compliant
 5. Stand-alone Capability
 6. Must meet the following standards:
 - a. Card Formats Read: Proprietary RFID and HID Proximity.
 - b. Operating Frequency: 125 KHz (dual modulation, FSK and ASK).
3. Electronic lock/strike system
- a. Must meet minimum requirements for both Fire and Security/burglary labeling (example: UL listed between 1,000-1500 of static strength/holding force and meet Michigan Fire Code)
 - b. Must be ADA compliant.
 - c. Must be controlled through proximity ACS in conjunction with ADA access controller.
 - d. Remote Access/Buzzer System (Main Entrances Only): Must also be remotely controlled from the Main Office from at least two separate desks in that Main Office to the Main Entrance (one door) in order to unlock the door from the phone keypad.
4. IP Camera System: Must integrate into the USMS. Camera requirements include:
- a. All cameras shall be POE. (No Analog Cameras or converting to IP.)
 - b. All cameras shall be vandal resistant, fixed dome, wall mount designed for indoor and outdoor applications. Outdoor cameras shall be sealed for outdoor use and provide IP66 protection against water, wind or dust.
 - c. All cameras shall be high definition (HD), high sensitivity integral color cameras and should accommodate monitoring visibility day and night under lowlight conditions. IP cameras must offer Wide Dynamic Range and provide a mechanical cut filter for IR Sensitivity. Administrative user(s) must have the ability to adjust the color and brightness of each camera. Remote focus and zoom is preferred. Cameras must support minimum of 720p.
 - d. All cameras shall be immune to shock and vibration and be vandal resistant by being able to withstand the equivalent of 120lbs of force.
 - e. Digital Video Recorder server will be supplied to record all video as part of this project. A minimum of 60 days of motion detection video shall be available. The desired DVR solution can be expanded in the future to handle up to 500 cameras. The DVR solution will be housed in the district's data center located at Milford High School. Rack space will be provided.
5. Proximity Cards: Must be able to serve as both a personalized access control badge as well as District Employee Identification. The district must have the ability to create Proximity

Cards compatible with Proximity Card Panels (sec II.2) and Unified Software/Enterprise Management System (sec II.1) system for over 1500 employees on site at the administration building. The proximity card must include:

- a. District logo
 - b. Employee name
 - c. Employee title
 - d. 6-digit employee identification number
 - e. Color photo at least 1"x1" 300dpi
6. Intercom System: Must communicate from the Main Entrance to the Main Office to at least two separate locations integrated through PBX or VOIP phone system.

III. INSTALLATION

The awarded vendor(s) will perform a walkthrough, with the Owner of the job sites prior to beginning installation, to determine specific installation requirements including locations of proximity card readers, cameras, and intercoms.

All equipment requiring users to log on using a password shall be configured with user/site specific password(s). No system/product default passwords shall be allowed. The awarded vendor(s) will be responsible for configuring each surveillance camera with a name chosen by the Owner along with its applicable configuration settings.

All firmware found in the products shall be the latest and most up-to-date provided by the manufacturer. If in the event that a newer firmware revision is released by the manufacturer, during the project but prior to "final" acceptance, the awarded vendor(s) will be required to deploy the latest firmware to the components/products.

IV. PRODUCT DEMONSTRATION AND TRAINING

The awarded vendor will be required to provide product demonstration and training prior to project sign-off that will include the following items:

1. Adding, creating, removing and archiving user accounts and IDs
2. Process for managing access control including time of day, day of week, location, etc.
3. Demonstrate usability of physical door locks including use of card readers and remote access from Main Office. Demonstrate access for use with ADA equipment.
4. Addition, modification, and/or restriction of user permissions.
5. Addition or deletion of surveillance cameras.
6. Renaming of a surveillance camera.
7. Modifications of the surveillance cameras settings include frames per second, sensitivity to motion, field of motion detection, work schedules, alarm notifications, etc.
8. Modification of recorder configurations.
9. Ability to add/modify cameras that are located on the digital maps.
10. Ability to export and archive of video to a file, CD and/or DVD.
11. Addition and/or modification of storage management and retention policies.
12. Applicable search techniques.
13. System and surveillance camera firmware upgrades.
14. Day-to-day management techniques of the VMS system.

V. FINAL PROJECT DOCUMENTATION

Written documentation:

All of the items below must be included in a three-ring binder that will be presented to the Owner at the “close out” meeting.

1. Inventory spreadsheet that includes the following information on the pieces of equipment (if not accessible from Unified Management Access Control System):
 - a. Manufacturer
 - b. Model Number
 - c. Description
 - d. Serial Number
 - e. Location
 - f. Asset Tag Number
 - g. IP address (if applicable)
2. Documentation (including contact information) on the equipment warranties, technical support, and applicable software assurance.
3. Manufacturer specification/cut sheets for the systems and equipment installed.
4. Installation and programming manuals for all hardware and software components.

Digital documentation:

Digital maps will be used to represent the physical location of cameras and other devices throughout the IP video surveillance system. The digital maps shall have the ability to contain hyperlinks so as to create a hierarchy of interlinked maps as a component of the USMS. (See sec II.1.j.4 for digital map integration requirements.)

VI. MAINTENANCE AND SYSTEM SUPPORT

Minimum one (1) year maintenance and system support contract is required Monday through Friday, 8:00 AM – 5:00 PM through a toll-free telephone contact support center.

If on-site technical assistance is required, the qualified technician(s) must arrive on site next business day of initial call unless the District chooses a later arrival.

Upon completion of any service/maintenance call, the Contractor shall provide the agency with a signed service report (hard copy or email) that includes at least:

- a) general statement of the problem,
- b) action taken,
- c) materials or parts used,
- d) number of hours required to complete the repairs, and
- e) the technicians' names performing the services.

VII. SYSTEM WARRANTY

1. The Vendor shall warrant all work for which materials are furnished, fabricated or field erected by the Vendor and at no cost to the District, all factory-assembled equipment for which no specified manufacturer's warranty is furnished, and all work in connection with installing manufacturer's warranted equipment. This warranty shall apply to defects in materials and to defective workmanship of any kind, by the Vendor or Vendor's sub-vendor for a period of not less than one (1) year from date of project completion.

2. In the event of failure of any work, equipment, or device performed by the Vendor, the Vendor shall repair or replace the equipment or defective work, at no cost to the District. The Vendor shall remove, replace or restore, at no cost to the District, any parts of the structure or building which may be damaged either as a direct result of the defective work, or in the course of the Vendor's replacement work or materials. Service shall be provided on site / next business day.
3. Any software updates or security patches shall be included during the 1-year period. In the event the software is licensed on an annual renewal, a minimum of 3-year subscription shall be included.
4. All warranties shall begin upon project completion / sign-off.

VIII. VOLUNTARY ALTERNATE 1

As a voluntary alternate, include the price for alternate cameras as specified below:

1. All cameras:
 - a. be standard definition (SD),
 - b. high sensitivity integral color cameras, and
 - c. should accommodate monitoring visibility day and night under lowlight conditions.
2. IP cameras:
 - a. offer Wide Dynamic Range, and
 - b. provide a mechanical cut filter for IR sensitivity.
3. Administrative user(s):
 - a. have the ability to adjust the color and brightness of each camera.
4. Remote focus and zoom is preferred.
5. Cameras must support minimum of 640x480 resolution.
6. All other requirements, including video retention, remain unchanged.

IX. VOLUNTARY ALTERNATE 2

As a voluntary alternate, the district is interested in a visitor badging systems that may or may not be compatible with the access control/proximity solution above. The visitor badging system shall: collect visitor credentials through a visitor check-in process that includes the capability to scan a state-issued ID (driver's license, passport or other ID), perform a background check through internal and external databases (e.g. internal "Do Not Release" databases and State/National Sex Offender registry, etc.) and issue a temporary visitor badge that automatically expires or alerts school personnel if not returned. The visitor badging system will provide a historical record of all visitors for a period of at least 1-year. Peripheral equipment for the visitor badging system must supported in a Windows 7 environment.

Proposals for the visitor badging system shall include a complete solution including scanning and printing hardware (not including computer), software, licensing, M-F/8-5 support services and materials for one-year.

X. EXTENDING PRICING

It is possible that the District will need to expand the scope of this project to include additional peripherals, entry doors, etc., based on the same requirements above. The District would like to use the bid pricing for the additional items, etc., for up to a year after the bid is awarded. Bidders should indicate on the bid form if they will agree to extend the pricing. It is anticipated that the additional scope will not exceed the original scope by more than 20%.

APPENDIX A

Facilities to be included as part of this project includes:

Huron Valley Schools Location List

1.	ADM	Administration Building	2390 S. Milford Road	Highland	48357
2.	APO	Apollo Community Center	2029 N. Milford Road	Highland	48357
3.	BRO	Brooks Elementary	1000 Hill Road	White Lake	48383
4.	COE	Country Oaks Elementary	5070 S. Duck Lake Road	Commerce Twp.	48382
5.	HHS/ DLC	Harbor High School/ Duck Lake Center	5061 Duck Lake Road	Highland	48356
6.	HER	Heritage Elementary	219 Watkins Boulevard	Highland	48357
7.	HIG	Highland Elementary	300 Livingston Road	Highland	48357
8.	JOH	Johnson Elementary	515 General Motors Dr.	Milford	48381
9.	KUR	Kurtz Elementary	1350 Kurtz Drive	Milford	48381
10.	LHS	Lakeland High School	1630 Bogie Lake Road	White Lake	48383
11.	LKW	Lakewood Elementary	1500 Bogie Lake Road	White Lake	48383
12.	MHS	Milford High School	2380 S. Milford Road	Highland	48357
13.	MMS	Muir Middle School	425 George Street	Milford	48381
14.	OVMS	Oak Valley Middle School	4200 White Oak Trail	Commerce Twp.	48382
15.	AXB	Oxbow Elementary	100 Oxbow Lake Road	White Lake	48386
16.	SME	Spring Mills Elementary	3150 Harvey Lake Road	Highland	48356
17.	WLMS	White Lake Middle School	1450 Bogie Lake Road	White Lake	48383

BID PROPOSAL FORM**Company Name** _____**The undersigned certifies that the bid contained meets or exceeds the attached specifications. Project will be awarded to 1 (one) contractor.**

Each proposal should include the items below attached to bid:

1. Itemized Fee Structure that includes detailed hardware costs,
software costs, and service costs..... ☐Yes ☐No
2. Detailed description of software functionality and capabilities..... ☐Yes ☐No
3. Detailed hardware and software specifications..... ☐Yes ☐No
4. Recommended project plan for installation/setup, implementation,
and post implementation requirements..... ☐Yes ☐No
5. Detailed description of software and hardware support
including warranties for labor and for parts..... ☐Yes ☐No
6. End-user and administration training plan..... ☐Yes ☐No
7. Manufacturer specification/cut sheets for the systems and
equipment installed..... ☐Yes ☐No
8. Proposal must include a list of at least 3 school references for which
you have provided related hardware, software, and services for
similar scale project..... ☐Yes ☐No
9. A listing of personnel to be directly assigned to our account
including their responsibilities and qualifications as it relates to
this project..... ☐Yes ☐No
10. A brief company profile including description of types and
number of accounts served, number of employees and business
classification..... ☐Yes ☐No

Total Bid (total should match attached detail) \$ _____

Extend pricing for up to one year after bid award? ☐Yes ☐No

Acknowledge receipt of Addendums: _____

Can you complete this project in the time line specified? ☐Yes ☐No

Please state your warranty: _____

State any prompt payment terms: _____% _____days.

Do you conduct background checks on your employees? ☐Yes ☐NoBid Bond Included? ☐Yes ☐NoFamilial Relationship Disclosure included? ☐Yes ☐NoIran Linked Business Affidavit included? ☐Yes ☐No

BID PROPOSAL FORM continued

Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R. 9.404? ☐Yes ☐No ☐Unknown

Provide your DUNS number, if you have one: _____

Local (District) Vendor or Taxpayer?

(Documentation, if necessary, will be obtained after the bid opening.)

☐Yes ☐No ☐Unknown

Do you have employees that live within the District?

(For informational purposes only.)

☐Yes ☐No ☐Unknown

At least 3 school references with contact person:

School:_____ Contact:_____

Title: _____ Phone: _____

School:_____ Contact:_____

Title: _____ Phone: _____

School:_____ Contact:_____

Title: _____ Phone: _____

BIDDING COMPANY: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME (please print): _____

TITLE: _____ DATE: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

CONSTRUCTION BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board or the Huron Valley Schools Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board are: Lisa Blackwell, Bonita L. Brown, Sean Carlson, Lindsay Cotter, Elizabeth (Beth) Lewis, Jeffrey Long, and Rebecca Walsh.

The Huron Valley Schools Superintendent is: James Baker

☐ The Following are the familial relationships:

☐ There are none.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____

does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan
My commission expires: ____/____/____

Michigan Public Act No. 517 of 2012

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Contractor

Its:

Date:

STATE OF _____)
 _____)ss.
 COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2013, by _____.

, Notary Public

_____ County, _____

My Commission Expires:_____

Acting in the County of : _____