

Pennsylvania Highlands Community College

Request for Proposal

Digital Video Surveillance System

Proposed Due Date November 20, 2009

A. Schedule of Events

<u>Activity</u>	<u>Date</u>
Release RFP	October 15, 2009
Inquiry Deadline	November 5, 2009
Proposals Due	November 20, 2009
Proposal Award	December 2009

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1. General Information

1.1 Organization Overview

Pennsylvania Highlands Community College is a post secondary educational institution with over fifteen years of experience. Pennsylvania Highlands has one main campus located in Richland Township in Johnstown, PA and an Education Center located in Ebensburg, PA. The college offers both credit and non-credit courses to approximately 1,400 students per year. Courses are also offered at various locations throughout the west-central Pennsylvania region, including, Huntingdon and Somerset counties.

1.2 Project Overview

As part of a security initiative for the recently renovated Richland Main Campus facility located in Johnstown, PA, Pennsylvania Highlands Community College intends to implement a building-wide video surveillance system. The College currently owns a small IP-based portable digital camera solution and associated control software. It is the College's desire to use the existing software with increased licensing and the acquisition of the necessary hardware and network infrastructure to support a building-wide system. The College also uses a HIRSCH Electronics system for access control to the facility and would like to interface the camera system with the access control system to provide for increased security.

The contractor will be required to provide end-user training, a 1-year warrantee for software upgrades and support along with ensuring that the proposed system will seamlessly function with the existing core network infrastructure.

2. Scope of Work/Specifications

Pennsylvania Highlands Community College intends to hire a contractor to provide the installation, configuration, and training for a building-wide video surveillance system as described herein.

2.1 Surveillance System Requirements

- 2.1.1 The proposal must involve the flexibility to implement system components in a phased approach. The first phase should include infrastructure (network, cabling, servers & etc.) and internal high-priority cameras. The second phase should include internal camera expansion to include doors controlled via the HIRSCH system. The third phase should involve external cameras.
- 2.1.2 Contractor must have engineers with Cisco networking experience. Engineers must work with college IT staff to make the necessary changes to the College IP-based network that will accommodate the proposed installation without adverse impact to the existing network.
- 2.1.3 Camera system software shall be ExacqVision and the cost for increased licenses and cameras must be part of the proposal.
- 2.1.4 Prefer a system that can interface with the current HIRSCH Electronics access control system (Velocity) for perimeter access doors and other interior access controlled locations.

- 2.1.5 Cameras shall be color digital IP-based cameras (subject to approval by the College), and shall be fixed varifocal, PTZ, or Megapixel as needed to provide clearly identifiable images.
- 2.1.6 Exterior cameras in areas of low light shall be inclusive of IT or low light capabilities to provide a clearly identifiable image when viewed. Exterior cameras should also include weatherproof housing.
- 2.1.7 For the purpose of this Request for Proposals, the number of cameras to be bid should be 39. The College reserves the right to increase or decrease the number of cameras upon award of the contract.
- 2.1.8 Approximately 39 cameras shall be installed to provide coverage to the areas of concern identified on the attached maps in Attachment A. Attachment B is provided for use by the contractor, so that contractor specific recommendations can be provided with the proposal.
- 2.1.9 When completed, the system shall provide monitoring access at multiple security levels as defined by the College and shall be inclusive of monitoring functionality via a secure off-site connection.
- 2.1.10 In addition to the initial installation of the cameras, the contractor shall provide up to 2 return visits for adjustments to cameras, systems configurations, and as required by the College.
- 2.1.11 When completed the system shall maintain 60 days of redundant storage capabilities and shall be inclusive of all necessary system hardware (surveillance system camera server(s), storage, networking, etc.)
- 2.1.12 24 hours of staff training that may be recorded by the College and retained for future use and training.

3. **Proposal Questions**

Contractors will have the opportunity to gather additional information via a scheduled visit to the campus or by submitting formal requests for information.

- 3.1** Prior to the inquiry deadline of November 5, 2009, contractors will have the opportunity to visit the campus to inspect the location and the existing systems. Visits may be arranged by calling 814-262-3825 for an appointment.
- 3.2** All question regarding this Request for Proposal with the exception of the pre-scheduled on-site visits should be directed to:

Ms. Danielle B. Gerko, Director of Information Technology
PHONE (814) 262-3825 FAX (814) 269-9701
E-Mail: dgerko@pennhighlands.edu

Questions must be submitted in writing by e-mail or fax. Questions will only be accepted until November 5, 2009. We will not respond directly to the company/person asking the question. Questions we feel need to be responded to will be answered in the form of an email and sent to all potential respondents on/about November 6, 2009.

4. **Proposal Submission**

Proposals will consist of technical and cost proposals, contractor qualifications/experience, and references. Technical Proposals will contain, at a minimum, an executive summary, product literature, warranty terms & conditions and a statement that the product proposed meets the specifications or notation of exceptions and that the product proposed is suitable for the purpose intended. Proposals must fully address the SCOPE OF WORK and SPECIFICATIONS described herein.

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

The Proposal packet must contain one (1) original and three (3) copies of the proposal. The original must be clearly marked "Original" and the Proposal packet should be delivered Sealed.

The Proposals must be addressed to and received at the Business Office of Pennsylvania Highlands Community College, address 101 Community College Way, Johnstown, PA, 15904, **no later than 3:00 P.M., November 20, 2009.**

The following information must be clearly visible on the outer most Proposal Packaging:

Request for Proposal: Digital Video Surveillance System
Proposal Closing Date: November 20, 2009 Time: 3:00 p.m.

5. Attachment A – Proposed Camera Locations



Pennsylvania
Highlands

EXISTING RICHLAND HIGH SCHOOL / ADA ROOM NUMBERING PLAN & CONSTRUCTION DRAWING ROOM DESIGNATIONS

JULY, 18/2007

