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TO: SCHOOL BUS DIGITAL SECURITY CAMERA SYSTEMS

FROM: RICHMOND COUNTY BOARD OF EDUCATION

DATE: MARCH 9, 2010

SUBJECT: SCHOOL BUS DIGITAL SECURITY CAMERA SYSTEMS RFP #10-507

You are invited to bid on School Bus Digital Security Camera Systems. Items will be F.O.B. Augusta, Georgia marked for and delivered to the Department of Maintenance and Facilities, 1781 15th St., Augusta, Georgia, 30901, marked to the attention of Mr. Benton Starks, Senior Director of Facilities Services or Mr. Adam Flono, Director of Maintenance and Custodial Services.

All freight, delivery, installation, training and associated charges **MUST** be included in the bid price. **THIS DEPARTMENT WILL NOT ACCEPT ANY OVER OR UNDER SHIPMENTS. PLEASE INDICATE PACKAGING CLOSEST TO AMOUNT SPECIFIED.**

The company awarded the bid is expected to have delivery and installation completed within **thirty (30) days after receipt of purchase order**. If you are unable to meet this criterion, please do not submit a bid for this order. Also, note further requirements under the following GENERAL CONDITIONS:

GENERAL CONDITIONS

- 1. TIME AND PLACE:** Bids will be received by the Richmond County Board of Education **until 3:00 p.m., on Tuesday, March 23, 2010**, at 864 Broad Street, Augusta, Georgia 30901. Late bids will not be considered.
- 2. BID FORM:** Each bid must be submitted on the provided bid form
- 3. SEALED BID REQUIREMENT:** Each bid must be submitted in a sealed envelope addressed to Dr. Dana T. Bedden, Superintendent of Schools, c/o Mr. C. Gene Spires, Senior Director, Richmond County Board of Education, 864 Broad Street, Augusta, Georgia 30901. Each sealed envelope containing a bid must be plainly marked on the outside **"SCHOOL BUS DIGITAL SECURITY CAMERA SYSTEMS RFP#10-507"**, and the envelope must bear on the outside the name and complete address of the vendor. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to Dr. Dana T. Bedden, Superintendent of Schools, c/o Mr. C. Gene Spires, Senior Director, Richmond County Board of Education, 864 Broad Street, Augusta, GA 30901.

- 4. DELIVERY AND FREIGHT REQUIREMENTS:** Bids prices will include delivery, freight, installation, training and associated charges with delivery to be made to Richmond County Board of Education, Department of Maintenance and Facilities, 1781 15th Street, Augusta, Georgia, 30901.
- 5. NON-WITHDRAWAL PERIOD:** Bids may not be withdrawn for a period of thirty (30) days from date of bid opening.
- 6. MULTIPLE ITEM REQUIREMENTS:** Vendor must submit bids on all items listed.
- 7. STIPULATION FOR BID PRICING:** The price quoted should remain firm for one (1) full year from the bid closing date of March 23, 2010. If this is not agreeable, bidder should state this fact as an exception to the bid and specifically indicate the length of time the price quote will be accepted.
- 8. RIGHT TO RE-BID:** The Richmond County Board of Education reserves the right to reject any and all bids and to waive informalities and technicalities.
- 9. AWARD METHOD:** The bid will be awarded to the vendor who meets all specifications as listed herein and whose product provides the best overall value to the Richmond County Board of Education.
- 10. NOTIFY** the Department of Maintenance and Facilities at (706) 737-7189, TWENTY-FOUR (24) HOURS PRIOR TO MAKING DELIVERY.
- 11. WARRANTY:** The successful vendor will provide, to the Richmond County Board of Education, in writing, a warranty to replace or repair at no expense to the Board any or all items found to be defective in materials, workmanship or damaged in shipment for a period of one (1) year from date of installation and acceptance by the Senior Director of Facilities Services. If there is a standard warranty for a period of longer than one (1) year, then it will be provided in lieu of the above.
- 12. TIME OF THE ESSENCE:** TIME IS OF THE ESSENCE. FAILURE OF THE SUCCESSFUL BIDDER TO DELIVER THE MERCHANDISE WITHIN THE REQUIRED TIME SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT. IF A BREACH OCCURS, THE VENDOR MAY BE RESPONSIBLE FOR ANY DAMAGES THE SCHOOL SYSTEM INCURS, MAY BE REMOVED FROM THE BID LIST AND WILL FORFEIT THE BID BOND.
- 13. BID BONDS:** Bid Bonds shall be required. However, they will not be required to be posted by the successful bidder until ten (10) days after the bid is awarded, except where there are extenuating circumstances such as an emergency. Furthermore, the vendor will be required to post a bid bond equal to five per cent of the amount of business actually awarded. Hopefully, this will insure that a small vendor will not have to post the bond unless it is the successful bidder. Furthermore, many bid items are

multiple and the bids are awarded to a number of low vendors, depending on the particular item. Under this modification, the vendor will only post a bond equal to five per cent of the actual amount awarded to each vendor and will allow small vendors to more fairly compete.

- 14 CONDITIONS ALLOWING REMOVAL FROM BID LIST:** Any of the following conditions, depending on severity, may cause removal from the bid list:
- a. Failure to meet warranty requirements.
 - b. Failure to meet time limitations.
 - c. Failure to make timely delivery.
 - d. Attempt to deliver substitutions.
 - e. Failure to post bid bonds.
 - f. Failure to comply with the terms of the contract because of a misquote other than an obvious typing error or obvious low or high bids.
- 15. BID LIST:** The Richmond County Board of Education maintains a bid list for many categories that are let for bid each year. Please contact Amy Bauman in the Business Office at (706) 826-1298 or at baumaam@rcboe.org if you have questions concerning the bid list.
- 16. QUESTIONS, REQUESTS FOR CLARIFICATION, OR INTERPRETATIONS REGARDING THIS REQUEST FOR PROPOSAL:** All communications concerning this request for proposal must be submitted in writing by fax or electronic mail to:
- Richmond County Board of Education
Attn: Ms. Amy Bauman
Business Office
864 Broad Street, 4th Floor
Augusta, Georgia 30901
Fax #706-826-4612
Email baumaam@boe.richmond.k12.ga.us

Only written questions submitted by fax or email will be accepted. No response other than what is written and distributed by the Business Office will be binding upon the Richmond County Board of Education.

Originating departments may be called upon for clarification in their area of expertise at the discretion of the Business Office. Written responses to questions, requests for clarification, or interpretations will be furnished to all participating vendors.

All requests for clarification or interpretations must be submitted to the Business Office on or before the close of business **March 16, 2010**, 5:00 P.M.

- 17. ADDENDUMS:** In the event an addendum becomes necessary, it will originate in the Business Office and will be distributed by fax or email to all participating vendors. Any addendums issued during the time of the request for proposal distribution should be acknowledged by the participating vendor and attached to their response form.

SPECIFICATIONS:

PROJECT DESCRIPTION: The Richmond County Board of Education requests a bid for the purchase of up to two hundred (200) digital security camera systems to be placed on school buses. Each system will consist of a recorder capable of recording at least two cameras with two compatible cameras to be installed on each school bus. Installation of the bus digital security systems (one (1) recorder, two (2) cameras, and wiring) must be included in the bid price. Equipment will comply with the specifications listed. Please note that this bid request is for the evaluation of cost. The final determination of the quantity of school bus digital camera systems will be made based on cost and the availability of funds.

SECURITY CAMERA SYSTEM RECORDERS:

- a. Recording capacity shall have a minimum of 30 frames per second from each of the cameras.
- b. Recording storage capacity will be sufficient to store recordings for one operations month (approximately 300 hours recording for both cameras).
- c. Must be capable of recording 30 frames per second at 720x480.
- d. Recording media will be hard drive based.
- e. Hard drive storage capacity must be a minimum of 160GB.
- f. Recorder must provide capability to select from full-time recording and programmable start/end times or after the bus has been idle for longer than a set period.
- g. Synchronized audio/video multi-channel video viewing from the installed video cameras and microphones.
- h. Must use smart speed and smart start and have OSD with remote or mouse, web browser.
- i. Richmond County Board of Education vehicles operate from early in the morning until late at night on both dimly lit city streets and dark rural routes. The cameras must maximize image quality and automatically adjust through the changing lighting conditions to provide a good quality image.
- j. Digital recording unit shall power down at a user selectable time after switched power is removed.
- k. System shall tolerate having power removed suddenly with no negative effect on the recording system, system hardware, operating system, stored data/video/audio, or on the system's ability to function normally once power is restored.
- l. Vibration resistant recording unit capable of rigorous demands associated with public school bus operations.
- m. DVR weight with lockbox must not exceed 5.31 lbs.
- n. Capable of recording events while the school bus ignition is OFF for a pre-programmable time period.
- o. Capable of optional event recording such as transit vehicle speedometer.

- p. Digital recording unit must support continuous "loop" recording. The system shall be adequately installed to withstand the rigors (start/stops, shocks and vibrations) of a public schools bus as well as temperature changes from summer highs of 100+ degree heat to winter of 0 degrees Fahrenheit.
- q. The system shall be encased in a key-operated locking enclosure.

CAMERAS:

- a. Camera must be "dome" series camera.
- b. Construction must be of solid materials that will withstand the rigors expected to be encountered inside a school bus.
- c. Dome to be constructed of impact-resistant polycarbonate, anti-glare, scratch-resistant hard coating, and UV protected.
- d. Height of the camera (base to top of dome) not to exceed 3.5 inches.
- e. Camera must be capable of vertical or horizontal surface mounting
- f. Camera should be lightweight, not to exceed one pound
- g. The cameras shall be mounted in a tamper resistant housing. Dome type camera housings mounted on the ceiling of the bus is preferred.
- h. Camera wiring will be hidden with no visible surface wiring
- i. Camera installation cost to be included in bid price
- j. Camera system must be fully compatible with the recording device and all specifications as listed for the recording device herein.

VIDEO PLAYBACK MINIMUM REQUIREMENTS:

- a. Tamper proof recording format, recorded data shall be deemed acceptable as evidence in legal proceedings.
- b. Must provide on-screen display, voltage, time & date, HDD size, percentage full, alarm counts and internal temperature.
- c. Captured incident clip/event shall be date and time stamped.
- d. Captured video shall have a zoom function to allow the system user to zoom in on a particular area of the recorded video.
- e. Industry standard video format for playback on a standard purchase Windows-based Personal Computer.
- f. Video manipulation with ability to clip segments and capture still images. Ability to easily transfer video clips and still images to industry standard CD-ROM, USB/flash memory stick or DVD formats.
- g. Capability of recording incident clips/events in a format that does not require additional software to playback on a Windows-based standard Personal Computer.
- h. Video playback from removable hard drive recording media shall take no more than 60 seconds to access and view on Personal Computers.

WIRING AND CABLING:

- a. The selected vendor shall install all wiring and cabling in a manner that makes it inaccessible during normal operations and all wiring shall be hidden from view.

- b. The vendor shall submit wiring and cabling diagrams of installed video/camera equipment upon completion of installation.
- c. All connectors and sockets shall be of positive locking design and shall be equipped with rust inhibiting contacts. Plug-in connectors shall have soldered wiring. Connections shall be made at terminal block ends or be soldered.
- d. Wiring shall be uniformly color coded and tagged.
- e. The power source wires must be sized appropriately to meet specified requirements for unit start-up and normal operation and should prevent unacceptable voltage drops.
- f. Wherever there is a possibility of interference, wiring and interconnecting cables shall be properly shielded. Video and audio cables shall be gauged to minimize signal loss.
- g. A protective plastic or rubber grommet must be installed in every hole that provides passage for conduit or wiring to avoid chaffing or cutting of the conduit or wiring.
- h. Conduit shall be installed and secured in all vehicles.
- i. All wires and cabling shall be concealed in a vandal resistant manner.

SYSTEM INSTALLATION AND PLANNING:

- a. The vendor shall conduct a detailed survey of each school bus type and develop a vehicle layout plan documenting the location and "field of view" for each vehicle type in the fleet. The "field of view" will include provisions for two (2) cameras to be mounted inside the school bus cabin.
 - (i) One camera will be positioned on the ceiling of front bulkhead of the bus pointing towards the rear of the school bus. The camera will be of appropriate focal length to provide for a view that captures the immediate area below the camera to a distance of approximately $\frac{1}{3}$ the length of the school bus.
 - (ii) One camera (the second camera) will be positioned on the ceiling at a location approximately $\frac{1}{3}$ to $\frac{1}{2}$ the distance from the front of the bus. The camera will be of sufficient focal length to provide for a view that captures students in the back half of the bus to the rear exit door of the school bus.
- b. Vendor shall assist Richmond County Board of Education in test implementation of the proposed system in order to ensure that they satisfactorily meet the needs and security goals of the school system.
- c. Vendor shall provide installation, documentation, maintenance and user training for selected staff.
- d. Vendor shall conduct final acceptance testing as deemed satisfactory by the Richmond County Board of Education.
- e. Vendor shall provide a minimum one year warranty on all equipment and shall maintain this equipment during the warranty period.

SPARE PARTS:

Vendor shall provide a list of recommended spare and replacement parts.

TRAINING:

Factory authorized training in operation and maintenance for School Bus Digital Security Systems shall be provided to four (4) Maintenance and Facilities technicians. All associated costs, including cost of training, travel to and from training sites, meals, lodging, special tools needed for repair and materials required including laptops and software if needed for diagnostic purposes, shall be at the contractor's expense. If training is not required at the determination of the Senior Director of Facilities Services, that portion determined not necessary may be deducted from training costs.

BID FORM

Brand Name and Series	Technical Data Attached
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Type of Equipment Provided: _____

Cameras (200) Sets: \$ _____

Recording Device (100) Each: \$ _____

Installation Per Bus: \$ _____

Associated Charges (specify): \$ _____

Training Costs: \$ _____

Unit cost of Camera Systems (one (1) recorder, two (2) cameras, installation, etc.) per bus. \$ _____

The above prices are firm for one (1) year from the closing date in the bid documents

Yes _____ No _____

Vendor must specifically list all exceptions below:

Exceptions: ☐ NONE

☐ As Stated Below _____

Signature

I certify that the equipment provided by my organization meets the letter and intent of the specifications outlined in the bid.

Date: _____ Phone: _____ E-mail: _____

Name of Firm: _____

Address: _____

Signature: _____