

North Putnam Community School Corporation REQUEST FOR PROPOSAL (RFP)

Security System

Issue Date: 4/23/2018

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through fair and competitive negotiations for additions to the district's surveillance system and to provide a security panic button system for all four schools.

INTRODUCTION

North Putnam Community School Corporation is located just thirty miles west of Indianapolis. The corporation includes one high school, North Putnam High School; one middle school, North Putnam Middle School; and two elementary schools, Roachdale Elementary and Bainbridge Elementary. The 2017-18 student enrollment for the district is approximately 1400 students.

BACKGROUND

- North Putnam Community School Corporation currently has a surveillance system in all their buildings, except the high school. The existing surveillance system uses the *exacqVision* platform. This RFP is to equip the high school with a compatible surveillance system as the other buildings and to provide a panic button system for all four schools - North Putnam High School, North Putnam Middle School, Bainbridge Elementary, and Roachdale Elementary.
- North Putnam Community School Corporation **reserves the right to adjust quantities prior to purchasing** to meet the needs of the corporation.
- **No alternative equipment will be accepted without the approval of the school corporation.**
- North Putnam Community School Corporation maintains a technology managed services contract with Five-Star Technology Solutions who provides technical expertise regarding the network infrastructure of the school district. Five-Star Technology consulted in the drafting this RFP.
- Questions may be submitted to Daniel Noel, Superintendent, through email at dnoel@nputnam.k12.in.us or by phone at 765-522-6218. Answers to questions may be shared with other vendors if necessary to provide clarification to the RFP process.

OPTIONAL SITE VISIT DATE FOR CABLING

Vendors interested in bidding may attend a scheduled site survey held on May 2, 2018, 10:00 AM EST at the following location:

North Putnam High School
#1 Cougar Drive
8869 N. County Rd. 250 East
Roachdale, IN 46172

Please notify Brad Fischer at bfischer@five-startech.com on your intent to participate in the site visit so we can have building maps etc. available for participants.

If you are not able to attend the site visit, but still plan on submitting a proposal, please send your contact information to Brad Fischer by May 2, 2018 in order to receive any updated information that may be shared throughout the bidding window.

PROPOSAL SPECIFICATIONS

Scope of Project

Provide video surveillance solution for North Putnam High School in order to provide appropriate documentation of events for administration, and provide emergency personnel with a gateway to see inside the building. The general expectation is that all hallways and common areas be covered by the system.

The installed video surveillance system must be fully interoperable with the district's existing *exacqVision* Surveillance system and cameras installed in the other three school buildings -- allowing the district a single management point for user ID maintenance and configuration and a company able to fully support all systems installed.

Provide appropriate community partners and law enforcement officials the tools, access, and training to leverage these systems to effectively respond to a problem on our campus.

Provide a turn-key solution including, but not limited to, cameras, cabling, mounting hardware, storage, licensing, installation, documentation, technical assistance, maintenance, and training.

Cabling and installation will need to be done at times and in a manner that minimizes any disruption to the learning environment. Although cabling in closets, etc. may be completed during normal business hours, cabling in classrooms or hallways will need to be coordinated in advance with the owner and likely completed at times outside school hours.

Listed below are part numbers and quantities suggested for the proposal. **Vendors may submit alternative bids for equipment if they can demonstrate equal quality and**

interoperability and unified support of all systems. No alternative equipment will be accepted without the approval of the school corporation.

General Specifications of Surveillance System

- Remote troubleshooting, configuration, system health monitoring, and notification
- Utilize the District's existing LAN/WAN infrastructure for access to camera and server user interface
- Allow for an expanded number of servers, cameras, and user accounts to be configured into one logical enterprise implementation with a single Graphical User Interface (GUI)
- Allow for a single management point for user ID maintenance and configuration
- Provide for a "live view" of any camera included in the video network
- Coordinate with District staff to identify appropriate locations and technology to fulfill the stated intent of this project. See attached diagrams of existing planned camera placement
- Utilize LAN/WAN, intranet, and/or Internet for delivery of interface to users using standard TCP/IP ports
- Allow IP cameras' Live View functions to be configured to minimize impact of video feed to minimally impact network bandwidth

Cameras

- Provide, install, program, aim and focus forty-four (44) Acti A92 cameras in designated locations as approximately located on the map.
- Provide, install, program, aim and focus seven (7) Acti E77 cameras in designated outdoor locations as approximately located attached map.
- Provide, install, program, aim and focus four (4) Acti E77 cameras in designated locations in the gym as approximately located on the map.
- Final quantity, locations, and views to be approved by North Putnam Schools.
- Cameras are to be set up to record based on motion settings and sensitivity must be approved by North Putnam Schools.
- Maps with approximate locations of cameras will be provided to those at the site visit and to those that notify Brad Fischer at bfischer@five-startech.com on your intent to participate in the bid.
- In order to have a consistent comparison on bids, the district is requesting all bidders respond with pricing for the quantities of cameras listed above. If a bidder feels more or less cameras would accomplish the same functional objectives, bidders should specify and provide separate pricing for the quantity of cameras they are recommending. See *Alternate Quotes* section of this document.

Storage/Management/Server

- Provide, install and program rack-mount server(s) in the designated data racks with sufficient storage, memory, and Exacqvision Professional Licenses for all cameras with

the specified retention below. Solution must be fully interoperable with the existing *exacqVision* Platform

- Provide solution for 30 days of recordings @ 20fps
- Storage shall be high compression with minimal loss of clarity

Cabling Specifications:

- Provide and install Cat6 plenum rated cable from the designated IDF/MDF to each camera location as noted on the drawing. Please provide a patch panel for the IDF/MDF rack and Cat6 jack at the camera location with 3 foot patch cables for each end from the patch panel to the switch and the jack to the camera. Each cable should be tested and certified to ANSI/TIA Gigabit standards T568B and test results provided to North Putnam Schools. Please leave twenty (10) feet of extra cable (where it will not exceed certification distance limitations of 300'). If any location will require a distance greater than 300' North Putnam Schools should be consulted and approve.
- All Cat6 cabling to be a color specified by the owner in order for to draw distinction between existing network cables.
- **Structured Cabling** – Install/Terminate cabling per Manufacturer's requirements and in accordance with the following Standards:
 - *ANSI/TIA/EIA-568-B.1* – Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
 - *ANSI/TIA/EIA-568-B.2* – Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components
 - *ANSI/TIA/EIA-569-B* – Commercial Building Standard for Telecommunications Pathways and Spaces
 - *ANSI/TIA/EIA-606 (A)* – The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
- **Testing/Certification** – All Cables need to be Tested/Certified to manufacturer's specifications and in accordance with applicable cabling standards. Documentation of testing/certification results to be provided to customer at completion of job.
- **Documentation** - All Cables/Patch Panels/Wall Jacks need to be properly labeled and documented. Documentation scheme will be provided to customer at completion of the job.
- **Cable** – Cable must be of a high quality, the following Manufacturers are suitable for this job – General Cable, Belden, Berk-Tek, Mohawk, or Commscope. Category 6 Cable will be used throughout and verification of plenum airspace restrictions needs to be obtained from HVAC contractor.
- **Raceway, Patch Panels, Outlets** – The same name brand, rated equipment will be used throughout the job. Acceptable Manufacturers are Panduit, Leviton, Wiremold. Other manufacturers may be used after customer approval of the product. The same manufacturer should be used from Wall jack to Patch Panel.
- **Additional Vendor Info** - Vendor is responsible for providing their own man lifts where needed. Core drilling is the responsibility of the vendor where needed. Fire caulking must be included where needed. Exposed cables need to be in a wire mold or EMT. Vendor is responsible for permit if needed for boring work. Vendors will provide

the district with detailed as built drawings of cabling installations and camera locations. (Digital and paper copy).

Training

- Train appropriate school personnel on the the effective use of the camera surveillance system.
- Provide appropriate community partners and law enforcement officials the tools, access, and training to leverage these systems to effectively respond to a problem on our campus.

Alternate Quotes:

- Alternate #1 - More/Less Cameras Based on Bidder Expertise - Should the bidders professional experience justify an adjustment in the quantity of cameras recommended to achieve the same functional objectives in this RFP, specify the quantity adjustment and the total price increase or decrease in making that adjustment.
- Alternate #2 - Live Monitoring Displays: Provide and install Cat6 network connection, electrical outlet, 1 Flat Screen 46" TV, and other necessary equipment and cabling to display live camera footage in each of the following locations: Principal office, Assistant Principal office, Main Office, and Athletic Director Office.
- Alternate #3 - Additional Exterior Cameras: Provide, program, aim and focus 15 additional wireless outdoor cameras and servers and storage for the additional video footage. See designated areas on the map.
- Alternate #4 - High School Panic Button - Provide a method for North Putnam High School to notify the county 911 dispatch center discreetly and without the need for the person to pick up a phone. Train appropriate school personnel on the use of the "panic button."
- Alternate #5 - Middle School Panic Button - Provide a method for North Putnam Middle School to notify the county 911 dispatch center discreetly and without the need for the person to pick up a phone. Train appropriate school personnel on the use of the "panic button."
- Alternate #6 - Bainbridge Elementary Panic Button - Provide a method for Bainbridge Elementary School to notify the county 911 dispatch center discreetly and without the need for the person to pick up a phone. Train appropriate school personnel on the use of the "panic button."
- Alternate #7 - Bainbridge Elementary Panic Button - Provide a method for Bainbridge Elementary School to notify the county 911 dispatch center discreetly and without the need for the person to pick up a phone. Train appropriate school personnel on the use of the "panic button."
- Alternate #8 - Aruba Network Switches - Provide and mount network switches for cameras in the data closets determined by the district as specified below:
 - Mfg. Part #: JL356A#ABA - Aruba 2540 24G PoE+ 4SFP+ Switch 24 ports - Qty 4
 - Mfg. Part #: J4859C - Aruba X121 1G SFP LC LX Transceiver - Qty 6

- Mfg Part # PRO-LC-LC-3M5OM4 - Proline 3M LOMM OM4 Fiber Male LC/LC 40/125 Aqua Duplex Cable - Qty 6

IMPLEMENTATION TIMELINE

North Putnam School Corporation plans to make a recommendation to the School Board of Trustees at the May 15, 2018 board meeting with installation beginning in June 2018.

Installation completion deadline is August 1, 2018.

QUOTE SUBMISSION

1. Proposals are to be submitted in a sealed envelope marked North Putnam School Corporation High School Surveillance System Bid. The following individual will be the primary contact person during the bid process.

North Putnam Community School Corporation
Daniel A. Noel
300 North Washington Street
Bainbridge, IN 46105

2. Questions and/or clarification of items in the RFP should also be communicated to Daniel Noel, Superintendent, through email at dnoel@nputnam.k12.in.us or by phone at 765-522-6218.
3. It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
4. All proposals should include a pricing summary on the first page of the proposal using the template provided at the end of this document.
5. Proposals must be received by **8:00 AM May 7, 2018**.
6. All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than sixty (90) days from the proposal due date.
7. The bidder's written proposal will be the basis for selection. However, following an initial screening of all quotes received, North Putnam Community School Corporation may request additional information, clarification, or an on-site presentation.
8. Structure your proposal based on the information requested above. Please insure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at sole discretion of North Putnam Community School Corporation.

9. The additional following information must be included with each vendor's quote:
 - a. description of the company location and the number of years in business.
 - b. description of experience for similar projects.
 - c. a list of not less than three (3) references for similar projects performed.
 - d. current hourly support rates for work outside the initial scope of work
10. North Putnam Community School Corporation reserves the right to accept or reject any or all responses to the RFP and to enter into discussions and/or negotiations with more than one qualified proposer at the same time should that action be in the best interest of the schools.
11. Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
12. By submitting a quote, the Bidder represents that it has read and clearly understands this RFP and that it is capable of providing the required services on the agreed contract commencement date.
13. Failure to submit a quote response on time may constitute grounds for the rejection of the quote.
14. Vendor to quote only brand new (no refurbished) equipment.
15. The school corporation is tax exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
16. The vendor shall include warranty information for all equipment offered with the proposal.
17. Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.

GENERAL RULES APPLICABLE TO THE SELECTION PROCESS

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- The district is looking for a solution that balances cost with functional benefits. The selected vendor will be the one that provides the solution that best meets the district needs, with price being one - but not the only - factor.

- For the purpose of assuring the North Putnam Community School Corporation of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- The school corporation reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references.
- Vendors shall furnish the school corporation with brochures, documentation and specification sheets, if requested.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications.
- The school corporation reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.
- Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.
- The vendor shall submit an invoice upon acceptance of completed services, payment will be made within sixty (60) days.
- Reference checks may be conducted for the selected number of top-ranking vendors.

**Response to North Putnam Community School Corporation
High School Surveillance System Request for Proposal
(Complete and include as first page in your proposal.)**

Contact Information:

Quote Date:		Sales Rep. Email Address	
Company Name:		Sales Rep Phone Number	
Address:			

Required Items:

Item	Summary	Total Price
Base Package		
Alternate #1 - More/Less Cameras Based on Bidder Expertise		
Alternate #2 - Live Monitoring Displays		
Alternate #3 - Additional Exterior Cameras		
Alternate #4 - High School Panic Button		
Alternate #5 - Middle School Panic Button		
Alternate #6 - Bainbridge Elementary Panic Button		
Alternate #7 - Bainbridge Elementary Panic Button		
Alternate #8 - Network Switches		
GRAND TOTAL		

Provide statement on the terms of the warranty for parts and labor.