

**LONGVIEW INDEPENDENT SCHOOL DISTRICT
RFP – SECURITY CAMERA
SYSTEM PROJECT**

Bids Due 01/28/2022 by noon

Section 1 – Purpose & Background

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purchase, configuration, and installation of a camera solution system for the parking lot at Longview High School and associated cabling along with warranty and support of the camera system for the Longview Independent School District. The District intends to utilize this security camera system in its high school parking lot. Minimum inclusions:

6 multi sensor dome cameras (4x4k)

2 outdoor vandal resistant dome cameras (4k)

8 network drops and set up and configuration of camera

8 wireless access points including cabling and installation

1 8port switch with power supply and NEMA enclosure

3 solar power kits including installation and configuration

1 redundant power supply 2 U rack server to include CPU, 24 TB storage, ethernet ports, keyboard mouse, rack rails with video insight express

1 laptop for surveillance monitoring

all necessary wall mount and shroud brackets, adapter boxes, and equipment rental

warranty for parts and labor

warranty for camera parts

The intent of this RFP is for the Longview Independent School District to obtain a turn key, fully installed and configured camera system on its high school campus parking lot that will provide adequate coverage and will be able to identify individuals involved in security breaches, vandalism, or disciplinary situations. The solution should include transitioning from existing system to new system with minimal downtime.

Potential bidders must contact Dianne Parr by email at dlparr@lisd.org before preparing a proposal. Questions regarding the RFP should be submitted to Dianne Parr via email at dlparr@lisd.org and responses will be sent to all potential bidders.

Section 2 – RFP Instructions & Conditions

Proposal Preparation & Submission Requirements

In order to be considered, bidders must submit three (3) hardcopies of the proposal and one electronic copy. Proposals shall be signed and submitted sealed with the envelope plainly marked with the title SECURITY CAMERA RFP. Proposals shall be delivered to:

Wayne Guidry, Longview Independent School District, Business Office, 1301 East Young Street, Longview, Texas 75606.

PROPOSALS MUST BE RECEIVED BY 1/28/2022. Proposals submitted after that time and date will be rejected.

Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Bidder's capabilities to provide the required services.

Bidders must include at least the following information, data and responses in their proposals:

- (1) Full name, principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).
- (2) If incorporated, include the State in which it is incorporated, and list the name(s) and occupation(s) of those individuals serving on the board of directors, along with the name of any entity or person owning 10% or more of the corporation.
- (3) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.
- (4) A summary description or work plan which describes how Bidder intends to perform the required services as well as a description of any involvement and responsibilities which would be required of the District.
- (5) The name(s) of the employees, person(s) or contractor(s) proposed to perform the services, along with a description of the qualifications and experience of each.
- (6) Description of the manner by which Bidder proposes to be compensated for the services to be provided, including a listing or schedule of fees, commissions, costs and expenses, including reimbursable costs and Bidder's total cost for the services to be provided.

Bidders must provide evidence or information as to their financial condition and stability.

Bidders must provide a minimum of three (3) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which Bidder has provided like services.

Bidders must state whether they have been involved in any litigation during the last three (3) years, and if so, describe any such litigation.

Prevailing Wage

Should follow prevailing wage laws as applies.

Award

Award(s) will be made to the responsive and responsible Bidder(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. The District may request additional information and/or an interview with some or all Bidders as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Bidder.

Right to Reject

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

Proposals Final

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

Cost of Preparation

The cost of preparing and submitting a response to this RFP will be assumed solely by each Bidder, whether or not any agreement is signed as a result of this RFP.

Ownership of Submittals

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Bidder and the District.

RFP Interpretation

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

Contract

The Longview Independent School District Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be received no earlier than February 14, 2022. The successful Bidder will be required to enter into a written contract with the District which will include, but not be limited to, the scope of services described herein and the contract provisions included herein.

Insurance Requirements

1. Commerce General Liability:
 - a. Medical Expense (any person): \$ 1,000
 - b. Personal & Adv. Injury \$1,000,000
 - c. General Aggregate: \$3,000,000
 - d. (Errors & Omissions)
2. Automobile Liability: \$1,000,000
(combined single limit)
3. Workers Comp & Employer Liability: \$1,000,000
(each accident)
 - a. E.L. Disease – each employee \$1,000,000
 - b. E.L. Disease – Policy Limit \$1,000,000
4. The vendor shall add Longview Independent School District as an additional insured upon award of this contract.

Taxes

Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information (“Information”) furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of District and, when in tangible form, all copies of such information shall be returned to District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

No specifications, drawings, sketches, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

Section 3 – General Information

Vendor Requirements

Vendor shall be available for an oral presentation. Presentations will be scheduled, if deemed necessary, by the Longview Independent School District Business Office after proposals are received. Vendors shall not rely on the possibility of such a request and shall submit a complete and comprehensive bid to this solicitation.

Vendor must attend the pre-bid conference and building tour scheduled for February 25, 2022 at Longview High School parking lot. We will do a walk-through so vendors will have an overview of the scope of the job.

Vendors may partner with other provider(s) to supply a complete and turnkey solution. If your Response to the RFP contains proposed services or devices from multiple providers, all responding parties must be clearly identified and a synopsis of the partner relationship as well as the party that will serve as the prime Vendor/contact for the District must be detailed.

Timeline

Installation and invoicing for the new system must be completed prior to the final payment being requested. The project must be done in such a way as to minimize the disruption of the educational process of students and staff.

Section 4 - Project Outline

Objectives

The Longview Independent School District is seeking to install a camera security system at the high school with multi-sensor dome cameras, outdoor vandal resistant dome cameras, wireless access points, including cabling and installation, the rack server, and surveillance monitoring. System pricing should include everything necessary for the system to function properly upon project completion including all equipment, hardware (and servers), software, licensing, cabling, etc., as well as configuration and installation of all equipment and software (District to provide switches through Districts fiber lines). Pricing shall also include the removal and recycling/disposal of any existing cameras and associated cabling from the parking lot. It is the responsibility of the vendor to clearly identify all costs associated with the proposal as well as any additional services or support included.

• Installation and Configuration

Longview Independent School District is looking for a “turnkey” solution. The vendor will be responsible for providing all camera hardware, servers, and necessary cable runs, as well as installation, mounting, and configuration of equipment and installation and configuration of software.

- o Cabling from cameras to switches is to be Cat6 or better quality.
- o Cabling will be professionally installed in cabling hooks and/or cable trays.
- o Wiring is to be punched down and terminated following standard industry practices. Each site has network racks with POE switches to be used for termination of needed cabling.
- o Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal.

- Vendor will be responsible for coordinating with the Longview Independent School District Network Administrator in configuring the equipment to work with the District's existing networks.
- Cameras will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- Vendor shall supply camera specifications including the following: manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor shall provide, install, and configure VMS software based on District requirements - The District requires at least a 14-day retention policy for surveillance. The Vendor will provide the servers and storage for these needs. District would like one server location in middle school for cameras and all other cameras will be on servers located in the high school. Vendor will supply the appropriate number of servers for the number of cameras. (Considering mega pixels and number of views per camera)
- Vendor shall test the VMS with each camera to verify proper operation.
- Vendor shall configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor shall configure the motion detection sensitivity (where appropriate)
- Vendor shall configure each camera's identification and description (using a naming scheme that incorporates building and location, scheme to be approved by District staff before setup begins).
- Vendor shall provide a table or drawing including network wire/jack assignment and device location.
- Vendor shall be an authorized seller or partner of their proposed solution.
- All penetrations and length and type of conduit on building exteriors will be District approved before being performed by vendor.
- Any visible surface-mounted interior conduit installed below the suspended ceiling will be painted to match. Any conduit in open ceilings such as gyms will be painted to match unless otherwise approved by the District.
- The field of view on all cameras is to be coordinated and confirmed with District staff.
- All exterior cameras will be provided with appropriate wall-mounted gooseneck and weather-proof mountings.
- Vendor will provide system check, test, and start-up of the new systems.
- Vendor will test each camera to verify proper operation and viewing angle
- Vendor will remove and recycle existing security camera equipment and associated cabling/wiring.
- Vendor will Warranty all labor and equipment for a period of no less than 3 years(5 years preferred)

Cameras and Coverage Areas

The District is providing the campus map of the high school parking lot showing the number of cameras believed to be needed for the coverage of areas desired, the total number of cameras needed is set.

The District desires:

- Coverage of our high school campus parking lot.
- Map with locations of cameras will be given for reference
- Vendors will be given campus parking lot map at the time of walk through.

Capacity and Scalability

- The IP Security Camera solution should be capable of handling the numbers of camera needed on the parking lot. However, we only want to include in this RFP enough licenses for the for the number of cameras that are part of this RFP.
- The solution should have the capability to add additional cameras on demand as deemed necessary by Longview Independent School District in the future.
- All camera enclosures should be vandal-proof, anti-tampering, and anti-vibration compliant.
- All exterior cameras should have the following specifications at a minimum:
 - PoE powered
 - Full High Definition (1080p) resolution strongly preferred
 - IP66 rating to protect against dust and environmental elements
 - IK10 rating for vandal resistant housing
 - Infrared illumination for night visibility
 - Capability to produce video at 30 FPS or more
 - Image stabilizing to reduce blurring
 - Day and Night viewing and recording capability
 - Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power. Some cameras may be required to use PoE injectors.
 - Motion detection either as a camera option or an option on the management interface
 - Capability to record audio if desired by the district

Warranty, Support, and Maintenance

- Vendor shall provide a written manufacturer warranty agreeing to replace any portion of the project that fails due to defect in materials or workmanship. Labor for repairs shall be covered by the manufacturer for a specified period. Warranty for all installations for this project must be a minimum of three (3) years, 5 years preferred.
- Longview Independent School District requires an initial minimum three-year licensing and support with onsite support, with the option to continue annual support after the three-year period has ended.

- o The vendor should provide a detailed description of support offered, and the average response time for a support request.
- o The vendor should provide firmware upgrades to camera hardware during the period of operation.

New Materials

- o All equipment quoted by vendor shall be new. Solutions using equipment that has either reached or an announcement has been made for End-of-Life, End-of-Support, or End-of-Sales will not be entertained.
- o Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?
- o The latest released system software version must be installed at the time of delivery. In the event a new software version is released after a portion of the system has been installed, but before the entire system is deployed, the vendor shall upgrade the software at all other previously installed locations to the latest version. In short, at the time of final contract acceptance and final contract payment, all system components installed will have the latest release level of software.
- o All products proposed in the response must be "customer shipping or production" status at the time of the bid response. The Vendor may not bid products based on future releases of hardware and/or software. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the District, at no additional charge to the District, including services required to implement the solution.

Section 5 – Bid Evaluation Process

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received.

First, non-responsive bids (those not conforming to RFP requirements) will be eliminated. Second, the remaining bids will be evaluated in a cursory manner to eliminate from further consideration those proposals which, in the judgment of the evaluation committee, fail to offer sufficient and substantive provisions to warrant further consideration. Each Vendor bears sole responsibility for the items included or not included in the response submitted by that Vendor.

The School District reserves the right to disqualify any bid that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. At the conclusion of this initial evaluation phase, finalist Vendor proposals will be selected for detailed review and evaluation, including oral presentations if deemed necessary. The School District reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

