# Grosse Pointe Public School System

## Video Surveillance and Door Access Control

## Request for Proposal (RFP)

## December 2020

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# GENERAL TERMS AND CONDITIONS

# 1. GENERAL REQUIREMENTS

## 1.1. INTENT

It is the intent of Grosse Pointe Public School System (herein after referred to as the "District") to solicit proposals from qualified vendors for a Video Surveillance and Door Access Control solution. This solution will consist of the following components:

- Video Surveillance System (VSS)
- Video Management System (VMS)
- Door Access Control System (DAC)
- Warranty Services
- Integration Services
- Training Services (at no charge)

It is desired that the vendors propose on all services being requested in this request for proposal (RFP), however partial awards for major components may be accepted. Vendors may partner with another provider to supply a complete and turnkey solution. If your response contains proposed services or equipment 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. The District reserves the right to proceed with the provider deemed most suitable.

## 1.2. PROJECT DESCRIPTION

The Grosse Pointe Public School System Video Surveillance and Door Access Control RFP involves the following buildings:

- Brownell Middle School, 260 Chalfonte Ave., Grosse Pointe Farms, MI 48236
- Maire Elementary School, 740 Cadieux Rd., Grosse Pointe, MI 48230
- Richard Elementary School, 176 McKinley Ave., Grosse Pointe Farms, MI 48236

*Note: Additional work is required in North High School and South High School to remove existing cameras prior to construction work and reinstall them after, as indicated in this document.*

The District is seeking to enter into an agreement with the selected Vendor to provide procurement and installation of video surveillance and door access control systems for all the facilities mentioned above starting in the summer of 2021. Additional buildings will require both video surveillance and door access control as part of future construction through 2022.

This RFP outlines the performance, operational, and administrative requirements the district is seeking for the required Systems. Detailed specifications for this project are included in Section 2 of the RFP.

## 1.3. SCHEDULE OF EVENTS

| EVENT | DATE |
|---|---|
| RFP issued | Friday December 18, 2020 |
| Vendors' conference (non-mandatory) | Wednesday January 6, 2021 9:00 am<br>via Remote Conferencing |
| Deadline for submittals of questions related to this RFP | Friday January 8, 2021<br>Contact: shae.sultes@plantemoran.com |
| Deadline for proposals & public proposal opening | Monday January 18, 2021 3:00pm |
| Expected finalist vendor interviews | January 26, 2021 |
| Anticipated award date | February 2021 |
| Implementation schedule | Summer 2021<br>• Removal of existing cameras: Weekend of June 18th<br>• Reinstall of existing cameras: Week of August 9th to be complete by August 14th<br>• New Work: July 15th – August 15th. This work may go into the school year depending on construction progresses. Vendors should assume some 2nd shift work during the school year. |

## 1.4. PROPOSAL SUBMISSION

Due to the extenuating circumstances with the Covid-19 related district closures, along with the social distancing recommendations, all Vendors will submit responses electronically.

The proposal must (at a minimum) consist of the following electronic files:

- One **single PDF** file of the submitted printed signed complete proposal
- **Appendix A** in Excel format

The process for submitting proposal is detailed below:

1. Visit: http://plantemoran.leapfile.com/
2. Select "Secure Upload"
3. Send files to Shae.Sultes@plantemoran.com. Click Start.
4. Fill in the form on the following page. Make sure the Subject Line contains **"GPPSS – Video Surveillance and Door Access Control RFP – <<Fill in vendor name>>"**
5. Click on "Select Files to Send"
6. Add files to be sent and select "Upload and Send"

Please note that we are recommending that files are submitted the day prior to the due date to prevent any potential issues.

**All proposals MUST include the Vendor Response Forms provided in Appendix A.**

Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Vendor or any employee of the Vendor and any member of the Board of Education or superintendent. The District shall not accept a proposal that does not include this sworn and notarized disclosure statement. The Non-Familial Form must accompany your bid proposal (see **Appendix A**).

In accordance with the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, all vendors must execute the "Iran Linked Business Affidavit" and include it in their proposals (see **Appendix A**). Said forms are included in the Vendor Response Forms. The District will not accept a proposal that does not include this sworn and notarized disclosure statement. The form must accompany your bid proposal (see **Appendix A**).

## 1.5. INTENT TO PROPOSE

Each Vendor that intends to submit a proposal in response to this RFP should communicate its intent via email, to gina.mancinelli@plantemoran.com with the subject line "[Insert your vendor name] - *Grosse Pointe Public School System Video Surveillance & Door Access Control RFP* - Intent to Propose". Please refer to **Section 1.7**, *RFP Clarifications & Addenda,* for the contact information to address specific questions related to this RFP.

The response shall include the name of the Vendor, the name of the contact person, and that person's email address

## 1.6. VENDORS' CONFERENCE

A pre-proposal vendors' conference will be held for this project. Refer to **Section 1.3** for details of this conference.

## 1.7. RFP CLARIFICATIONS & ADDENDA

Please note that any addenda will be posted by the District to the bid site that housed the original RFP. Vendors are responsible for checking the site regularly to make themselves aware of any new addendums. When making requests for clarification, please identify the relevant section number (e.g., section 2.3.1). Requests for clarification shall be submitted in writing by email only to:

Shae Sultes, Plante & Moran, PLLC
Shae.Sultes@plantemoran.com

## 1.8. PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

**1.8.1.** Executive Summary

The executive summary should, at a minimum, include the following:

a. Executive letter highlighting how the proposed solution achieves the objectives of the District: This letter is to be signed by an officer of the organization submitting the proposal

b. Organizational overview: A brief overview of the organization

c. Identify features of the Video Surveillance and Door Access Control solution to identify:

   i. How the solution aligns with the requested functional requirements

   ii. How the solution aligns with the requested technical requirements

   iii. Any functional or technical requirements that the proposed solution cannot achieve

   iv. Any assumptions and/or District resources required to complete the solution

**1.8.2.** Vendor Response Forms

Vendor Response Forms are supplied in this RFP (see **Appendix A)**. In addition to requesting information on your company and proposed solution, and other required forms, you must clearly indicate whether you either comply or take exception to any of the sections in this RFP. All vendors **MUST** submit the **Comply/Exception Form** from **Appendix A**. Where applicable, an explanation to the exception must be provided.

**1.8.3.** Diagram of Design

For each section or design presented, the Vendor shall submit a diagram of its design, providing a pictorial representation of the proposed solution(s).

**1.8.4.** Project Plan

The Vendor will include an overview of its project plan in its response.

**1.8.5.** Project Team

Indicate the level of qualification of the staff who will be assigned to this project. Qualification will be based on certifications and years of experience with the materials proposal in similar configurations. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

**1.8.6.** Product Information

The Vendor must include hard copies of the technical specifications and/or data sheets for each product being proposed.

**1.8.7.** Electronic Copy

An electronic format of the forms in **Appendix A** in a Microsoft Excel format **MUST** be included with your response. A PDF version of all other materials must also be included.

**1.8.8.** Equipment Listing (BOM)

A bill of material must be included with the bid response identifying equipment models and quantities.

**1.8.9.** Additional Information

Additional information may be provided at the Vendor's discretion.

## 1.9. BID BONDS

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the state of Michigan. A 5% bid bond or cashier's check shall be required. Such check or bond shall name the District as recipient. The amount of such bid bond or cashier's check shall be forfeited as liquidated damages, costs, and expenses incurred by the District if the Vendor, after given an award as successful vendor, shall fail within thirty (30) days after the notice of such award to enter into appropriate contract with the District.

## 1.10.PERFORMANCE AND PAYMENT BONDS

The District MAY require the selected vendor(s) to provide a performance bond upon award of the contract. The associated cost of the performance bond is to be shown as a separate line item — do NOT include this cost in your base bid. This bond shall be equal in amount to the total price to the District of purchased hardware, software, cabling, and services. The surety of the bond shall remain in effect for one year after all acceptance of the entire project has been executed by the District. In the event that the Vendor(s) fails to perform its obligations under any contract between the Vendor(s) and the District, the bond shall be paid to the District. The Vendor(s) further agrees to save and hold harmless the District and agents from all liability and damages of every description in connection with any subsequent contracts. Payment bonds shall be required under the following conditions: project award exceeds $50,000 **and** project involves construction, alteration, or repair to the buildings.

## 1.11. INSPECTION OF WORKSITE

If necessary, bidders can request access for site visits from Grosse Pointe Public School System by contacting the individual identified in Section 1.7, *RFP Clarifications & Addenda*. We do not believe on-site access and review will be required prior to the project outside of the pre-proposal conference; therefore, requests may be denied.

## 1.12.MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified,

the original text, as issued, will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

## 1.13. CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

## 1.14. RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

## 1.15. RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals in their entirety, evaluate suggestions or exceptions, waive irregularities, or select certain equipment from various vendor proposals, based on the best interests of the District. The District reserves the right to reject any or all proposals for a specific section. The District reserves the right to award specific buildings to one or more vendors.

## 1.16. PROPOSAL PREPARATION COSTS

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP.

## 1.17. SYSTEM DESIGN COSTS

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

## 1.18.PERMITS

The successful vendor shall be responsible for complying with all local, state, and federal codes applicable to this installation. This includes the electrical permit required by the state of Michigan for low voltage installations. Include all costs associated with permitting in your base bid.

## 1.19. PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration. A claim of mistake in computation of a proposal shall not void the proposals after they are opened and accepted.

## 1.20. ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification and coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, and training.

## 1.21. TURNKEY SOLUTION

All prices quoted must include all the cables, connectors, etc., that will be necessary to make the system as specified ***fully* operational** for the intent, function, and purposes stated herein.

## 1.22. FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Grosse Pointe Public School System is tax-exempt entity for all purposes, except if the project makes enhancements, and/or additions to real property.

## 1.23. PURCHASE QUANTITIES

The District reserves the right to adjust upward or downward by 25%, the quantities of items purchased without altering the unit purchase price upon award and throughout the contract period.

## 1.24. CONTRACT REQUIREMENTS

The District intends to use the agreement contained in **Appendix C** for this project. Please review this attached agreement and indicate whether the terms of the agreement are acceptable. Include all contract exceptions in your proposal, if any.

The District considers this RFP legally binding and will require that this RFP and the resulting vendor proposal be included as addenda to any subsequent contracts between the Vendor(s) and the District. It should be understood by the Vendor(s) that this means the District expects the Vendor(s) to satisfy all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. **Lack of listing all exceptions will be considered acceptance of all of the specifications as presented in this RFP**.

## 1.25. SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of the Agreement.

## 1.26. FORCE MAJEURE CLAUSE

See proposed Agreement in **Appendix C**.

## 1.27. INCORPORATION BY REFERENCE

The Vendor shall supply equipment, wiring, technology, training, and other related services adequate to accomplish the requirements as set forth in the RFPs and the vendor response to the RFP. Parties agree that where there is a conflict between terms of the Agreement and the information presented in the referenced documents, the Agreement shall take precedence. The parties also agree that where there is not a conflict between the Agreement and the information presented in the referenced documents, all terms, conditions, and offers presented in the vendor's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

## 1.28. RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of the Agreement. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. *NOTE: Equipment that may be installed in 2021 or 2022 shall not be purchased until that year*. The equipment shall be installed and placed into good working order by representatives of the Vendor. During the time period where the equipment is in transit and until the equipment is fully installed in good working order, the Vendor and its insurer shall be responsible for the equipment and relieve the District of responsibility for all risk or loss or damage to the equipment. In addition, the Vendor shall hold the District and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

## 1.29. SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the Vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The District shall make no payments to any firm concerning the shipment, installation, and delivery of equipment that is not a part of the Agreement and for which exact payments are not described. The Vendor shall be responsible for all arrangements for the shipment and receipt of equipment to the District's prepared site. The Vendor shall provide all properly trained representatives to unpack all items of equipment and place this equipment in the proper locations. The Vendor shall also be responsible for removal of all debris and packing materials from the site resulting from the installation of the equipment.

## 1.30. NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the Vendor by the District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

## 1.31. GENERAL INDEMNIFICATION

See proposed Agreement in **Appendix C**.

## 1.32. PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

See proposed Agreement in **Appendix C**.

## 1.33. NONDISCRIMINATION BY VENDORS OR AGENTS OF VENDOR

See proposed Agreement in **Appendix C**.

## 1.34. SUBCONTRACTORS

See proposed Agreement in **Appendix C**.

## 1.35. EFFECT OF REGULATION

See proposed Agreement in **Appendix C**.

## 1.36. PROJECT MANAGEMENT STAFF DESIGNATION

The Vendor understands that the successful installation, testing, and operation of the system that is the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the Vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the Vendor on all matters pertaining to the Agreement.

In the event that an employee of the Vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the Vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the Vendor shall, within fifteen (15) days, fill this representative vacancy as described above. Regardless of whom the Vendor has designated as the representative, the Vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in the Agreement.

## 1.37. ASSIGNMENTS

District and the Vendor each binds themselves, their partners, successors, and other legal representatives to all covenants, agreements, and obligations contained in the Agreement.

## 1.38. VENDOR AS INDEPENDENT VENDOR

It is expressly agreed that the Vendor is not an agent of District but an independent vendor. The Vendor shall not pledge or attempt to pledge the credit of District or in any other way attempt to bind the District.

## 1.39. INSURANCE

***Workers' Compensation Coverage*:** The Vendor shall procure and maintain, during the life of the Agreement, Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the state of Michigan.

***Commercial General Liability Insurance*:** The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of the Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than one million dollars ($1,000,000) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following features: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Vendors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

***Motor Vehicle Liability*:** The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of the Agreement, Motor Vehicle Liability Insurance, including applicable No-fault

coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles and all hired vehicles.

***Additional Insured:*** The following shall be named Additional Insureds: Grosse Pointe Public School System, including all elected and appointed officials; all employees and volunteers; all boards, commissions; and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage is primary, contributing, or excess.

***Notice of Cancellation or Change***: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: Grosse Pointe Public School System., 389 St. Clair, Grosse Pointe, MI 48230 (313) 432-3000.

***Proof of Insurance Coverage:*** The Vendor shall provide the District at the time the Agreements are returned for execution, Certificates of Insurance, and/or policies, acceptable to the District, as listed below:

Two (2) copies of the Certificate of Insurance for Worker's Compensation Insurance;
Two (2) copies of the Certificate of Insurance for Commercial General Liability Insurance;
Two (2) copies of the Certificate of Insurance for Vehicle Liability Insurance;
Original Policy, or binder pending issuance of policy, for Owners Vendors Protective Liability Insurance;
If so requested, certified copies of all policies shall be furnished.

***Continuation of Coverage***: If any of the above coverage expires during the term of the Agreement, the Vendor shall deliver renewal certificates and/or policies to Grosse Pointe Public School System at least ten (10) days prior to the expiration date.

***Failure to comply***: Failure to comply with the insurance requirements contained in this Contract shall constitute a material violation and breach of the Contract and may result in termination of the Contract.

## 1.40. WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the network and technology is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish particular purpose. The District has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about, the District's particular purpose, the Vendor at the time the Agreement is in force has reason and opportunity to know (1) the particular purpose for which products are required, and (2) that the District is relying on the Vendor's experience and knowledge of these products to provide those that are most suitable and appropriate. Therefore, the Vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

## 1.41. WARRANTY

See **Section 2.7** for warranty requirements.

## 1.42. FINAL ACCEPTANCE OF THE SYSTEM

The system proposed shall be defined to be finally accepted by the District after all components of this RFP and all approved change orders have been completely installed plus the items identified in **Section 2**. The District or District's Representative shall be the sole judge of whether all conditions for final acceptance criteria have been met.

## 1.43. STANDARD FORMS AND CONTRACTS

Any forms and contracts the Vendor(s) proposes to include as part of any agreement resulting from this bid between the Vendor(s) and the District *must* be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

## 1.44. NON-COLLUSION COVENANT

The Vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of the Agreement. The Vendor certifies that its proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same services and is, in all respects, fair, without outside control, collusion, fraud, or otherwise illegal action.

## 1.45.ADVERTISEMENT

The laws of the state of Michigan, the District purchasing policies, and the legal advertisement for vendors and purchases are made a part of any agreement entered into the same respect as if specifically set forth in that agreement.

## 1.46.MANUFACTURER

The name of a model, manufacturer or brand in this RFP shall not be considered as exclusive of other brands. Brands and models specified in this RFP are strongly preferred, however, in order to align with the solutions in place at other buildings. The District expects all supplies, materials, equipment or products bid by a Vendor to meet or exceed the Specifications set forth in this RFP. Further, it is the District's intent that this RFP permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material, equipment or products requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The District in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by the Vendor meet the Specifications contained in this RFP and possess equivalent and/or better qualities. It is the Vendor's responsibility to notify the District in writing if any Specifications or suggested comparable equivalent

products/brands require clarification by the District prior to the Due Date for Proposals. Any and all deviations from Specifications must be noted on the Proposal Form.

## 1.47.SELECTION CRITERION

The District intends to enter into a long-term relationship with a well-established vendor whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, financially stable firm committed to technology in K-12; will have a commitment to attracting and retaining an excellent staff of technical and product support personnel; and will have a proven track record of support from installation planning through implementation and ongoing use. There should also be evidence of responsiveness to clients' suggestions for improvements. Finally, there must be a good fit between vendor staff and the District's staff to assure a good working relationship.

The Vendors will be evaluated based on the following selection criteria:

**1.47.1.** Compliance to Specifications

a. Functional and technical requirements
    i) Compliance to mandatory specifications
    ii) Ability to achieve nonmandatory requirements
    iii) Vendor interview and solution demonstration as required
b. Proposal requirements

**1.47.2.** Implementation Support

**1.47.3.** Ongoing Support

**1.47.4.** Experience

**1.47.5.** Cost

## 1.48. SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The District reserves the right to accept the Vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

## 1.49. PAYMENT TERMS

See proposed Agreement in **Appendix C**.

## 1.50.CRIMINAL BACKGROUND SCREENING

The District is committed to assuring a safe environment for students, employees and District visitors. Accordingly, the District requires criminal background certification compliance from vendors and subcontractor who perform work at any District facility. Each vendor or subcontractor shall certify that all legally required criminal history and criminal record checks, electronic finger print scans (Michigan and

FBI), and/or any other background check requirements are conducted in accordance with applicable provisions within Sections 380.1230, 380.1230a-h, 380.1236a of the Michigan Revised School Code, and all other applicable federal and state laws concerning background checks. These results must be sent directly to the district. Additionally, the Vendor must certify that no owner, employee, agent, representative, vendor and/or other personnel of the Vendor will be on any District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722. The Vendor shall also require employees, if and as applicable, to comply with the reporting requirements of Section 1230d of the Revised School Code and shall promptly forward any information so obtained to the Client.

# PROJECT REQUIREMENTS & SPECIFICATIONS

# 2. VIDEO SURVEILLANCE AND DOOR ACCESS CONTROL SYSTEM SPECIFICATIONS

## 2.1. PROJECT SCOPE/OVERVIEW

The purpose of this RFP is to acquire the services of experienced and qualified vendor(s) to provide, install, configure, and warranty a new Video Surveillance and Door Access Control system at three (3) District facilities. The system is to include the following:

- Video Surveillance System (VSS)
- Video Management System (VMS)
- Door Access Control System (DAC)
- Warranty Services
- Integration Services
- Training Services (at no charge)

Detailed specifications/requirements for each of these categories are provided later in this section and in **Appendix A.**

It is District's intent that this RFP promote competition. Accordingly, the use of any patent, proprietary name, or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material, devices, or products requested in this RFP are specified by patent, proprietary name, or the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The District, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent devices or brands submitted by the Vendor meet the specifications contained in this RFP and possess equivalent or better qualities. It is the Vendor's responsibility to notify the District in writing if any specifications or suggested comparable equivalent devices or brands require clarification by the District on or before the deadline for written requests for clarifications.

The total base proposal must include **all** associated costs, including, but not limited to, shipping, handling, insurance, installation, and equipment, cabling, and services costs.

## 2.2. SYSTEM OVERVIEW – BACKGROUND

There are IP cameras (AXIS and ACTi) in use across the District. This includes indoor, outdoor, and video intercom devices. All IP cameras feed into a Genetec video management system (VMS) located at Parcells Middle School. Each school building has a display for showing select cameras for front desk staff. This content is delivered locally within each building.

Door access control systems are in place at each building. The District currently manages the access control system with a Mercury access management system, with the control for all devices done from a centralized panel location. The District uses a combination of key fob and proximity cards for unlocking perimeter doors within each building. The existing door intercom system, which consists of a door station with camera, handset for the operator, and remote latch release, was recently installed District-wide.

There are three buildings that are included in this RFP that require a new video surveillance solution and expansion to the existing door access control system: Brownell Middle School, Maire Elementary, and Richard Elementary. The scope of the project also includes removing cameras at the buildings above, and as well as at North High School and South High School, to prevent damage during construction.

The Genetec and Mercury systems, all the cameras at North High School, all the cameras at South High School, three cameras at Richard, the monitors, and the access control elements at the main office of each building are to be retained. The vendor will be responsible for dismounting and properly storing those devices at a location designated by the District, prior to the start of construction work at each school, and then reinstalling them with the new equipment after construction work is completed. The removal of existing cabling is will be performed by an external third party as is not part of the scope of this project.

The tables below provide the detail of items that need to be installed, removed, and reinstalled. The prints in Appendix B indicate locations of new equipment as well as of existing equipment. Vendors shall be responsible for reviewing the tables below and the prints to thoroughly familiarize themselves with the requirements and installation environment.

### **2.2.1.** Device Counts

The buildings listed below will be receiving new video surveillance and door access control equipment. Anticipated counts for cameras and door access control locations are provided below, and specified in the prints in Appendix B.

| BUILDING NAME | NEW INDOOR CAMERAS | NEW OUTDOOR CAMERAS | NEW INTERCOM DOOR STATIONS | NEW CARD READERS |
|---|---|---|---|---|
| Brownell Middle School | 34 | 18 | 0 | 7 |
| Maire Elementary | 20 | 10 | 1 | 2 |
| Richard Elementary | 20 | 9 | 1 | 4 |

Notes:

- New UTP Cat 6 cabling is required for all new cameras. Existing cameras are identified on the prints, so the vendor is aware that pathways are available and can be reused to install the new cameras. As detailed below, the vendor is required to install firestopping all cores used.
- The new card readers and intercoms required are needed at the main offices of each building that are being renovated to accommodate a secure vestibule entrance.

The camera types for the new cameras required at each school are detailed in the following table.

| **NEW CAMERAS** | **BROWNELL MS** | | **MAIRE ES** | | **RICHARD ES** | |
|---|---|---|---|---|---|---|
| **CAMERA TYPE** | **INDOOR** | **OUTDOOR** | **INDOOR** | **OUTDOOR** | **INDOOR** | **OUTDOOR** |
| Single Lens | 11 | 13 | 16 | 3 | 13 | 4 |
| 180 Degree Camera | 17 | 2 | 4 | 1 | 5 | 1 |
| Dual Lens Camera | 3 | 0 | 0 | 0 | 2 | 0 |
| Triple Lens Camera | 2 | 0 | 0 | 0 | 0 | 0 |
| Quad Lens Camera | 1 | 3 | 0 | 6 | 0 | 4 |

Notes:

- For indoor 180 degree cameras, it is recommended to use the M3057-PLVE 360 degree camera installed in the wall in panorama mode.

The following table lists the quantity of cameras that need to be removed before construction works begin and reinstalled after construction work is completed.

| **BUILDING NAME** | **INDOOR CAMERAS TO REMOVE** | **OUTDOOR CAMERAS TO REMOVE** | **INDOOR CAMERAS TO REINSTALL** | **OUTDOOR CAMERAS TO REINSTALL** |
|---|---|---|---|---|
| North High School | 50 | 0 | 50 | 0 |
| South High School | 98 | 0 | 98 | 0 |
| Brownell Middle School | 0 | 6 | 0 | 0 |
| Maire Elementary | 3 | 4 | 0 | 0 |
| Richard Elementary | 0 | 7 | 0 | **3** |

Notes:

- Three cameras at Richard ES are new and to be retained. The reinstallation of cameras includes aiming and focusing efforts.
- Access control elements at the main office of each building are to be removed before construction works begin, if impacted by construction works, retained and properly stored in the District's facilities, and reinstalled after construction work is completed. This includes card readers, intercom door units, door release buttons, intercom master stations, and the video surveillance monitors with their corresponding mounts.
- For North HS, 39 cameras will need to be removed in June and reinstalled in August. The remaining 11 cameras will have to be removed in August and reinstalled in December. The vendor should

include unit pricing for removal and reinstallation of cameras in the bid, to account for variations in scope that can result from changes in the construction scope or schedule. Detailed prints showing camera locations of cameras to be removed and reinstalled at North HS and South HS will be provided to the awarded vendor prior to the start of works.

In addition to the above, the vendor should include in the proposal the following components:

- One video decoder for each of the following schools: Brownell, Maire, Richard (3 in total). Please refer to **2.6.27** for additional details.
- One event card reader for each of the following schools: North HS, South HS, Parcells, Monteith, Defer, Ferry, Admin, Barnes, Brownell, Kerby, Maire, Mason, Pierce, Poupard, Richard, Trombly (16 in total). Please refer to **2.7.12** for additional details.
- As Add/Alternate, the integration of the event card reader to the public address system at the following schools: North HS, South HS, Parcells, Monteith, Defer, Ferry, Brownell, Marie, Richard (9 in total). Please refer to **2.7.13** for additional details.

With that in mind, vendors should provide unit pricing for the following items in their **Appendix A** response:

- IP Cameras
- IP Camera Licensing
- IP Camera Installation & Cabling
- Door Access Control Components (for a single door)
- Door Access Control Installation & Cabling (for a single door)
- Relocation
- Removal (of component and cabling)
- Replacement
- Video decoder
- Event card reader
- Integration of event card reader to public address system
- Service Call Rates

## 2.3. SYSTEM OVERVIEW – TO BE PROPOSED

The Video Surveillance System (VSS) implementation will consist of:

- Providing and installing interior and exterior IP cameras
- Providing and installing all appropriate cabling to connect cameras to network switches
- Testing each camera to verify proper operation and viewing angle
- Verifying viewing angles with District administration
- Removing and recycling existing VSS equipment (Note: Removal of existing cabling is not in scope of this project, however unit pricing is required to address specific needs.)
- Dismounting cameras at each school before construction work

- Reinstalling cameras at each school after construction work, including repositioning and refocusing
- Warranty for all labor and equipment per the requirements identified elsewhere in this RFP
- Integration of the cameras (including the cameras in the intercom door stations) into the existing Genetec VMS system.
- Documentation of the environment.

The Door Access Control (DAC) implementation will consist of:

- Providing and installing new interior and exterior DAC units (card readers and intercom door stations)
- Providing and installing all appropriate cabling to connect DAC units to network switches or control panels
- Providing and installing additional control panels or components as required
- Dismounting access control elements at the main office of each school before construction work, as needed
- Reinstalling access control elements at the man office of each school after construction work, as needed
- Configuring and programming DAC per district-provided schedule and requirements
- Configuring and programming card readers and access cards
- Testing each DAC unit to verify proper operation
- Warranty for all labor and equipment per the requirements identified elsewhere in this RFP
- Integrating new DAC components with the existing Mercury access management system
- Documentation of the environment

The Video Management Solution (VMS) implementation will consist of:

- Providing and installing licensing for new cameras and intercoms door stations
- Configuring VMS software based on District requirements, including map layout, camera naming, recording parameters
- Testing the VMS with each camera to verify proper operation
- The vendor is to include in the proposal the expansion of the existing VMS system if required to support all the cameras and door video intercoms included in this proposal and allow for 20% future growth based on number of cameras and capacity to storage video footage for up to 30 days.

## 2.4. GENERAL EXPECTATIONS

**2.4.1.** Acceptable Manufacturers

The District is seeking solutions from reputable manufacturers.

The acceptance of a solution will be at the discretion of the District. There is a strong preference for solutions that have been proven to be both functional and cost effective in a K-12 education environment.

**2.4.1.1.** Video Surveillance Cameras

The District has standardized **Axis** hardware as their preferred camera solution. Cameras must integrate with current Genetec video management system.

Solutions including Arecont cameras will not be accepted.

**2.4.1.2.** Video Intercom

The District has standardized **Axis** hardware as their preferred door station video intercom solution. Solutions must integrate with current Genetec video management system.

**2.4.1.3.** Video Management System (VMS)

The District currently has a **Genetec** video management system solution and all proposed components must integrate seamlessly with the current system.

**2.4.1.4.** Door Access Control (DAC) Management Systems

The District currently has a **Mercury** access management system and all proposed components must integrate seamlessly with the current system.

**2.4.1.5.** Structured Cabling

The District is seeking solutions form reputable structured cabling equipment manufacturers (e.g., ADC (Krone), Belden/CDT, Berk-Tek, CommScope, General Cable, Mohawk Cable, Panduit). The UTP cable used must be **yellow** in color.

**2.4.2.** Safety Certification

It is expected that all products provided are certified by Underwriters Laboratories according to their defined safety standards. If the proposed products do not align with these safety certifications, the District reserves the right to request alternative materials that meet the safety certification requirements at no extra cost. This includes the following:

- UL 60950-1 - Information Technology Equipment - Safety - Part 1: General Requirements
- UL 294 - Standard for Access Control System Units
- NFPA 262 (formerly UL 910) - Standard Method of Test for Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces

**2.4.3.** New Materials

All equipment quoted by Vendor shall be new. The solution requests that the Vendors propose a completely new solution that balances cost, performance, and technology. 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.

The latest released system hardware and software version must be installed at the time of delivery. In the event a new software or hardware version is released after a portion of the system has been installed, but before the entire system is deployed, the Vendor shall upgrade the hardware and 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 hardware and software.

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 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.

**2.4.4.** Technical Staff/Trained Personnel

The Vendor shall indicate the level of qualification of the staff that will be assigned to this project. Qualification will be based on certifications, training, and years of experience with the materials bid in similar configurations. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

**2.4.5.** Specifications Sheet

The Vendor must provide specification sheets (hard and soft copies) for all products (cameras, door access controls, management systems, mounts, etc.) proposed.

**2.4.6.** Mandatory and Nonmandatory Requirements

Unless specifically stated otherwise using terms such as "optional," "desired," or "nonmandatory," the requirements in this section are to be considered as mandatory requirements.

**2.4.7.** Additional Components for Completeness of Solution

If the proposed solution requires any additional components from the District (e.g., server needed for a management console, etc.) to meet the functional requirements of the solution that are not included in the proposal, the Vendor must:

a. Identify such requirements and their purpose
b. Identify the estimated cost to the District for these components
c. Exceptions to any of the requirements must be specified in the form in **Appendix A: Comply/Exception Form**

Failure to disclose additional components and estimated costs that are required to deliver the described functionality but are not included as a part of the proposal will be grounds for disqualification of the proposal, or the Vendor will be responsible for providing the missing components at no additional cost to the District.

**2.4.8.** Options Pricing

Vendors are encouraged to provide pricing for alternate camera models and other door access control equipment to allow the District flexibility in identifying the solution that best addresses their current and future needs. Pricing for options must be specified in **Appendix A**.

**2.4.9.** Floor Plan Review

Unscaled prints for each building are included in **Appendix B**. Additional information will be provided during the non-mandatory pre-bid conference bid.

**2.4.10.** Pre-Installation Walkthrough/Site Review

The selected Vendor shall be responsible for performing building walkthroughs with the District's Representative to confirm exact video surveillance camera and door access control locations and any unique installation issues. The Vendor is responsible for identifying and documenting any items that are outside the project scope or listed in the specifications as unit price items. All items not noted shall become the Vendor's responsibility to install at no additional cost.

**2.4.11.** Plenum Cable

All cable installed above ceiling must be plenum rated.

**2.4.12.** Software Packages

All software that is required to operate any system must be provided as an MSI installation package that can be distributed through the District's existing workstation management infrastructure.

## 2.5. VIDEO SURVEILLANCE SYSTEM SPECIFICATIONS

**2.5.1.** Interior Cameras

The standard interior camera will be an IP camera and will meet or exceed the specifications defined in **Appendix A.**

The Vendor is requested to submit samples of the camera images/video footage under normal daylight and night (low lux) conditions.

**2.5.2.** Interior 360-degree/fisheye Camera

The standard interior 360-degree camera or fisheye will be an IP camera and will meet or exceed the specifications defined in **Appendix A**.

The Vendor is requested to submit samples of the camera images/video footage under normal daylight and night (low lux) conditions.

**2.5.3.** Interior/exterior Multisensor Camera

The standard interior/exterior multisensor camera will be an IP multisensor camera and will meet or exceed the specifications defined in **Appendix A.**

The Vendor is requested to submit samples of the camera images/video footage under normal daylight and night (low lux) conditions.

**2.5.4.** Exterior Cameras

The standard exterior camera for outdoor areas such as sidewalks will be an IP exterior camera (non-PTZ) and will meet or exceed the specifications defined in **Appendix A**.

The Vendor is requested to submit samples of the camera images/video footage under normal daylight and night (low lux) conditions.

**2.5.5.** Exterior 180-degree Camera (high-resolution)

The standard exterior 180-degree camera will be an IP camera and will meet or exceed the specifications defined in Appendix A.

The Vendor is requested to submit samples of the camera images/video footage under normal daylight and night (low lux) conditions.

**2.5.6.** Interior 180-degree Camera

The standard interior 180-degree camera will be an IP camera and will meet or exceed the specifications defined in **Appendix A**.

The Vendor is requested to submit samples of the camera images and video footage under normal daylight and night (low lux) conditions.

**2.5.7.** Long range lens (optional)

The long range lens will adapt to either interior or exterior cameras for providing extended reach and will meet or exceed the specifications defined in **Appendix A**.

**2.5.8.** Enclosures and External Mounts

All internal and external cameras must be installed in vandal-resistant enclosures. Cameras placed in gymnasiums will require appropriate measures to protect against projectiles. The specifications in **Appendix A** provide the minimum requirements for an external mount. The cost of the external mount must be included as a part of the base bid. The Vendor may provide unit pricing for alternate/optional mounts using **Appendix A**.

**2.5.9.** Exterior Corner Mounts

All cameras mounted on exterior corners must have appropriate mount for corner placement. Weatherproof and sealed flexible metallic pipe and metallic box will be used between the camera and the outdoor wall penetration into the building.

**2.5.10.** Ceiling Tile Mounts

All cameras mounted in ceiling tiles must be supported by metallic bridges installed on the ceiling grid. The metallic bridges will be provided and installed by the vendor.

**2.5.11.** External Input/output Interfaces

If proposed cameras do not provide external input/output interface for connection external alarms and relays, the vendor must provide optional unit pricing for network I/O relay modules.

**2.5.12.** Power Transformers (optional)

If the exterior camera housing enclosures require additional power to support optional heater and blower components, the Vendor will include pricing for a power supply (transformer) and necessary cabling. Power supplies (transformers) and cabling will only be required if power requirements for the external camera are greater than what is deliverable be the IEEE 802.1af/802.1at standard. For the purpose of this RFP, for every external camera that requires an external power transformer, one will be included. Even if an external power supply is not required, unit pricing for the specified power transformers is requested to accommodate any unique situations that may necessitate one. Please provide optional unit pricing in **Appendix A.**

| **FEATURE** | **REQUIREMENT** |
|---|---|
| Electrical | Input: 120 VAC, 60 Hz<br>Output: 12 or 24 VAC, 60 Hz, 1.25/2 VA<br>Optionally a model with multiple outputs of 12 or 24 VAC, 1.25 A, 30 VA is also requested |
| Connectors | Input: 2-prong, North American standard (non-polarized)<br>Output: Two (2) screw terminals |
| Maximum Distance | 305 m (1000 ft.) - 0.65 mm (22 AWG)305 m (1000 ft.) – 2 mm (18 AWG) Unshielded wire only |
| Operating conditions | Temperature: –10°C to 40°C (14°F to 104°F)<br>Humidity: 30% to 85% relative |

## 2.6. VIDEO MANAGEMENT SYSTEM SPECIFICATIONS

The District is seeking to expand the current Genetec video management system. It is the responsibility of the Vendor to integrate all newly installed cameras and video intercom door stations work with the current Genetec VMS system. The functionality listed below should be maintained for the newly installed cameras.

**2.6.1.** Camera/Device Connection Licensing

If system licensing is dependent on the number of cameras/devices connected/managed, system licensing shall be priced for the base bid only. Licensing for growth requirements **must not** be included at this time, but the system should have the ability to add more licenses to accommodate the growth while preserving the investment made by the District.

**2.6.2.** Licensing Model

The cost for the VMS system must include a minimum of 5-year license costs (exclusive of warranty costs) for all components of the proposed base bid solution. The system will be licensed and sized accordingly to operate all cameras procured.

**2.6.3.** Map Navigation

Building floor plans will be imported into the VMS for easy camera navigation. The floor plans in PDF format will be made available to the Vendor. Selecting a camera on the building map will open either thumbnail and/or live streaming images from that selected camera.

**2.6.4.** Camera Zones

The system shall have the ability to group cameras in a region (i.e., create zones). Each zone may consist of cameras in the same building or across multiple buildings.

**2.6.5.** Archive/Stored Video Search

The system will provide the ability to search video events, such as motion detection events, date/time stamp, etc. The system must also be capable of performing searches on multiple cameras based on a given criteria. The Vendor will clearly state, in detail, the system-archived video search capabilities.

**2.6.6.** User and Shared Views

Each user who uses the video management client must have the ability to define their own preset camera views based on the cameras they have access to. Additionally, predefined shared views may also be set that are standard for all users or a subset based on role.

**2.6.7.** Matrix View Support

The system shall have the capability for viewers to view images from multiple cameras simultaneously. The matrix layout shall, at a minimum, support 1, 2, 4, 8, and 16 simultaneous camera views. Users shall have the option to customize and save screen layouts for simple selection

of cameras of interest. This feature must be available to "viewing mode only" clients also via an internet browser such as Mozilla Firefox, Chrome (latest version), or Safari.

**2.6.8.** Video Decoder Clients

The system shall include the capability to provide view-only clients that connect to displays through a small form factor device or directly through the network for the purposes of providing camera views on an external display. One device should be provided for each school building.

**2.6.9.** View & Download Archived Video

Users authorized for live or archived image viewing only must **NOT** have the capability to download archived video. Users with privileges to view archived video shall not automatically have the capability to download archived video unless the user has specific privileges to do so. Several users may have the ability to view archived video only, and a very few select users will be provided with the capability to view and download archived video. It may also be desirable to restrict how much access to the archived video a user with appropriate privileges may have (i.e., number of hours or days that a user can go back into the archives). The granular ability to control user-based access to archived video and the ability to restrict download capabilities is an important functional requirement of the system.

**2.6.10.** Video Playback Controls

Authorized users with archived video playback privileges shall be able to access the archived video with rewind, fast-forward, pause, and play controls.

**2.6.11.** Video Export Functionality

The system will provide the functionality to export archived video in a tamper-proof manner that is acceptable by the judicial system. Exported video will be minimum support **H.264** or **MJPEG** standards video. Only system-authorized accounts will have the ability to export the video and, if possible, from a defined workstation or server only. If licensing is required to view the recorded video, the Vendor will provide the appropriate number of licenses equivalent to the simultaneous view-only and administrative users count. If the system can export to other video formats, please specify.

**2.6.12.** Alarm Monitoring and Logging

The system shall provide real-time alarm monitoring interface that provides real-time text viewing of events such as motion detection, camera connectivity, recording server status, and other related systemwide events. The system will provide the ability to click on an event that will be hyperlinked to that instance or device. All the events will be logged, and the user shall have the capability to perform simple and advanced searches based on events in the log.

**2.6.13.** Administration HTTP/HTTPS Interface

All of the administrative features described shall be accessible via an intuitive Graphical User Interface (GUI) via a client software or a secure (HTTPS) internet browser, such as Mozilla Firefox, Google Chrome (latest version), and Safari.

**2.6.14.** Time Lapse & Motion Detection Recording

During inactive periods in the buildings (off hours), when there are no changes to the image/frame, the system will cease recording until a change in image has been noticed (i.e., motion detection). The system will have the intelligence to automatically start recording images from a camera once a change in frame has been noticed. It is desirable that the motion detection sensitivity can be adjusted. Please state if camera-based motion detection is supported. The system will support time lapse recording (i.e., system record periodically rather than continuously). The time lapse interval must be configurable. Other techniques to conserve on disk space and bandwidth should be stated.

**2.6.15.** Schedule/Event Recording & Playback

The system will allow for the definition of a schedule for recording based on time and/or an event. The system will allow for the playback of archived video based on time, data, camera, or event type.

**2.6.16.** Recording Frame Rate & Resolution

It is desirable that the system allows the capability to configure the recording of the frame rate and resolutions of the video images received from the camera (i.e., the live video streaming frame rate and resolution may be different from the actual recorded video). This must be configurable on an individual camera basis.

**2.6.17.** Recording Capabilities

i. Picture recording for the included cameras shall be capable of recording up to the maximum resolution of the camera.
ii. The recording provides a date and time stamp option
iii. Capable of providing video data in a manner consistent with the handling and conveyance of video forensic evidence (tramper proof)
iv. Video must be reasonably accurate in representing what it depicts; it must be self-verifying, providing enough of a detailed picture of the scene for a witness to confirm the area is accurately depicted
v. Real-time playback without interrupting recording
vi. Adjustable frame rate and resolution recording camera by camera
vii. Allows authorized users to capture still pictures in multiple formats
viii. Allows authorized users to record live streaming video or download archived video in an industry-recognized format

The system will have a USB port to provide the ability to transfer archived/recorded video.

**2.6.18.** Archiving

The system will have the ability to automatically rotate out old stored video when needed, utilizing a FIFO queuing method. The archiving period must be user-definable. A backup device is not required at this time. The District requires that 30 days of archives are maintained for historical purposes.

**2.6.19.** Camera Configuration

The various configuration parameters of the cameras should be controllable from the proposed monitoring & management system.

**2.6.20.** Watermark

The system shall have the ability to add a digital watermark to the video for authenticity purposes.

**2.6.21.** System Load Sharing Redundancy

If the proposed solution requires the use of multiple servers to monitor and manage the surveillance system, it is desirable that load sharing and redundancy must be taken into consideration when the system is implemented.

**2.6.22.** User Groups & Rights

The system should support a multilevel user environment with the ability to create unlimited user accounts. The granular ability to control user-based functions and access to the system is considered to be an important functional requirement of the system. By user and/or by group, the access (privileges) to resources should be controllable, such as:

i. Camera viewing access
ii. Recording & downloading access
iii. Day and time for access to the system
iv. Other configurable ‘classes of service’ will be described

User accounts will be password protected and a user historical activity log is a requirement.

**2.6.23.** Error Notification

The system will provide email notification of system and other user defined alerts (e.g., unreachable camera, storage capacity thresholds) via email. The system will utilize existing email systems to provide notification.

**2.6.24.** VMS expansion capabilities – The vendor must validate that hardware can support the current video surveillance requirements, and if not, the vendor must include the necessary hardware and software in the proposal.

The Genetec VMS hardware shall be capable a minimum to support:

- Existing Cameras (IP)
- New Cameras (part of this RFP)
- Video Intercoms (existing and part of this RFP)
- Growth of **20%** for future use

As the future needs of the Video Surveillance System increase, solutions that allow the increase of system capacity without any loss of investments will be preferred (i.e., a modular server/storage system to which additional capacities can be added at a later date).

The quantity of cameras required in this project is specified in **Section 2.2**. The existing VMS solution is configured as follows, which includes one license for each existing camera:

| **Part Number** | **Quantity** |
|---|---|
| GSC-5.9 | 1 |
| GSC-BASE-5.9 | 1 |
| GSC-EDU-SY-BASE | 1 |
| GSC-EDU-OM-BASE | 1 |
| SV-2010E-R4-D240-134 | 1 |
| SV-2011E-R18-238T-14-216 | 4 |
| SY-CLOUDLINK | 1 |
| GSC-EDU-OM-1C | 551 |
| SV-2011E-R14-24T-8-210 (Redundant server) | 1 |

**2.6.25.** VMS storage sizing - The vendor must validate the capacity dimensioning of the storage system to maintain 30 days of archived video. This should include the following cameras:

- Existing Cameras (IP and Analog)
- New Cameras (part of this RFP)
- Video Intercoms (existing and part of this RFP)
- Growth of **20%** for future use

The storage system must have the additional capacity included to support the identified growth percentage (e.g., if the storage requirement for the 400 cameras to archive 30 days of archived video calculates to 24TB, the proposed storage system must include 28.8TB (24 x 1.20) of useable space for the video footage).

It is desirable that the storage system be capable of further expansion by adding additional internal of external disk drives and shelves.

The quantity of cameras required in this project is specified in **Section 2.2**. The quantity of cameras that are currently operational in the VMS is provided below, for the purposes of storage calculations:

| Camera type | Quantity |
|---|---|
| AXIS 240Q | 4 |
| AXIS A8004-VE | 9 |
| AXIS A8105-E | 19 |
| AXIS M3005 | 6 |
| AXIS M3045-V | 6 |
| AXIS M3057-PLVE | 8 |
| AXIS M3203 | 12 |
| AXIS P3215-VE | 1 |
| AXIS P3225-V Mk II | 1 |
| AXIS P3227-LV | 257 |
| AXIS P3227-LVE | 65 |
| AXIS P3343 | 1 |
| AXIS P3344 | 2 |
| AXIS P3375-VE | 1 |
| AXIS P3717-PLE | 126 |
| AXIS Q3708-PVE | 29 |
| AXIS Q3518-LVE | 4 |
| Total | 551 |

**2.6.26.** Video Storage System

The proposed solution must include the storage necessary to support the installed cameras and allow for additional growth. The District requires storage of video for 30 calendar days. The following parameters should be considered when sizing storage:

i. Recording timeframe: 24 hours per day

ii. Retention period: 30 days

iii. Frame rate: Record motion events at 8fps minimum, record motion capable of 30fps. For sizing purposes consider 15 fps

iv. Minimum resolution: 1920 x 1080

v. Motion recording: Record 5 seconds before and after a motion event.

**2.6.27.** Video Decoder

The vendor must include in the proposal the installation and cabling of one video decoder to connect to the monitor in the main office of the following schools: Brownell, Maire, Richard (3 in total). The video decoder must be able to display multiple camera images in 2x2, 3x3, or 4x4 mosaic view. The vendor is responsible for installing the necessary raceway.

## 2.7. DOOR ACCESS CONTROL SYSTEM SPECIFICATIONS

Minimum specifications for the door access control system are provided below.

**2.7.1.** Access Control Management System

The Mercury access control management system provides the administrative control for all installed door access control components. This system is on-premise based. The requirements for the access control management system shall maintain the following:

i. The management software must support a minimum of two thousand (2000) active card users.
ii. The software must be capable of migrating existing access control system user information including proximity card information.
i. The software must have a graphical user interface and be remotely accessible via a web-based interface.
ii. Any hardware required will be turnkey and not require District server resources.
iii. The software must be capable of assigning users to zones and allow each user to have access to specific doors.
iv. The software must integrate with Active Directory for importing users and assigning access permissions.
v. The access control management system must allow remote triggers to unlock doors and be capable of programming for holidays, weekends, and special one-time occasions.
vi. The access control management system must be able to perform an emergency lockdown from any authorized computer or lockdown button. Lockdown events must provide notification to select users.
vii. The access control management system must be licensed to allow a minimum of five (5) system administrators managing the system simultaneously.

**2.7.2.** Door Access Controller

The door access controller units should operate in a centralized architecture (multiple doors per controller) where feasible. Controllers may be powered over either PoE/PoE+ or conventional power. Power for both the card reader and the door strike may be provided by PoE/PoE+ or conventional power. The existing network switch ports will provide up to 30 watts of power.

The door controller enclosure will house the controller unit. The enclosure will be metal, tamper resistant, and secured to structure with tamper-proof fasteners.

If door access controllers are decentralized, they should be placed in locations conducive to easy servicing. This may consist of a blank wall plate in an accessible location on the secured side of the building.

Vendors shall not propose/install any door access controller that impedes the ability for individuals to exit the building. Failure of equipment should follow an agreed-upon procedure according to the District's preference and should be capable of triggering a notification of the failure type and location.

**2.7.3.** Door Strike

Electrified door hardware will be provided by construction. Unit price for adding an electric door strike to a door where a card reader is provided is requested as an optional item in **Appendix A**.

The door strike will be of commercial quality (e.g., HES, Von Duprin) and designed to function with the power provided by the controller. The strike will be designed to hold an unlock state for up to five (5) minutes. The actual unlock time required at each door will be determined by the building administrator.

The vendor is responsible for selecting the correct type of door strike for each door shown on the drawings. The Vendor is responsible for installing the required wiring from the controller to the door strike. All doors and frame materials consist of metal and glass construction.

**2.7.4.** Remote Latch Release

Each main office will receive two (2) distinct sets of remote latch releases to unlock (1) the main exterior door, (2) the office door facing the vestibule, and (3) the door into the main school hallway. These must be made accessible from the main office desk or other office location as determined by the District. The main front entry door may be released from the provided video intercom station.

**2.7.5.** Proximity Card Reader

The proximity card reader will be designed for both indoor and outdoor use. The reader will support HID proximity cards. The reader will provide visual indication through a change from red to green when a card is successfully scanned. The reader will also provide audible indication through a sustained beep when a card is successfully scanned. The reader will be powered by the door controller and will be attached to an enclosure. The card reader enclosure will be metal, tamper resistant, and secured to structure with tamper-proof fasteners. Exterior enclosures will meet IP65 standards.

**2.7.6.** Video Intercom

All building main entrances will require a device for providing video intercom to the respective building office for the purpose of identifying individuals requesting entry into the building. The

exterior system must tie into the door access control system to allow building administrators to "buzz" individuals into the facility's main entrance when locked. Additionally, two control stations should be provided for each building.

As an option in **Appendix A**, the vendor should provide the cost to add a visual indicator for when access is granted through the video intercom door release.

Additional locations where video intercoms are required are noted on the prints provided in **Appendix B**.

**2.7.7.** Accessibility

The order of operations for unlocking and opening a door when the ADA button is depressed will be reviewed with the District and validated during the walkthrough with the awarded vendor. The District must sign off on the agreed-upon method of access into the building with a DAC unit and ADA functionality.

**2.7.8.** Emergency Lockdown Station

The door access control solution must provide one emergency lockdown station per school that will lock all electrified doors within a given building. This system must be capable of providing identification of who initiated a building lockdown. In addition, there should be an override for select administrators that can gain building access or release the lockdown in the event of a lockdown.

**2.7.9.** Proximity Cards (optional)

As an option, the Vendor will provide the price for 500 printable HID proximity cards. The unit price must be valid for up to 5,000 cards.

**2.7.10.** Card Printer (optional)

As an option, the Vendor will provide the price for a card printer capable of printing on both standard proximity cards with necessary supplies to print 5,000 cards. The printer must be capable of printing color badges. As part of this option, the Vendor will be responsible for configuring the required badge templates based on the District standard.

**2.7.11.** Employee Re-badging (optional)

As an option, the Vendor will provide hourly rates to assist the District in re-badging District staff (~1,000). This includes assistance in printing new badges, taking staff pictures, and setting up users within the access control system.

**2.7.12.** Event card reader

The vendor must include in the proposal the cabling and installation of an event card reader in the main office of the following schools: North HS, South HS, Parcells, Monteith, Defer, Ferry, Admin,

Barnes, Brownell, Kerby, Maire, Mason, Pierce, Poupard, Richard, Trombly (16 in total). The necessary raceway should be provided by the vendor.

The event card reader must be able to trigger a lockdown condition, when swiped by designated cards, for locking all electrified doors. Upon a second swipe by a designated car, it should return the doors to the normal schedule.

**2.7.13.** **ADD/ALTERNATE 1:** Integration of event card reader to PA system

As Add/Alternate, the vendor must include in the proposal the necessary components and services to integrate the event card reader to the public address system on the following schools: North HS, South HS, Parcells, Monteith, Defer, Ferry, Brownell, Marie, Richard (9 in total). The solution should provide a dry contact interface to the public address system. This will be used to activate an audible announcement when the lockdown condition is activated, and an "all clear" announcement when the lockdown condition is cleared. The integration will be implemented and tested in coordination with the District's public address system vendor.

**2.7.14.** Specification Sheets

The Vendor must provide specification sheets for all products proposed (e.g., door strikes, proximity cards, proximity readers, controller, and access control management software). All specification sheets must be submitted in an electronic form (pdf or docx).

## 2.8. DATA CABLING SPECIFICATIONS

Structured cabling is required for video surveillance IP cameras and door access control devices. Vendors are required to provide turnkey cabling pricing for the requested endpoints. For video surveillance, each UTP cabling run will terminate at the location identified on the prints in **Appendix B** and will have a **minimum 10-foot service loop** at the device end to relocate the cable drop if necessary. Vendors are required to provide unit pricing for additional cable runs. This unit pricing may be used for any additions (or deductions) that may be necessary after installation has begun. All pricing is to include **Category 6** UTP cable, patch panels, termination jack/connector, cable support, and labor based on the specifications detailed in this section.

**2.8.1.** UTP Cabling – General Guidelines

The cabling infrastructure shall employ a copper medium, referred to as UTP (unshielded twisted pair) cabling, commonly employed in commercial voice and data networks. To this extent, the finished infrastructure shall comply with the installation procedures used for voice and data infrastructure builds as specified under TIA/EIA 568B standards. The finished infrastructure initially shall serve to deploy an IP-based signaling format in the future without any substantial changes to the infrastructure as built. To that end, TIA/EIA stipulations to cable distances, methods, and manners shall require strict adherence. This infrastructure shall also meet the following specific criteria:

a. The cabling infrastructure shall be CAT6 **plenum-rated** cable (except for patch cabling). Horizontal UTP drop cabling shall be plenum rated with four (4) UTPs under a common sheath, and that sheath shall be tested and approved for the environment into which it will reside.

b. Horizontal UTP channels shall not exceed 90 meters (295 feet) in length.

c. Cable shall be supported every five (5) feet.

d. Failure to comply with cable support methods will result in a written warning. Failure to correct or repeated infractions may result in the Vendor being terminated from the project.

e. The Vendor is responsible for neatly coring and sleeving through walls, floors, or ceilings as necessary to route cable into hallways, tech closets, or other areas that require cabling.

f. Wall penetrations made outdoor should be tilted downwards.

g. The Vendor is responsible for firestopping all penetrations made and/or used.

h. The minimum bend radius, under no-load conditions for four-pair UTP cable, shall not be less than four times the cable diameter or that which is recommended by the cable manufacturer.

i. The Vendor is responsible for applying for the performance warranty as well as for providing documentation of that warranty to the District.

j. The cable specified shall be in conduit or raceway between the device and the wiring closet (MDF/IDF) in areas where the cable is exposed and not run behind walls or suspended above the ceiling. Cables tied to electrical conduits or laid on ceiling tiles will not be accepted.

k. The cable installers will be certified by the manufacturer on the cable and components used.

l. The cabling contractor must assure that UTP cables are routed away from sources of interference, e.g., power lines, motors, fluorescent lights, HVAC, etc. All cables shall be protected from contact with sharp metal edges. The following routing guidelines shall be adhered to:

| INTERFERENCE SOURCE | DISTANCE FROM CABLE |
|---|---|
| Power lines <2KVA | 5 inches |
| Power lines 2-5KVA | 12 inches |
| Power lines >5KVA | 36 inches |
| Fluorescent lights | 5 inches |
| Motor/ generators/ RF sources | 40 inches |

m. The Vendor must comply with all EIA/TIA specifications as well as local building codes.

n. While the defined system is preferred under a single source manufacturer/supplier, for the purposes of meeting specification, the component parts of the infrastructure may be from multiple manufacturer sources. For the UTP, a base proposal of CAT6 installation shall be part of a manufacturer's certified program to include a minimum 15-year warranty on the entire channel. Minimally, the UTP installation must include a Manufacturer's Performance Certification and a minimum 15-year warranty on all material and labor. The certification may be through a single manufacturer that supplies all cabling and connectors or through a joint program (one manufacturer's cable combined with another manufacturer's connectors).

o. Approved, enhanced CAT6 UTP plenum cable product shall be manufactured by ADC (Krone), Belden/CDT, Berk-Tek, CommScope, General Cable, Hubbell, or Mohawk Cable and must be tested by ETL Intertek Testing Services and approved by Underwriters Laboratories.

**2.8.1.** Patch Panel-to-Endpoint Cabling

The cabling infrastructure between the termination point on patch panels and physical security equipment (e.g., IP cameras) shall meet the following specific criteria:

| | |
|---|---|
| **Performance/cable category** | Category 6 |
| **Jacket insulation** | Plenum |
| **Pair count** | 4 pair |
| **Wiring configuration** | T568B |
| **Gauge** | 24-AWG solid copper conductors |
| **Qualifications** | NEC Certified, CSA Certified, UL Standard 444, IEEE 802.3af, IEEE 802.3at |
| **Color** | Yellow |

The Vendor will terminate the device end cable in a standard RJ45 connector at the device end. A cable identification label will be placed on the cable at the device end indicating the building, closet, and patch panel port number.

Vendors must utilize Modular Plug Terminated Link (MPTL) field-terminated connectors to attach directly to horizontal cable at the video surveillance IP camera end. Some examples of such connectors include Belden RVA-FPUBK-B25 Rev Connect field terminated plug, Panduit TX64 6A UTP field terminated plug (FP6X88MTG), Hubbell NEXTSPEED® Field Termination Plugs.

**2.8.2.** Patch Panels

The Vendor will supply and install CAT6 patch panels for the newly provided and replaced endpoint devices at the MDF and at each of the IDFs as required to support the cable count. The Vendor will supply unit pricing for additions (or deductions) that may be necessary after installation has begun.

| | |
|---|---|
| **Port Count per panel** | 48 or 24 |
| **Performance** | Category 6 |
| **Plug/jack** | RJ45 |
| **Port termination** | 110 |
| **Mounting application** | Rack |
| **Wire management (front)** | One horizontal per patch panel |
| **Wire management (rear)** | One horizontal per patch panel |
| **Wiring configuration** | T568B |

**2.8.3.** Patch Cables

The cabling infrastructure between the patch panel and network closet equipment shall meet the following specific criteria.

| | |
|---|---|
| **Performance/cable category** | Category 6 |
| **Jacket insulation** | PVC |
| **Pair count** | 4 pair |
| **Wiring configuration** | T568B |
| **Gauge** | 28-AWG solid copper conductors |
| **Connectors** | RJ-45 |
| **Color** | Yellow |
| **Minimum cable length** | 1 ft, right-sized for application |
| **Bundling** | No more than 12 cords per bundle, Velcro only |

## 2.9. IMPLEMENTATION

It is the intent of the District to start the deployment of the equipment and integration services requested in the RFP during Summer 2021 for the buildings listed and continue through 2022 as an option based on unit pricing.

**2.9.1.** Project Plan

The Vendor shall provide a full installation schedule showing the work flow using a graphical representation (e.g., Gantt chart or similar tool). The Vendor's installation schedule should indicate the size of each crew working in the building on a daily basis, along with timelines for building project completion. All punch list items associated with this project must be complete by the noted completion date.

**2.9.2.** Work Hours

Due to the significant amount of abatement and construction demolition that will be occurring in construction buildings, vendors should not anticipate being able to get into these buildings until July 15, 2021 to do any install work. Due to the limited timeline for completion and the size of the proposed work scope, Vendors must plan for 6-day work weeks on two shifts throughout the course of the project (focusing on July 15 – August 15). For work hours at construction sites, access must be coordinated with the District's construction manager.

Any work scheduled inside buildings, or on the building premises, must be coordinated with the District. Arrangements must be made through the District for additional work hours, if needed.

The installation schedule for school year working hours is 4:00 P.M. to 11:00 P.M, Monday through Friday. Weekend work hours will be coordinated with the District as deemed necessary. The District

will work with the Vendor and the District facilities team to provide appropriate access for each building. Please note that schedules are subject to change with short notice or no notice.

Vendors must also plan to be onsite the first weekend after the school year is over to remove video surveillance and access control components.

## 2.10.INSTALLATION/INTEGRATION SERVICES

The following are the integration and training services required for this RFP. For these services, the pricing for the base bid will be presented using the forms **Appendix A**.

**2.10.1.** Removal and Reinstall of Existing Equipment

The vendor will be responsible for the removal and recycling of existing cameras and access control components in the main office of each building prior to the start of construction work at each school. Removal of structure cabling cable will be performed by others and is not in scope for this project. Patch cords and patch panels for existing cameras to be retained and reused are provided by the District.

The vendor will be responsible for keeping a log of the date and time when each component was removed. In the case of the cameras, the views before the removal need to be documented. The vendor is also responsible for adequately labeling the components removed and packaging them for storage at a location designated by the District.

After installation works are completed at each building, the vendor must reinstall the components, and perform the necessary work to return them to their original operating condition. This includes any aiming, focus or programming required. The vendor is responsible for the adequate disposal of all the packaging material used and for the cleanliness of the site, as indicated in the next point.

The quantities of existing cameras and access control components to remove and reinstall are provided in **Section 2.2**. Unit costs for removal and reinstallation must be itemized in the price response forms found in **Appendix A**, to any address any additional requirements or changes deemed necessary during the construction works.

**2.10.2.** Site Cleanliness

The Vendor will ensure all work areas are free from debris caused by work performed under this project scope. At the end of each day, the site must be left in a clean and neat condition prior to completing work for that day with debris properly disposed of in an efficient manner. Materials must be consolidated into an agreed upon space that is not obstructing any pathways within the respective buildings. Vendor may be asked to wear protective foot coverings or supply drop cloths to minimize impact to newly finished surfaces. Failure to properly clean may result in another contractor performing the cleanup work and back charging it to the vendor.

**2.10.3.** Construction Meetings

Construction meetings will be held weekly at each building once construction begins. The vendor must attend these weekly meetings

**2.10.4.** Video Surveillance System Integration Services

The Vendor will meet with the District to confirm angle, direction, and configuration required for each camera. The District will review the document with the Vendor and approve/modify the document. The Vendor will then generate a final document that will define the operation and functional specifications for the installation. Once installed, access to cameras will be tested, verified, and documented. Thirty (30) school days after installation, the vendor will revisit the camera views with the District to make final modifications to camera locations or views as needed.

i. Define naming conventions according to the District defined standard. Note: Naming for any maps or VMS configuration items must occur before review with District staff.
ii. Install all cabling and equipment according to state, federal and local codes
iii. Install all equipment and software according to the manufacturer's specifications
iv. Identify needs for all building penetrations, firestop, conduit, and cable pathways for any exterior devices
v. Apply asset tags and labels for all IP cameras and video management devices. The District will provide the asset tag.
vi. Remove all existing video surveillance cameras; recycling of cameras should be handled in an EPA-approved manner with certification thereof

**2.10.4.1.** Label All System Components

At a minimum, the label should identify the device, the associated control equipment, and the associated communications closet. Cable labels will identify all cabling associated with a device and be recorded on a cable identification document that will be delivered with the as-built documentation. The labeling scheme will be developed by the Vendor and approved by the District.

**2.10.5.** Door Access Control System Integration Services

The Vendor will meet with the District to develop the programming required for the system. The vendor will develop a document that lists the detailed operation of the system, including the lock/unlock timing for each door, card access levels for each staff member, door monitoring and reporting parameters and alarm reporting. The District will review the document with the Vendor and approve or modify the document. The Vendor will then generate a final document that will define the operation and functional specifications for the installation. Additional integration requirements are defined below:

i. Install all cabling and equipment according to state, federal and local codes.
i. Install all equipment and software according to the manufacturer's specifications.

ii. Identify needs for all building penetrations, firestop, conduit, and cable pathways for any exterior devices.

iii. Card reader and door strike installation and configuration.

iv. ADA access control integration according to district-specified flow.

v. Integration of existing door access control components into the new access control management software.

vi. Migration of existing access control data including users' data such as permissions, pictures, and proximity card info.

vii. As needed, install all door actuating equipment, associated components, and any required electrical service for a fully functional system where electrified door hardware is not provided by construction.

viii. Provide and install software that allows remote monitoring and control of the entire system across the District network.

ix. Provide an MSI packaged version of any software that is required for installation on District computers.

x. Program all proximity cards that are required for the District staff, including temporary staff.

xi. Assist with design of new proximity cards to be printed.

**2.10.5.1.** Label All System Components

At a minimum the label should identify the device, the associated control equipment and the associate communications closet. Cable labels will identify all cabling associated with a device and be recorded on a cable identification document that will be delivered with the as-built documentation. The labeling scheme will be developed by the Vendor and approved by the District.

**2.10.6.** Video Management System Integration Services

The Vendor shall meet with the District prior to installation of the system to discuss all aspects and capabilities of the VMS system and cameras procured. Vendor will present to the District all configuration options and get their input and let the District choose how the system is to be used and configured. The Vendor will provide input as necessary. Based on these discussions, the Vendor will define an implementation plan that outlines the configuration of the system.

The implementation plan for the VMS shall, at minimum, consist of the following:

i. Install all cabling and equipment according to state, federal and local codes

ii. Install all equipment and software according to the manufacturer's specifications

iii. Provide a design summary of the video surveillance network.

iv. Document the VLAN and QoS requirements of the data network

v. Document the camera configuration parameters (resolution, frame rate, etc.)

vi. Document key VMS configuration parameters (recording, storage, archiving, etc.)

vii. Develop interactive maps with camera locations in VMS views for each building.

viii. Provide installed storage system configuration parameters

ix. Document server naming conventions (will retain current configuration)

x. Provide an MSI packaged version of any software that is required for installation on District computers.

xi. Develop rack elevation drawings of VMS equipment

xii. Configure user groups for each building that restrict access to VMS views for each building.

xiii. Assist in integrating the solution with the District's existing Active Directory infrastructure

**2.10.7.** Server & Storage Hardware Installation

The provided systems will be racked in a District-provided rack. The Vendor will be responsible for the turnkey operations of the servers and storage systems provided, including the installation and configuration of any hypervisor and operating system.

**2.10.8.** Network Configuration

The Vendor will NOT be responsible for making changes to the current data network. However, the Vendor will clearly identify in its proposal the physical and logical requirements from the data network.

**2.10.9.** Latest Firmware/Software

The latest released network hardware and software revisions/version will be provided and installed at the time of delivery. In the event a newer software or hardware revision/version is released after a portion of the proposed network has been installed, but before the entire network is deployed, the awarded Vendor shall upgrade the hardware and software at all other previously installed equipment (at this location only) to the latest version. In short, at the time of final contract acceptance and final contract payment, all network components installed will have the latest release level of hardware (firmware) and software.

**2.10.10.** Device Configuration

All network equipment that supports SNMP capability shall be configured to report traps to the network management station. All network equipment shall have SNMP agents enabled to supply SNMP Management Information Base (MIB) to the management station. The default SNMP communities (read, read/write) will be changed to values as defined by the District.

Where applicable, all devices on the network will be configured as NTP (Network Time Protocol) clients and will receive their time from a designated NTP server. The NTP server could be the core switches or the primary servers at the District's Network Headend.

Where applicable, all network equipment will be configured to obtain its configuration from a local flash and also from a TFTP server. It is will be the responsibility of the Vendor to install, configure, and test a TFTP server on a district-provided workstation or the VMS station.

**2.10.11.** Device Connectivity

The Vendor will be responsible for providing connectivity between the equipment (VMS, Storage, etc.) and the data center network switches. All installed cabling will be neatly dressed and routed through the cable management system if available. The label machine and labels will be supplied by the installer. All installed copper patch cables will be neatly dressed in the cable management system where available or will use Velcro straps to professionally dress the cables. The color of the patch cables used for the IP Cameras will be green. All copper and fiber patch cables for connecting the proposed hardware will be supplied by the Vendor.

**2.10.12.** Time and Materials Labor Rate

The Vendor will provide a T&M labor rate that may be used by the District for any work not covered directly by this contract.

**2.10.13.** System Testing

The Vendor will verify and demonstrate to the District that all hardware, software, cabling, and other system components are functioning according to the specifications, the Vendor's proposal, and the programming document that was developed with the District.

**2.10.14.** Cable Testing

The cable shall be tested after installation and meet all testing and installation requirements compliant with Category 6, based in part or all of the following standards:

i. ANSI/TIA/EIA 568-B.1 – Commercial Building Telecommunications Cabling Standard, Part 1; General Requirements
ii. ANSI/TIA/EIA 568-B.2-1 – Commercial Building Telecommunications Cabling Standard, Part 2; Balanced Twisted-Pair Cabling Component
iii. ANSI/TIA/EIA 569-B – Commercial Building Standards for Telecommunications Pathway and Spaces
iv. ISO/IEC 11801 for Category 6
v. ANSI/TIA/EIA 606-A – Administration Standard for Commercial Telecommunications Infrastructure
vi. ANSI/TIA/EIA 607-A – Commercial Building Grounding (Earthing) and Bonding requirements for Telecommunications
vii. NFPA 70, National Electrical Code (NEC 2017)

Additionally, all cabling shall comply with the following requirements:

i. The conductors of the pairs will be of solid copper construction.

ii. The cable type shall be **plenum rated** with 100% FEP for all areas within the building.

iii. This cable shall possess the ratings by UL (Underwriter's Laboratory) CMP as applies to the cable type and insulation.

Approved, enhanced Category 6 UTP plenum cable product shall be manufactured by ADC (Krone), Belden/CDT, Berk-Tek, CommScope, General Cable, or Mohawk Cable and must be tested by ETL Intertek Testing Services and/or approved by Underwriters Laboratories.

**2.10.15.** Training Services – At **NO COST** to the District

The Vendor will provide training on all systems that are installed as a part of this RFP. The training services will be provided at no additional cost to the District. The training services requirements are as follows:

During the design and integration process, the District's technical personnel shall be involved and will interact with engineers performing these services. Training and knowledge shall be imparted to the District's personnel during this process. It is understood that this process shall be followed as long as it does not impact the Vendor's process, progress, and schedule.

Prior to the "go live" of the systems, the Vendor will coordinate with the District on the training that will be provided. A training schedule will be established by the District. The training shall consist of two training tracks, (a) System Administration Training and (b) End User Training and shall be provided **at no cost** to the District. Use of bond funds are not allowed for training activities, thus, all training-related activities must be provided at no cost to the District.

**2.10.16.** System Administrator Training – At **NO COST** to the District

A minimum of **two 2-hour** sessions will be dedicated for the system administration training. The complete training will be conducted as two separate sessions. The training will be conducted on site and on the system implemented at the District (at no cost to the District).

At this training, the Vendor will review and demonstrate the following components of the video management system:

i. The configuration of the VMS as deployed

ii. The configuration of the cameras as deployed

iii. Adding user and restricting access levels

iv. Additional features of the system (that may have not been implemented)

v. Basic and advanced search techniques

vi. Video archiving and retrieval

vii. Download and record archived video

viii. Storage system maintenance

ix. Day-to-day maintenance of the system

x. Add cameras/devices to the system

xi. System and camera software/firmware upgrades (minor)

xii. Remote viewing (view-only mode) functions

xiii. Management system operation and reporting

At this training, the Vendor will review and demonstrate the following components of the door access control system:

i. The configuration of the DAC management system as deployed

ii. The configuration of the card readers as deployed

iii. Adding user and restricting access levels

iv. Configuring access control schedules

v. Designing proximity card templates

vi. Printing proximity card graphics

vii. Programming proximity cards

viii. Managing user accounts (creation, modification, deletion)

ix. System maintenance

x. System reporting

xi. Additional features of the system (that may have not been implemented)

Other details of this training session will be discussed at the design meeting.

**2.10.17.** End User Training – At **NO COST** to the District

A minimum of **THREE one 1-hour** sessions will be held for the **end user training**. Training must be at no cost to the District. The training will be conducted on site and on the system implemented at the District. At this training, the Vendor will review and demonstrate:

i. Remote viewing (view-only mode) functions

ii. Retrieval of archived video (if allowed by the user's privilege)

iii. Setting and changing user preferences

Other details of this training session will be discussed at the design meeting.

## 2.11.DOCUMENTATION

The Vendor shall compile and distribute to District representatives, two (2) complete sets of documentation. The Vendor is required to submit electronic copies of all the documentation provided in an organized format. The electronic copy shall be organized and indexed and delivered on a thumb drive media.

The Vendor will provide, upon project completion, the system design and configuration documents. This documentation will be delivered in the form of drawings, spreadsheets, database, etc., that would represent the details of equipment placed within the buildings.

It is our belief that a foundation of proper documentation is the key to the long-term supportability of the video network. The Vendor's documentation package shall include the information described below and will be provided to the customer in both paper and electronic form. Standard format for the files is an appropriate application from the Microsoft Office suite and the Microsoft Visio application. To be included in a typical documentation package are:

i. Rack Elevation Drawings

ii. Appendices:
   - Building drawings showing the location of all installed hardware components
   - A cable identification document identifying all cabling referenced to the associated hardware for each building
   - Inventory that includes building, location within building, device, manufacturer, model name, serial number, and asset tag number
   - Operation manuals and specification sheets for all hardware and cabling
   - Operation manuals and training materials for all software
   - Manufacturer's warranty for all system components including cabling
   - Vendors warranty for installation services
   - Softcopy – Configuration Files: Backup configuration files (.cdb, .cfg) will be saved in softcopy from all appropriate installed equipment. These files would be used in the event that the original configuration file for the equipment gets corrupted and becomes unusable. Softcopy of all the documentation files provided as part of the documentation package.

**2.11.1.** Installation Assurances

The Vendor will describe the following:

i. The implementation team and their roles in ensuring a successful cutover

ii. The resources that will be available at cutover to address unforeseen problems

iii. Any anticipated disruptions in service during the cutover period

Responsibilities required of the District to help ensure a successful cutover.

**2.11.2.** Project Closeout

i. Upon notification the project is completed, an electronic copy of the punch list will be prepared and presented to the Vendor.

ii. To facilitate the closeout process, the Vendor will present to the District in an electronic format a complete list of all punch list items resolved with the date and item(s) completed and resolution documented.

iii. In accordance to the payment terms, the Vendor will submit final AIA Document G702 Application and Certificate for Payment.

iv. The District's representative will present Sign-off/Closeout documents to the Vendor for signatures. A copy of the document will be given to the Vendor.

v. Manufacturer's warranty for equipment will commence only upon building/phase closeout and will extend through the manufacturer provided warranty.

vi. The District reserves the right to inspect and approve or reject the installation before signoff. If the District rejects the workmanship or equipment functionally, the Vendor must repair or replace at their cost.

## 2.12.BASE SYSTEM WARRANTY

**2.12.1.** Components and Term

Included in the base bid, a **5-year extended warranty** will be required for all Critical and Non-Critical Components:

**Critical Components**

i. Server hardware (optional if provided)

ii. Storage systems (optional if provided)

**Non-Critical Components**

i. IP Cameras

ii. Door Access Control Hardware

An option to extend to **years 6 and 7** will be provided in **VSS, VMS, and DAC Options Costs in Appendix A**. Manufacturer warranty certificates must be provided for all hardware equipment. All warranties will commence upon Final Acceptance.

**2.12.2.** Coverage

The proposed extended warranty, at a minimum, should include the following services during this warranty period:

i. Routine warranty services to include:
   - Telephone support to diagnose warranty issues for both critical and non-critical components
   - 5 x 8 x 4-hour NBD hardware replacement with an on-site technician for critical components

- 5 x 8 return to depot hardware replacement for non-critical components

ii. Emergency response service with a guaranteed response time, location of dispatch by responding party, and process to be followed for the following events:

- Complete system outage due to a warranty issue

The Vendor will describe:

i. Warranty coverage hours for the services described above (i.e., hours/days of coverage)

ii. Equipment replacement procedures (on-site and depot parts repair and replacement)

iii. Response procedure for:

- Escalation calls
- First-time response to service calls (callback time)

All manufacturer warranties will begin as noted in the Project Closeout section.

## 2.13.OTHER COSTS

If any costs are associated with your proposed services that have not been identified in prior sections, they must be detailed in **Appendix A**. Any such charges will be clearly identified and all nonrecurring and monthly costs provided.

# APPENDICES (provided separately)

Appendix A - Vendor Response Forms

Appendix B – Existing and Future Placements

Appendix C - Sample Agreement