

Request for Proposals
Video Surveillance System
For the Niangua R 5 School District



Issued by the Niangua R-5 School District

Schedule of Critical Dates:

- | | |
|---|---|
| 1. Proposal is Due: | October 19 th , 2022, at 3:00 PM EST |
| 2. Pre-Proposal Proposer Conference: | September 30 th , 2022, at 3:00 PM EST |
| 3. Last Day to Submit Provider Questions: | October 7 th , 2022, at 3:00 PM EST |

LATE PROPOSALS WILL NOT BE ACCEPTED

Contents

I. INTRODUCTION	3
II. CURRENT ENVIRONMENT	3
III. SCOPE OF SERVICES	3
IV. PROJECT APPROACH.....	6
V. PRICING INFORMATION.....	6
VI. PROPOSAL REQUIREMENTS.....	7
VII. Proposal Qualifications.....	101
VIII. Proposal Contents	11
IX. Proposal Evaluation.....	14
X. PROPOSAL CHECKLIST (<i>Appendix A</i>).....	156

I. INTRODUCTION

The Niangua R-5 School District is requesting Proposals from qualified firms to provide an IP-based Video Surveillance System. This includes, but is not limited to, providing security cameras and maintenance, camera, and network extension design (i.e., camera and network equipment, installation, configuration, testing), all associated video surveillance equipment (i.e., servers, storage, cameras, housings, software, network infrastructure, cabling, wiring, point to point and access points).

Background

The Niangua School District was established in 1882. Niangua is located between Marshfield and Conway just south of Interstate 44. District enrollment is 300 students K-12 with another 35 full-time preschool students. The following is the school vision statement: Niangua School District will foster excellence through a community of learning and literacy that leads to high academic achievement, independent learning, a safe and orderly environment, and productive citizens of a global society.

II. CURRENT ENVIRONMENT

The Niangua R-5 School District has an outdated camera system that is difficult to manage and operate. The IP network was recently updated providing a 10GB fiber pathway to each switch on the network. The hardware vendor of choice is Ubiquiti using the following models:

- Ubiquiti 24 Port POE Switch (USW-Pro-24-PoE)
- Ubiquiti 48 Port POE Switch (USW-Pro-48-PoE)
- Pro Aggregation – USW-Pro-Aggregation

The IP network is capable of handling 200+ cameras utilizing the 10GB fiber connections back to the Pro Aggregation switch with 720 Gbps switching capacity.

III. SCOPE OF SERVICES

It is the goal of the Niangua R-5 School District to provide a reliable and robust IP video surveillance system. In addition to providing a video surveillance system, the Proposer must be capable of providing equipment and professional services throughout the Niangua IP network. All video surveillance equipment must be capable of being integrated into the existing IP Network. The Proposer shall work with the Niangua R-5 School District to provide the following services including but not limited to:

Niangua R-5 School District VIDEO SURVEILLANCE SYSTEM

- Video Surveillance Camera System
- Video Surveillance System Design
- Camera and network extension feasibility assessments must be completed within 30 days of the request.
- Outline of camera locations, connectivity, equipment, and estimated cost
 - Cloud access to recording/storage
 - NVR
 - Site survey
- Equipment, Site Development, Labor, Installation, Project Management & Engineering Services
 - Day/Night surveillance cameras
 - Motion activated recording
 - Adding cameras to NVR
 - IP assignment
 - Wireless network configuration
 - Camera image settings configuration (focus, exposure, frames)
 - System training
 - Minimum one-year standard manufacture warranty to include all associated camera equipment, software, hardware, servers, and storage
- Full infrastructure design
- All cabling including needed Fiber cabling, Cat6 UTP Cabling, Patch Cables (both Fiber and UTP), and SFP modules
- Project Management
- Implementation
- Full system deployment
- Network security
- Lifecycle management of the video system
- Video Surveillance System Maintenance Plan
 - Local support for the video and wireless camera network
 - Hours of service will be from 8 AM to 5 PM, Tuesday – Friday
 - Monthly response to cameras and associated equipment with a technician and bucket truck and/or tower crew if needed for rooftop and tower network infrastructure repair, board/module swap and replacement, video management hardware and software, and break-fix services
- Cameras
 - Cameras are connected and are configured for maximum and optimal coverage
 - Angles are appropriate for the site and lens zooming is in accordance with the camera specifications
 - Provide supporting brackets and towers for signs of corrosion and damage
 - Check the physical condition of cameras and housing for signs of deterioration due to rain, dust, and dirt

- Check that field of view is correct
- Clean dome windows as necessary
- NVR inspection – Fans, Chassis, Processors, Enclosure, Hard drive
- NVR(s) & AMS server
- Verify live and recorded picture quality
- Verify field of view (at recorder), considering internal and external light conditions
- Video retention in days
 - Configured for optimal recording experience
 - Data is recorded and stacked so that new data is never overwritten
- Time and Date accuracy
- System error logs check for unresolved faults
 - Video loss
 - Network connection failure
- All video and power cable connections are secure
- The Niangua R-5 School District and the proposer will review the list of repairs and prioritize the cameras and repairs
 - Initiate calls for any equipment under a service plan
 - Report on service actions taken & identify when the problem has been resolved
- All labor and materials from normal wear and tear
- Spare parts inventory management

Technology Requirements

Proposer must propose and supply a product line that, to the best of its knowledge, is not obsolete or near obsolete. Ubiquiti branded or compatible brand equipment will be approved.

The approved Ubiquiti model numbers are:

- UVC-G4-Pro
- UVC-AI-360
- UVC-G4-Dome
- UNVR-Pro
- USW-Pro-Aggregation
- USW-Pro-48-PoE
- USP-RPS-Pro-US-EA
- USW-Pro-24-POE

All equipment bids should be Ubiquiti or compatible to the above-listed model numbers.

The Proposer must document successful deployments by including the names and telephone numbers of contact persons as part of the reference requirements of this RFP.

The equipment supplied must be of new manufacture (not used or demo units) and best quality and installed in accordance with approved recommendations of the manufacturer thereof and must conform to the equipment specifications listed in this RFP.

IV. PROJECT APPROACH

Provide a detailed but concise description of your approach to this project. Include a description of the task required for each area and the time required for their completion. This description should address but is not limited to the following:

- **Video Surveillance System** – Describe your approach for extending the video surveillance network to add new IP cameras throughout the Niangua R-5 School District. Include implementation plan and deployment.
- **Quality Assurance** – Describe your approach for providing quality assurance for maintenance and camera and network extension. Include a description of your quality assurance processes.
- **IP Camera & Network Review & Evaluation** – Describe your approach to reviewing the School District’s current Network infrastructure.
- **IP Camera and Wireless Network Architecture Plan** – Demonstrate your ability to provide an architectural design as it relates to managing an IP Camera and Network supported by multiple NVRs to support over 120 IP cameras

V. PRICING INFORMATION

Pricing

All equipment prices shall include a breakdown of major equipment. Equipment shall be sorted by installation location site. The sorted site equipment list should include all equipment necessary for install (camera, housing, network devices, and power). Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity, and unit pricing. Non-site-specific items such as software licenses, test/training equipment, spare parts, miscellaneous supplies, materials, etc. shall be itemized under the site “other”.

Video Surveillance System equipment pricing shall be detailed and itemized. All unit models, configurations, software, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list.

Proposers must include a listing of all services to be provided by the vendor and any services or materials that must be provided by Niangua R-5 School District.

Warranty Cost

Proposer shall provide the cost details for providing System Warranty and Support Services outside of the manufacturer one year warranty. This includes all equipment, software, and services. Proposer shall describe manufacturer and installer warranties that are provided as part of your proposal. Any required maintenance of the system during the warranty period shall be detailed. Maintenance responsibilities and services with related costs should also be detailed.

Training Cost

Proposer shall provide the cost details for providing Training. The cost detail must identify the quantity, unit price, and total price for each type of training.

VI. PROPOSAL REQUIREMENTS

Submission of Proposal

Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections below.

- a. Each Proposer shall provide all information requested in this RFP. The Proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Section VIII Proposal Contents. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a proposal does not comply with all terms, conditions, and requirements for submittal, Niangua R-5 School District may consider it unacceptable and may reject it without further consideration.

- b. Niangua R-5 School District wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless necessary, copies should minimize or eliminate the use of non-recyclable or non-reusable materials. Materials should be in a format permitting easy removal and recycling of paper. A Proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments, or documents not specifically requested.

- c. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request for clarification or interpretation to **Josh Hume, 301 Rumsey Street Niangua, MO, no later than September 30th, 2022, at 3:00 PM EST**. Requests for clarification or interpretation may be submitted via e-mail to jhume@nianguaschools.com

The School District's Rights and Requirements

- a. The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the School District's designated representatives for an interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.
- b. Niangua R-5 School District reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. Niangua R-5 School District reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the School District's best interest.

The proposal as a Public Record

Under the laws of the State of MO, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, Niangua R-5 School District must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. Niangua R-5 School District will notify the Proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

Term of Proposal's Effectiveness.

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the School District until earlier of the execution of a final contract or 30 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

Proposer’s Familiarity with RFP; Responsibility for Proposal

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting the performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for the contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the Niangua R-5 School District has no responsibility for any conclusions or interpretations made by Proposer based on the information made available by the Niangua R-5 School District. Niangua R-5 School District does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the Niangua R-5 School District arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

Interpretation

Niangua R-5 School District is not responsible for any explanation, clarification, interpretation, representation, or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. Niangua R-5 School District will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received an RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

Confidentiality

The Proposer cannot make use of any information obtained through this Agreement for any activity outside the scope of this project. The proposer will utilize its “best efforts” to protect all information gathered and records developed during this Agreement from examination by unauthorized agencies or persons. Such records include all collected data, forms, provided/developed configuration and topology data, computer files, program listings, manuals, documentation, correspondence files, contract records, and reports. The Proposer shall retain all copies in a secure manner until the project is closed and all documents will be returned to the Department of Public Safety. No information, materials, or any summary of these materials shall be released to any individual or organization (verbally or in writing) without prior written permission from the Director.

No work involving information furnished under this RFP will be subcontracted without the specific approval of the Niangua R-5 School District.

In the performance of the Agreement, the Proposer agrees to comply with and assume responsibility for compliance by employees with the following requirements:

- All work will be performed under the supervision of the Proper or the Proposer’s responsible employees.
- Any information provided to the Proposer, in any format, will be used only for the purpose of carrying out the provisions of this contract.
This information will be treated as confidential and will not be made known in any manner to any person except as may be necessary in the performance of the Agreement.
- All information provided to the Proposer shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.

Rights in Data and Copyright

Throughout the period of this Agreement, the Niangua R-5 School District reserves exclusive and unlimited rights to the information provided to the Proposer, except for the information the Niangua R-5 School District makes available to the public. Niangua R-5 School District also reserves exclusive rights to the results and findings produced by this project.

Anticipated Proposal Schedule

Public Safety anticipates it will - but neither promises nor is it obligated to - process proposals received according to the following schedule:

Event	Dates/Deadlines
Issue Request for Proposals	September 19th, 2022, at 12:00 PM
Deadline for Submitting Questions	October 7 th , 2022, at 3:00 PM
Deadline for Submitting Proposal	October 19 th , 2022, at 3:00 PM
Optional Oral Interviews	September 30th, 2022, at 3:00 PM

VII. PROPOSAL QUALIFICATIONS

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

- Background, qualifications, and experience of the firm has a minimum of 5 continuous years of experience described in this RFP.
- The Proposer demonstrates the ability to provide quality information video surveillance assessments for similar-sized organizations.
- A general description of the techniques, approaches, and methods to be used in completing this project.
- A description of the chronology for completing the work, including a timeline, and deadlines for each task.
- A detailed cost proposal for each item listed in the Scope of Services.

Insurance: The successful Proposer, at its expense, shall always during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (ies) providing the required insurance shall be authorized by the Missouri Department of Insurance to do business in Missouri. The Successful Proposer, as the contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Niangua R-5 School District, evidencing the required insurances upon execution of the contract.

- a. Professional liability insurance with limits of not less than \$1,000,000.00 for each occurrence and subject to a deductible for each occurrence of not more than \$50,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
- b. Workers' compensation and employer's liability insurance as provided under the laws of the State of Missouri.
- c. Statutory unemployment insurance protection for all its employees.
- d. Such other insurance coverage(s) as the City may reasonably require.

VIII. PROPOSAL CONTENTS

Each technical proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized to facilitate its evaluation.

The technical proposal Shall Be No Longer Than 25 Single-Sided Printed Pages, excluding appendices.

Page size shall be 8.5 x 11 inches. Font size shall be no less than 12 pt. Tabs, dividers, and appendices are excluded from the page count.

The technical proposal response shall consist of the following sections:

Cover Letter and Executive Summary

The Executive Summary should provide a complete and concise summary of the Proposer’s experience and ability to meet the requirements of this RFP. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

Profile

The Proposer will provide a profile of its organization and all other sub-consultants who will be providing services. At a minimum, the Proposer will provide the following information:

- Number of years in business
- Number of years involved with services as proposed

Qualifications

Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. This should include the qualifications of sub-consultants included in the proposal. The proposer may include as much information as needed to differentiate its services and product(s) from other Proposers. At a minimum, please include the following:

- a. Staffing: Qualifications must include resumes and descriptions of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
- b. Organizational and Staff Experience: Proposers must describe their qualifications and experience in the organization to perform the work described in this RFP. Information about experience should include direct experience with the specific subject matter demonstrating a technical strength in network infrastructure. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.

List of Representative Projects

Provide a list of at least two similar projects that the Proposer has successfully completed within the last five years.

Provide at least two client references (verified name and telephone number) of someone closely familiar with each project and your firm's performance.

Each project description shall be presented in the format consistent with the table below.

Project Name and Description
Owner's Name:
Location of Project:
Knowledgeable Contact's Name
Verified Telephone Number for Contact
Project Manager's Name*
Key Team Member's Names and Duties*
Prime Consultant
Sub-consultant(s) and Percent of Total Project
Implementation Schedule and Variance from Implementation Contract Schedule (briefly explain variance)

Project Management Approach/Project Methodologies

- A. Describe the Methodologies you will employ on this project to complete assessments, video expansion projects, and maintenance. Describe and/or provide examples of the Deliverables requested in the Scope of Services.
- B. Provide a detailed project work breakdown structure to include tasks, subtasks, timelines, milestones, work efforts, and resource assignments.
- C. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

Financial Statements

Any financial statements that would be required will be requested only from those Proposers that are “short-listed”.

Fee Proposal

The proposer should submit its fee proposal for each service in a separately sealed envelope clearly marked on the outside.

There is no limit to the number of pages submitted as part of the fee proposal. The Fee Proposal Shall Include Forms and Fee/Hours Tables Attached for The Project.

Required Forms

Proposer shall complete, execute, and return with its fee proposal the following documents:

- a. Federal Form W-9 including Taxpayer Identification Number.

IX. PROPOSAL EVALUATION

Proposals shall be evaluated based on the following criteria (not listed in order of importance):

- Proposer experience and technical strengths
- Proven successful past performance on similar projects.
- Qualification and experience of project staff.
- Program Management approach and methodologies.

Fees will not be considered in the technical evaluation. Proposals shall be evaluated first on qualifications and technical merit. Once rankings are established, the fee submittals shall be considered.

A firm’s involvement in any current litigation with the Niangua R-5 School District may be considered during proposal evaluation.

The ratings are not intended or to be interpreted as a reflection of a Proposer’s professional abilities. Instead, they reflect the Niangua R-5 School District’s best attempt to quantify each Proposer’s ability to provide the services sought by the Niangua R-5 School District and to meet the specific requirements of this RFP, for comparison purposes.

Disqualification of a Proposer/Proposal: Niangua R-5 School District does not intend by this RFP to prohibit or discourage the submission of a proposal that is based upon a Proposer’s trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the way its services are to be performed or rendered.

Niangua R-5 School District will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by Niangua R-5 School District. Niangua R-5 School District reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. Niangua R-5 School District reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process to approve the award of the contract considered in the Niangua R-5 School District's best interest, as determined in the Niangua R-5 School District's sole discretion.

Although the Niangua R-5 School District prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the Niangua R-5 School District to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. Niangua R-5 School District may reject one or more proposals if it has reason to believe that Proposers have colluded to conceal the interest of one or more parties in a proposal and will not consider a future proposal from a participant in the collusion. In addition, Niangua R-5 School District will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to Niangua R-5 School District or has failed to perform faithfully any previous agreement with Niangua R-5 School District or is currently in default under any agreement with Niangua R-5 School District.

Niangua R-5 School District reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in the rejection of its proposal. Further, the Niangua R-5 School District reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

Niangua R-5 School District reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

X. PROPOSAL CHECKLIST (*Appendix A*)

Proposers should be sure to address all the following areas in their proposals.

1. Technical Proposal Submission

- Cover Letter and Executive Summary
- Profile
- Qualifications
- List of Representative Projects

- Project Management Approach
- 1 Original and 7 Copies submitted
- 1 Digital Format

2. Fee Proposal and Required Forms (Marked and Sealed Envelope)

- Federal Form W-9
- 1 CD/USB drive with Fee Table

All forms are available for downloading on the Niangua R-5 School District website www.nianguaschools.com under the Forms and Publications.