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West County R-IV School District

1124 Main Street – Leadwood, Missouri 63653 – (573) 562-7544 Fax: (573) 562-2714

Request for Proposal

District IP Video Surveillance System Purchase

Copy of Rules for Proposal available on district website at www.westco.k12.mo.us.

Proposal Due Date: July 13, 2015

Deliver all proposals to the West St. Francois County Central Office, 1124 Main Street, Leadwood, MO. 63653. The proposals must be delivered by 11:00 a.m. on the above due date.

SCOPE OF PROJECT:

These Request for Proposal (RFP) documents by West St. Francois County R-IV School District outlines the requirements for a district IP Video Suvellance System purchase. In the following rules for proposal the West St. Francois County R-IV School District will be referred to as the 'district'.

The acceptance of a proposal does not obligate the district to purchase hardware from any vendor. The district reserves the right to reject all proposals and not make a decision. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposal, and prior to signing the contract, the district reserves the right to modify the system requirements by adding or deleting specific equipment specifications.

Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future system requirements, and ongoing service and support. As part of the proposal, you must include all pricing and details of the solution and at least three references for similar clients served. References should include the company name, address, contact person, their title, phone number and email address.

GENERAL CONDITIONS

1. Vendors are strongly encouraged to carefully read the entire Request for Proposal (RFP).
2. Proposals will be received until **11:00 a.m. July 13, 2015**.
3. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
4. Proposal openings shall be public on the date and the time specified on the proposal form. It is the Proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening.
5. In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, all Proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the Proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received from Proposers in response to this Request for Proposal will become the property of the West St. Francois County R-IV School District and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District.
6. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided the withdrawal is made prior to the deadline.
7. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding Vendors for any expenses incurred in preparing proposals in response to this request.
8. All proposals must be submitted on the basis of the specifications attached. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
9. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
10. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
11. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being

incurred by the District to any Vendor for any expense, cost, loss or damage incurred or suffered by the Vendor as a result of such withdrawal.

12. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions with respect to the matters addressed in the RFP document.
13. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
14. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Questions and inquiries about the RFP should be made in writing by email and submitted before 11:00 a.m. Central Time, on July 2, 2014, to Kevin Coffman (kcoffman@wcr4.org).
15. The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Vendors that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.
16. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
17. If the Vendor claims to be a Minority/Women Business Enterprise Plan, the District requests copies of certification in their appropriate area(s) of expertise at the time of proposal submission.
18. The District supports local Vendors and will provide preference to such Vendors that submit a Proposal with a favorable price, service and can handle large purchases and deliveries of computer hardware.
19. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
20. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Vendor will be contacted to arrange a time for an interview.
21. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
22. The District reserves the right to negotiate final contract terms with any Vendor, regardless of whether such Vendor was interviewed or submitted a best and final Proposal.
23. The District reserves the right to withdraw the award to a successful Vendor within 30 days of the award if, in the opinion of the District, the successful Vendor is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Vendor.
24. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Vendor agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omissions, error, lack of clarity or noncompliance by the Vendor with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
25. All of the terms and conditions of this RFP are deemed to be accepted by the Vendor and incorporated into the Vendor's Proposal submission. The terms and conditions stated in this RFP and the successful Vendor's response to this RFP shall be incorporated into the contract between the District and the successful Vendor.

26. By submitting a Proposal, the Vendor certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.
27. The successful Vendor will be responsible for the safe delivery of all hardware. If deliveries prove to be unsatisfactory, or other problems arise, the District reserves the right to withdraw the award to the successful Vendor.
28. The District shall reserve the right to return equipment that does not meet the purchase agreement or is unsatisfactory at the cost to the Vendor within thirty (30) days of delivery.
29. Upon any installation requirements, all employees of chosen vendor must pass a background check in order to perform activities on district property. Individual vendor employees may be excluded for any reason the district see fit, as determined by the Superintendent of Schools.
30. Any and all bids are to be in accordance with the state of Missouri bids for public entities.

SCHEDULE OF EVENTS

The following schedule lists meeting and deadlines related to this Request for Proposal (RFP) on the district wide IP video surveillance system purchase. Deadline dates are as indicated unless otherwise changed by the Director of Technology. In the event that the Director of Technology finds it necessary to change any of the dates or activities listed in this calendar, it will do so by issuing an amendment to the RFP to prospective Vendors.

Event	Target Completion Date
1. Formal Issuance of RFP	July 3, 2015
2. Last day for submitting inquiries about RFP by email	July 13, 2015 at 11:00 a.m.
3. E-mail delivery to Prospective Vendors of answers and amendment(s) to the RFP	July 9, 2015
4. Acceptance of bid for project will occur at July board meeting	July 16, 2015

CRITERIA FOR AWARD OF PROPOSAL

The criteria for award of this proposal will be based on a complete analysis of each proposer's response. Specifically, each proposal will be judged on its overall ability to meet the requirements as outlined in this RFP. Further, the proposer's proven ability to service a request of this size and proven references of a similar company or department will also be part of the evaluation process. And finally, the overall price performance will be evaluated.

The district reserves the right to accept a part or parts of a proposal unless otherwise restricted in the proposal. During the evaluation process, the school district has the right to request additional information and presentations for clarification in order to understand the Vendor's approach to the scope of work. Any changes to a submitted proposal made before executing the contract will become part of the final vendor contract.

HARDWARE PURCHASES TERM

The West St. Francois County R-IV School District IP Surveillance System Purchase prices shall be effective on the date that the District issues the first Purchase Order. The prices shall remain in the effect for the entire 2015-2016 school year. All pricing for additional or add on items needs to remain the same until June 30, 2016.

REQUIREMENTS

Project Scope and Requirements

- System must be an open standards-based solution, with the following attributes:
 - A single managed infrastructure
 - Seamlessly integrates all components
 - Minimum resolution for each camera is 3 mg, options to 5 mg if available.
 - Facial recognition on all entrances and exits
 - Complete coverage of perimeter of building
 - Complete coverage of all hallways.
 - Complete coverage of cafeteria, gymnasium, and small SPED room located on the North East Wing.
 - Coverage of locker room hallway.
 - Searchable storage minimum of 2 weeks of video, failsafe solution must be able to recover a minimum of 1 week of data.
 - System must be easily upgradable to a maximum of 100 cameras. Please describe cost to increase beyond the number of cameras proposed. What hardware/licensing would be needed aside from the cameras.
 - Cameras must have Pan, Tilt, and Zoom (PTZ) capabilities in both live feed and searchable storage
 - System must be remote accessible via internet and mobile devices
 - Software must be configurable to allow multiple cameras visible on a single screen, be able to rotate through each camera, and all licensing requirements need to be included for 3 years.

Licenses

- Full software (if applicable) for a period of no less than 3 years with cost for optional years included. Please include cost of viewing/management software for unlimited users for a total of 3 Years.

Services

- An Installation plan is required following a project kickoff meeting. The installation plan must be detailed and comprised of a Critical Path timeline. Detailed descriptions of timeline events for installation.
- Installation of cabling for surveillance system will be provided by district. It is expected that the recipient of this project will work with district wiring contractor to ensure a seamless installation.
- Technical training, end user training, training materials, and instruction/reference manuals are required. A training plan should be submitted for proofing and approval and dates can be agreed upon at acceptance of bid.

Warranty and Support

- All equipment installed needs to have a minimum of one year full replacement warranty

Additional Requirements

- All costs to West St. Francois County R-IV School District associated with the RFP must be included in the bid. Including any necessary third-party hardware or software required for the solution and all requirements to work.
- Pricing for purchasing additional equipment listed in the requirements that will be above the quantity listed.

CONTACT AND SUBMISSION OF PROPOSALS

Contact

For questions and clarification, contact:
Kevin Coffman, Middle School Principal
Phone: 573-562-7535 option 2
Email: kcoffman@wcr4.org

Submission of Proposal

Submit Proposals to before submission deadline:
Kevin Coffman, Middle School Principal
Surveillance Bid
West St. Francois County R-IV School District
1124 Main Street
Leadwood, Mo. 63653

Submission Requirements

- Proposals must meet all minimum requirements to be considered a valid bid. Equivalent equipment substitutions will be considered.
- All items must be included in the bid.
- One (1) sealed bound original and one (1) identical electronic copy of the response should be forwarded to Submission of Proposal address listed above.
- Allowable formats are PDF and Microsoft Office.

Submission Deadline

Proposals are due **July 13, 2015**, at 11:00 a.m.

Acceptance of Proposals

The acceptance of a proposal by the school district does not bind the district to purchase. Only a Purchase Order from the district is a legitimate order for purchasing.