



**SCHOOL DISTRICT OF
ANDERSON COUNTY BOARD OF EDUCATION
LAWRENCEBURG, KENTUCKY**

REQUEST FOR PROPOSAL

RFP # 2022-02

Security Cameras and Systems

**PROPOSAL SUBMISSION DEADLINE:
3:00 PM (EST), December 1, 2021**

BID INSTRUCTIONS

Bid Opening: December 3, 2021 at 2:00 PM (EST)
Bid Submission Deadline: December 1, 2021 at 3:00 PM (EST)
Bid Item(s): Security Cameras and Systems
Bid Reference #: Security Cameras and Systems RFP 2022-02

Contract Start Date: January 1, 2022 – June 30, 2022 with optional renewal of two (2) years at same price

Notice is hereby given that sealed bids for Security Cameras and Systems for the Anderson County School District will be received at Central Office located at 1160 Bypass North, Lawrenceburg, KY 40342. Please reference Security Cameras and Systems RFP 2022-02 on all submissions.

Information pertaining to any item or conditions in this bid request may be addressed to the Finance Department at Central Office between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, until 3:00 pm December 1, 2021.

The bid will be posted on the Anderson County Board of Education's website:

<http://www.anderson.k12.ky.us/BIDS.aspx>

Bids must be received at Central Office, not later than 3:00 PM on the bid submission date. Bids received after the time designated for the bid opening will not be accepted. Unsigned bids will be rejected. Bids should be sealed in an envelope and clearly marked **SECURITY CAMERAS AND SYSTEMS RFP 2022-02**. The participating bidding institutions cannot assume responsibility for any delay as a result of failure of the mail or delivery services to deliver bids on time.

- 1. Contract Period:** The duration of this contract shall be for January 1, 2022 – June 30, 2022. Any contract resulting from this solicitation may be extended for a period of two (2) years, upon mutual agreement of both parties.
- 2. Delivery of Bids:** Offers received after the time and date of bid opening will be returned unopened to the appropriate bidder. If a deliverer (UPS, Federal Express, Express Mail) can provide documented proof as evidenced by the signature of a hosting employee that substantiates the claim the bid was delivered to the proper place prior to the time and date set for bid opening and, through fault of hosting personnel, the bid did not get to the proper authority, the bid will be considered. Offers delivered in Express Mail, Federal Express, UPS or any other such deliverer's envelope shall be sealed in a separate envelope inside the deliverer's packaging. Failure to do this may cause the bid to be inadvertently opened and thus rejected.
- 3. Response Form:** Bidders should issue bid based on criteria of bid specifications.
- 4. Correction of Mistakes:** All quotations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections inserted adjacent. Corrections should be initialed in ink by the person making the correction. All initials will be explained in a visible and appropriate place with the full name of the person making the correction.

BID INSTRUCTIONS continued

5. **Bid Award:** Bids will be open and read aloud. At the regularly scheduled Board meeting, the Anderson County Board of Education will award or reject the bid. Award will be based on bid tabulation and the following evaluation criteria:

- a. Capability of vendor to provide IP Security Camera Solution
- b. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
- c. Financial stability of the vendor
- d. Vendor's average response times for support requests
- e. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
- f. Ease of operations, management and support of the IP Security Camera solution
- g. References

6. **Bid Proposal Requirements:** No recurring or annual licensing fees, installation pricing is based on using existing wiring, and bidder will complete all installation with an option to have in-house maintenance to handle the removal of existing cameras and/or mounting new cameras.

7. **Taxes:** Bidders shall include any applicable taxes and/or assessments in premium price.

8. **Addendums:** Any addenda issued, may be viewed online or at Central Office.

9. **Gifts and Gratuities:** Acceptance of gifts from contractors and the offering of gifts by contractors are prohibited. No employee of the boards of educations under provisions of the contract issued as a result of this invitation shall accept or receive, either directly or indirectly, from any person, firm or corporation any gift, kickback or gratuity. Any conflicts of interests are prohibited.

10. **Review and Award:** After the opening of bids, bids will immediately be evaluated and a recommendation will be drafted for the Board. Any and all bids may be rejected.

Bid Specifications

I. Introduction

Anderson County Schools is requesting proposals from qualified firms for video surveillance and door entry equipment, installation, integration and maintenance. This includes but is not limited to, creating plans with school administrators for camera placement; procuring cameras that meet the needs of the locations; installing the cameras; procuring DVRs for the cameras; all wiring associated with installation of cameras and DVRs; integrating the DVRs into our local network infrastructure under the direction of Anderson County Schools Technology Department; and working with Anderson County Schools Technology Department on possible solutions to further upgrade and streamline out various camera systems into on cohesive system.

II. Current Environment

We have a variety of camera systems that range in age from a few years old to relatively new. The winning firm would be responsible for conducting site visits at all our locations and documenting current equipment to use in planning camera technology solutions and systems.

III. Scope of Services

The bidder must be capable of providing equipment and professional services for the extension of our door entry and video surveillance systems throughout the district. All video surveillance additions must be capable of being integrated into our current equipment/systems. The bidder shall work with the Director of Programs and Operations to provide the following included but not limited to:

1. Video surveillance camera system design for district buildings; the bidder must be able to:

- Create a design based on the building needs and provide an outline of camera locations, connectivity, equipment, wiring, and estimated cost.
- Provide the following types of cameras depending on the needs of the location: day/night surveillance, motion activated recording, cameras that work with our current DVRs, possible wireless network configuration, wireless network configuration, and camera image settings configuration.
- Conduct system training to administrators.
- Deliver new equipment that must have at least a minimum of one-year standard manufacture warranty to include all equipment, software, hardware, DVRs, storage, etc.
- Provide lifecycle management of the systems.
- Upgrade our current solution (if possible) for viewing all security feeds from single location in the district office.

Bid Specifications continued

2. Door entry system design for district buildings; the bidder must be able to:

- Create/upgrade a design based on the building needs and provide a plan for remote door entry and surveillance.
- Provide/upgrade the following types of door entry solutions depending on the needs of the location: video/audio intercom, remote door unlocking, additional video surveillance solutions at the main entries.
- Conduct system training to administrators.
- Deliver new equipment that must have at least a minimum of one-year standard manufacture warranty to include all equipment, software, hardware, DVRs, storage, etc.
- Provide lifecycle management of the systems.

3. Pricing Information

All equipment shall include prices and specifications for each individual unit to include but not limited to:

- Cameras
- DVRs
- Remote door entry equipment
- Other video surveillance monitors
- Wiring
- Etc.

Prices are to include the following:

1. At least one but up to 5 different types of cameras the bidder would use on projects and the occasion they would use each camera.
2. At least one but up to 5 different DVRs the bidder would use on projects and the occasion they would use each camera.
3. At least one but up to 5 different remote door solutions they would use on projects and the occasion they would use each.
4. At least one but up to 5 different entryway video/audio intercom devices they would use on projects and the occasion they would use each.
5. The typical cost for wiring by foot. Of course, Anderson County Schools recognizes that certain obstructions would increase cost/types of materials used.
6. Labor cost per hour.
7. Incorporating additional/upgraded DVRs into our local network system.
8. Possible upgrades (if possible) for our current solution for viewing all security feeds from single location in the district office.