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**Request for Proposals #20-011
 for
 Camera Upgrade and Replacement at Highland Jr High, Mount Ogden Jr
 High and Hillcrest Elementary**

Prepared by : Casey Bowden/Technology

**DUE: Thursday, December 19, 2019
 2:00 PM Mountain Time**

**5 hard copies and 1 electronic copy (you may also submit 1 redacted copy electronically) of
 the Proposal for each location that must be received by The Ogden School District
 Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later
 than 2:00 PM on Thursday, December 19, 2019 and must be labeled RFP #20-011.**

Ogden City School District

**Purchasing Department Room #210
 1950 Monroe Blvd.
 Ogden, Utah 84401**

General Information

A. Purpose

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms for a camera upgrade and replacement and removal at specific sites that will meet our specifications listed below. Bids will be evaluated and each requirement will be scored. A higher emphasis will be placed on initial costs, licensing costs, yearly maintenance costs and support costs.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

B. Background

Ogden City School District has a student enrollment of approximately 12,000 students. The District currently operates thirteen (13) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices and support facilities are located at 1950 Monroe Blvd, Ogden, Utah.

C. General Requirements & Information: (Hardware compatibility with current system 25 points)

Vendor will have a Utah presence or will have previously done business with Ogden School District for bid to be considered. In the case of budget constraints, please separate each location into its own quote. Please quote all line items with Description, part number, quantity and amounts separately.

All questions regarding this RFP will be submitted and responded to through SciQuest <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request electronically through the SciQuest website. Questions and responses will be posted on the SciQuest website. **Questions must be submitted by Thursday December 12, 2019 by 12:00pm.** No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

All products offered in response to this solicitation shall be new, current and in ongoing production; shall have been formally announced for general marketing purposes, shall be a model or type currently functioning in a user (paying customer) environment, and capable of meeting or exceeding all specifications and requirements set forth in this solicitation. Used, refurbished, demo, prototype or gray market equipment will not be acceptable in this Bid. All products must be supplied through an authorized distribution channel. All products listed below are for reference only and any equal or greater product from any vendor can be substituted.

A Mandatory pre-bid walk through for Wiring and Installation meeting will be held on Wednesday, December 4, 2019 at 10am at Ogden School District, ITS Building 11, 1950 Monroe Blvd, Ogden UT, 84401. Detailed maps and other documentation will be provided during this meeting. Technology Department Staff will escort Contractors to perform Site Visits following the meeting.

Scope of Work and Standards

Summary

The contractor shall supply all Cameras, Mounts, Labor and Material for a complete functional system as described. It may include installing camera mounts, cameras, cabling, conduit, surface molding, raceway, wire, faceplates, boxes, modular jacks, screws, patch cables, and labor related to the installation. The contractor providing the bid must perform the work and is not be subcontracted.

1. Installation of 26 data drops at the Highland Jr High, 21 data drops at Mount Ogden Jr High and 14 data drops at Hillcrest Elementary. A data drop consists of 2 separate data lines in each drop. Please reference materials provided at the mandatory pre-bid walk through meeting.
2. Boxes should be located inside the building for outside camera installations where possible.
3. Exact locations will be determined by the OSD Technology Department and provided to each Contractor.
4. Installation and setup of 38 cameras at the Highland Jr High, 38 cameras at Mount Ogden Jr High, and 14 cameras at Hillcrest Elementary.
5. 180, 2 meter category 6 patch cables in Forest Green color. 2 Cables per Camera. One patch cable on the camera end and one patch cable on the switch end.
6. Testing, documentation and warranty of the installed data cables and cameras is required.
7. OSD will provide all Power over Ethernet Switch Ports for the cameras.
8. OSD will provide all CAT 6 Patch Panels.
9. Configuration of the cameras to the appropriate server, the focusing, and direction of cameras will be done as joint effort of both OSD and the selected Contractor.
10. Each camera location will have a data drop that will consist of two data lines home run to nearest rack location. Please reference materials provided at the mandatory pre-bid walk through meeting.
11. Contractor will install, mount, and patch in all Cameras. Contractor will need to provide screws or means to secure the mount to the building.
12. Contractor will patch in camera to the switch port in accordance and with direction from OSD Technology Department.
13. Contractor will remove 22 old cameras at the Highland Jr High, 28 old cameras at Mount Ogden Jr High, and 5 cameras at Hillcrest Elementary according to reference materials provided at the mandatory pre-bid walk through meeting. Please note that some of these locations may be getting a new camera installed. Please keep old cameras on location in a box.
14. Contractor will patch, provide a faceplate, or value engineer a solution to make the old camera locations that are being removed but not replaced aesthetically pleasing. Please see reference materials provided at the mandatory pre-bid walk through meeting for approximate location.
15. Old analog wiring does not need to be removed but will need to be pulled back, tucked into ceiling, or some other method so that it is not visible and that the area can be repaired.

Copper Wiring Standards

1. All copper will be Category 6, 450 MHz Plenum cable or better.
2. All copper patch cables will be Category 6, 450 MHz or better.
3. All copper will be plenum rated and Forest Green in Color.
4. Maximum horizontal run will be 295 feet.
5. Please provide two to ten feet of service loop on Camera end of cable where possible.
6. Follow the EIA/TIA 568A or 568B standards per school.
7. All copper will be in j-hooks or wire basket tray, or tied up when it is above the ceiling or in tunnels. Most data paths will already be pre-designated due to existing wiring.
8. All copper will be in conduit, raceway, or moulding up to the ceiling height if a data run is in occupied or visible areas. If ran outside, the conduit will need to be to the camera.
9. All conduit, raceway or moulding shall be secured with screws. (ie...No peel and stick)
10. All copper should terminate on a patch panel. OSD Will provide Patch Panel if needed.
11. Mounting surface boxes or biscuit boxes and faceplates is required where possible.
12. When boxes are concealed within a ceiling an appropriate label will be placed on ceiling grid to indicate location.
13. Copper lines will be labeled both on the wire and the box.
14. A data drop is considered two separate data lines.
15. All Labeling will be in accordance with the OSD Technology Department on a per school basis.

Types of Cameras and Wiring Equipment Preferred

1. Hitachi or General CAT 6 plenum cable or equivalent or better.
2. Hubbell category 6 modular jacks (Forest Green) (keystone) or equivalent or better.
3. Copper Patch cables will be Forest Green in color. (2 meter in length)
4. All Raceway, Conduit, Boxes, Faceplates and other accessories must be compatible with other raceway/moulding per each school. Substitutions may be allowed by Ogden School District Chief Technical Officer or Network Engineer only. No changes without their authorization.
5. Axis Cameras are the preferred Camera. We have suggested models of cameras but value engineering is encouraged within the Axis product line.
6. All cameras must be a minimum 2 megapixel.
7. All cameras must be a minimum of 10 frames per second.
8. All cameras must support motion detection.
9. All cameras must be IP based cameras.
10. Axis Mounts or equivalent or better.
11. Cameras must be mounted in horizontal or vertical mounting as specified on additional documentation.
12. All Camera are to be mounted and secured to the building.
13. All Cameras must be compatible with Video Insight software version 7.x
14. Changes may be allowed by Ogden School District Communications Tech, Network Engineer, or Chief Technical Officer only. No changes without their authorization.

D. Proposal Considerations: (Perception of Firms Ability to Accomplish Scope of Work 15 points)

Respondents should give consideration to the following in putting together their proposal:

1. Demonstrated ability: The responder will have demonstrated ability providing hardware in the quality and quantity requested in this RFP. Responder shall list at least 3 previous examples of satisfying an order of this size or larger. Please include name and contact information.
2. Timeline of delivery: The responder will provide an approximate delivery time table for complete order to arrive at the District once purchase is finalized.
3. After sale support: The responder will describe their ability to support the District after the sale is completed. Specify warranty support on the new equipment and other sales needs the District may have in response to this purchase.
4. In order to be considered, respondents must have local (Utah-based) sales and support resources or have previous relations with the Ogden School District.

E. Proposal Response: (Overall Qualifications, experience 10 points)

Each respondent should set forth its most compelling case for being selected to provide services requested in this RFP. All proposals must be organized and tabbed with the following sections in this order:

1. Transmittal Letter & Executive Summary (2 pages Maximum)
The letter of transmittal should include: a) an introduction of the firm, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your firm and product apart from other potential respondents.
2. Detailed Discussion
This section constitutes the major portion of the proposal and must address items delineated in Section C above and also include responses to listed items in section D above.
3. Protected / Proprietary Information
The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:
The following records are protected if properly classified by a government entity:
(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);(2) commercial information or non-individual financial information obtained from a person if:(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary

information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

* * * * *

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

- 1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
- 2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
- 3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one electronic redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

F. Fee Proposal and Fee Schedule: (Fee proposal 50 points)

(Separately Sealed) The fee proposal should include a clearly delineated cost breakdown. Any variable costs and options should be included in the fee proposal and designated appropriately.

G. Evaluation Criteria

The proposal will be analyzed and respondents may be requested to respond to a committee of District officials for any clarifying questions regarding the RFP or proposed equipment. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

Evaluation Rubric

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| Overall qualifications, experience | 10 points |
| Perception of Firms Ability to Accomplish Scope of Work | 15 points |
| Hardware compatibility with current system | 25 points |
| Fee Proposal and Fee Schedule | 50 points |

Award shall be made to the respondent deemed most capable of providing the system and support deemed to most effectively meet District needs taking into account the proposals and evaluation factors here outlined.

H. Terms of Agreement:

All recommendations from the selection committee are subject to board approval. Once the Board has approved the recommendation, the district may then enter into a contractual agreement with the selected vendor. The Board of Education of Ogden City School District reserves the right to reject any or all bids or to waive any information or technicality in any bid in the interest of the Board of Education of Ogden City School District.

I. Standard Contract Terms and Conditions

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

J. Due Date

To qualify as a responsive proposal, five (5) hard copies of the proposals and one (1) electronic copy (on a USB drive) of the proposal must be received by the office of Ken Crawford, Director of Purchasing, (1950 Monroe Blvd., Building 1 Room 210, Ogden, Utah 84401) no later than 2:00 PM Thursday, December 19, 2019. Please reference RFP #20-011 and Vendor Name on the outside package label.