

**Board of Education**

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**Request for Proposals #21-011
for
Camera Upgrade and Replacement at Odyssey, Shadow Valley and
Heritage Elementary**

Prepared by : Casey Bowden/Technology

**DUE: Tuesday, May 4, 2021
2:00 PM Mountain Time**

1 electronic copy must be submitted through SciQuest (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 no later than 2:00 PM on Tuesday, May 4, 2021.

Ogden City School District

Purchasing Department Room #210

**1950 Monroe Blvd.
Ogden, Utah 84401**

1950 Monroe Blvd., Ogden, UT, 84401-0619
801-737-7300, www.ogdensd.org

Affirmative Action · Equal Opportunity · ADA Employer

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 11,500 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 the 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(s), 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 Monday April 26, 2021 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 Thursday, April 15, 2021 at 9am 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

Wiring Standards

1. All horizontal data lines 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 horizontal wiring and patch cables will be 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 the cable where possible.
6. Follow the same EIA/TIA 568A or 568B standards per school.
7. All horizontal data lines will be in j-hooks, 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 horizontal wiring 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 terminate directly at the camera.
9. Interior conduit can be plastic
10. Exterior conduit or equivalent longer than 4 foot must be metal and painted to match the building.
11. All conduit, raceway or moulding shall be secured with screws. (ie...No peel and stick)
12. All horizontal wiring will terminate on a patch panel. OSD will provide a Patch Panel if needed.
13. Mounting surface boxes or biscuit boxes and faceplates is required when possible.
14. When boxes are concealed within a ceiling an appropriate label will be placed on the ceiling grid to indicate location of the data connections.
15. Data lines will be labeled both on the wire and the box at both ends.
16. A data drop is considered two separate CAT 6 data lines.
17. All Labeling will be in accordance with the OSD Technology Department on a per school basis.
18. All Data lines will be tested and the results will need to be emailed to the OSD Technology Department.

Types of Preferred Cameras and Wiring Equipment

1. Hitachi or General CAT 6 plenum cable or equivalent or better.
2. Hubbell category 6 modular jacks (Forest Green keystones) 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 Supervisor 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 Cameras are to be mounted and secured to the building.
13. All Cameras must be compatible with Video Insight software
14. Changes may be allowed by Ogden School District Communications Tech, Network Supervisor, or Chief Technical Officer only. No changes without their authorization.

Camera Summary

The contractor shall supply all Cameras, Mounts, Pendants, 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 must not be subcontracted.

1. Installation of 30 data drops at the Odyssey and 30 data drops at Shadow Valley. 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 in Bid Walk Meeting on Thursday, April 15, 2021 at 9am.
4. Installation and setup of 30 cameras at Odyssey and 30 cameras at Shadow Valley.
5. Purchase of 24 Cameras for Heritage. No installation at this time.
6. 120, 2 meter category 6 patch cables in Green color. 2 Cables per Camera. One patch cable on the camera end and one patch cable on the switch end.
7. Testing, documentation and warranty of the installed data cables and cameras is required.
8. OSD will provide all Power over Ethernet Switch Ports for the cameras.
9. OSD will provide all CAT 6 Patch Panels.
10. Configuration of the cameras to the appropriate server, the focusing, and direction of cameras will be done as a joint effort of both OSD and the selected Contractor.
11. 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.
12. Locations where cameras are being replaced or using existing wiring may have to repair cable or ends that are bad or not working. If a new wire pull is necessary, then we would add that to the contract.
13. Contractor will install, mount, and patch in all Cameras. Contractor will need to provide screws or means to secure the mount to the building.
14. Contractor will patch the camera to the switch port in accordance with direction from the OSD Technology Department.
15. Contractor will remove 36 old cameras at Odyssey and 26 old cameras at Shadow Valley 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.
16. 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.
17. Old analog wiring does not need to be removed but will need to be pulled back, tucked into the ceiling, or some other method so that it is not visible and that the area can be repaired.

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.
5. At least one camera Installation Technician will need to be Axis Certified. Please provide documentation.

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)

(Separate Attachment from the technical proposal) 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. The cost proposal must be submitted as a separate document so as not to affect the technical evaluation. If it is not submitted as a separate attachment, the proposal will be deemed not responsive and will not be scored.

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

1. Technical Evaluation

C. Overall qualifications, experience	10 points
D. Perception of Firms Ability to Accomplish Scope of Work	15 points
E. Hardware compatibility with current system	25 points

2. Cost Proposal Evaluation

F. Fee Proposal and Fee Schedule (separate attachment from C, D, and E.)	50 points
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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, one (1) electronic copy of the proposal with the cost proposal (Part F) as a separate attachment from the technical proposal (Parts C,D, and E) must be submitted through SciQuest and received by Ken Crawford, Director of Purchasing, no later than 2:00 PM Tuesday, May 4, 2021.