

NOTICE OF REQUEST FOR PROPOSAL
DUE DATE FOR PROPOSALS: 3:00 PM CST – Thursday, April 8, 2021

OBJECTIVE

This Request for Proposal (RFP) is broken down into 3 projects. Vendors may bid on any or all projects listed that meet or exceed specifications listed.

- Project 1** – Construction of main entrance vestibule and replacing a selection of existing doors.
- Project 2** – District wide Security Camera System
- Project 3** – Access Control Solution

GENERAL INFORMATION

Stoutland R-II School District will consider all qualified responses to this RFP and score each response based on the evaluation criteria established in this RFP document. In order to be considered, proposals must be received in the Stoutland R-II Business Office by 3:00 PM CST on Thursday, April 8, 2021.

MANDATORY WALKTHROUGH

All vendors bidding on any portion of this RFP must attend one of the mandatory walkthroughs scheduled below.

- Friday, March 19, 2021, 10:00 AM
- Friday, March 26, 2021, 10:00 AM

Report to the main entrance of Stoutland R-II school building (Along Highway T, North end of building, west side), 7584 State Road T, Stoutland, MO 65567

CONTACT INFORMATION

Please contact Chuck Stockton, Superintendent via email for any questions, requests for clarification or interpretations. Responses will be handled as an addendum to this RFP and will be communicated to all potential vendors.

Contact Name: Chuck Stockton, Superintendent
Email: stocktonc@stoutlandschools.com

SUBMISSION OF PROPOSALS

All proposals are due by 3:00 PM CST on or before Thursday, April 8, 2021. Proposals are to be mailed or hand delivered to the following location:

Stoutland R-II School District
RE: Video Surveillance, Access Control, Vestibule Construction RFP
7584 State Road T
Stoutland, MO 65567

Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated for award.

VENDOR ELIGIBILITY

- The vendor is an authorized vendor for the proposed solution.
- Vendors must attend the mandatory pre-bid walk through.
- Bids will be rejected by any vendor who does not attend the walk through

Response Submissions

The vendor must submit a minimum of two (2) copies of the bid response, in addition to all other requested information. Each bid shall be enclosed in a sealed envelope bearing the title of the bid, the name of the bidder, and the date and hour of the bid opening. It is the sole responsibility of the bidder to see that his/her bid is received on time.

Vender proposals must provide a summary of their qualifications to perform the duties outlined for each project. Vendor proposals shall provide the information requested and required for consideration, in separately identified sections, as specified for each project.

Prices quoted in the bid shall be itemized by individual product(s) **delivered and installed including the unit price and total for all units of the same type**, exclusive of all sales and manufacturer's taxes. Products are for exclusive use in the public schools. Vendors may itemize labor as a separate cost.

Bids shall remain **firm**, after acceptance by the Stoutland R-II Public School Board of Education. Bids may be amended or withdrawn by the party submitting such bid or by their authorized representative, up until the scheduled opening time. No bid may be amended or withdrawn thereafter regardless of the circumstances.

Telegraphic Bids No telegraphic bid or telegraphic modification of bid will be considered. No bids received after the time set for receiving them will be considered. Late bids will be returned to the sender unopened.

Award or Rejection of Bids The Stoutland R-II Public School Board of Education reserves the right to reject any or all bids and to accept the *bid most beneficial to the school system* on all items combined or item-by-item, or any feasible combination of items, which *best serves Stoutland R-II Public Schools*.

The Owner (Board of Education) has the right to make an award at any time within 30 days after opening the bids and no bid may be withdrawn within that time. The successful bidder will be notified within that period that the contract has been awarded to him/her and by such notice will be bound to the bid price.

Required Proposal Response

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services section. This section contains information vendors must include to submit their proposals. Please provide the information in separately identified sections as specified below.

1. Proposal Summary - Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.
2. Any variation from the RFP requirements must be clearly identified.
3. General Vendor Information.
4. Customer reference.
5. Project schedule and work plan - Provide a detailed project implementation plan.
6. Limitations - Describe any circumstances that might limit your ability to provide required or desired services described in this RFP in a timely manner

Substitutions

Substitutions will be allowed whenever the item being replaced by a new item is equal to or greater than it in function and is equal or less than it in price. Stoutland R-II School Board will determine the equivalency.

Responsibilities

The Vendor is responsible for delivery, installation if specified, warranty service for all equipment, software, supplies, etc. regardless of whether or not the vendor is the original manufacturer. The vendor is the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges from contract obligations.

The Vendor will be totally responsible for all obligations of each order. The Vendor must provide trained and manufacturer supported in-state representatives to assist the Stoutland R-II School System in resolving technical issues in regards to configuration and compatibility. The Vendor must provide certified, trained technicians to respond to agencies in need of on-site diagnostic or repair.

Failure of the Vendor to provide timely technical or maintenance support will be grounds for contract termination. Vendors shall warrant that all equipment/software shall be new and free of defects for the entire length of the contract. Vendor shall at its expense, correct, repair/replace all defective items to the satisfaction of the Customer.

Coverage & Participation - The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all buildings within the District and itemized below. Stoutland R-II School District reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of coverage and participation at any time without prior written notification and without any liability or obligation of any kind or amount.

Good Faith Statement - All information provided by Stoutland R-II School District in this RFP is offered in good faith. Individual items are subject to change at any time. Stoutland R-II School District makes no certification that any item is without error. Stoutland R-II School District is not responsible or liable for any use of the information or for any claims asserted there from.

PROJECT 1

Construction of main entrance vestibule and replacing a selection of existing doors.

Project 1 Requirements - Construction of main entrance vestibule, replacing a selection of existing doors and office staff access to visitors and students.

Stoutland R-II is seeking to duplicate the main entrance selection of doors, sidelights, transom lights, mullions and associated hardware to create a secured vestibule measuring approximately 231 square feet or 21 feet long by 11 feet high.

Scope of Project 1

- Approximately 8 feet inside of the existing main entrance, duplicate the main entrance selection of doors, sidelights, transom lights, mullions and associated hardware to create a secured vestibule measuring approximately 231 square feet or 21 feet long by 11 feet high.
- New opening in block wall in office, 80" x 40" with sill
- Security door from office to vestibule – Dutch Door type with security vision, pass through tray or drawer and 8 to 12-inch shelf.

Installation and Configuration

- Stoutland R-II School District is looking for a “turnkey” solution. The vendor will be responsible for all, vestibule hardware and installation.
- The vendor will be responsible for coordinating with the project 2 and 3 vendors on the installation of security access control and configuration including cameras and speaker system for communicating with visitors and students in vestibule.
- Vendor shall supply all product specifications including: manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully complete project 1.

PROJECT 2

District wide Security Camera System

Stoutland R-II School District is seeking to replace a collection of old, standalone security cameras with a single unified modern system.

Camera System Specifications

- The total number of cameras needed is (55) (30-Indoor, 25-Outdoor).
- PoE switches must be provided if current infrastructure does not have availability
- Up to 365 days of retention on the camera itself
- The solution shall have the capability to add additional cameras on demand as deemed necessary by Stoutland R-II School District in the future.
- All outdoor camera enclosures shall be vandal-proof, anti-tampering, and anti-vibration compliant.
- All indoor and outdoor cameras shall have the following specifications at a minimum:
 - Up to 4k image resolution (3840 x 2160)
 - IP67 rating to protect against dust and environmental elements for outdoor cameras
 - IK8 vandal resistant rating or above
 - Infrared illumination for night visibility
 - Capability to produce video at 24 FPS or more
 - Image stabilizing to reduce blurring
 - Day and Night viewing and recording capability
 - Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power
 - Motion detection either as a camera option or an option on the management interface
 - Capability to record audio
 - Built in solid state hard drive capable of recording 365 days of continuous video
 - Native integration with vendor’s own access control
 - Full range of camera models: bullet, fisheye, dome, mini-dome
 - Ability to integrate with a remotely managed viewing station
 - Ability to support AES256 encryption standards
 - UL / CUL 62368-1 certification for audio/video, information and communication technology equipment

Administration and management

- Preference will be given to “hybrid cloud-based” camera systems that do not require the presence or management of any onsite hardware (other than cameras), the installation and maintenance of onsite

software and/or proprietary software to manage cameras, or the configurations of firewall exceptions to allow offsite access.

- Provide multiple levels of system administration to accommodate different staff who will have varying roles viewing or managing cameras.
 - Capability to audit account usage.
- Provide a system of “tagging” cameras in multiple categories (for instance, cameras may be tagged by COMPANY Name, Indoor/Outdoor, etc.) that can be assigned to different camera operators. Some examples of how these tags would be employed:
 - Authorized company personnel may view any camera tagged for their location.
 - Certain custodians may view cameras at multiple locations
 - Authorized law enforcement may view all cameras tagged “Outdoor” at any time, no matter what site.
 - “Emergency” access, audited for usage, given to authorized law enforcement that can view selected cameras.
 - Authorized personnel may view any camera tagged for any site.
- Provide either email or SMS notification of critical system events (camera failure, tampering, etc.).
- Provide ability to share live or historical footage of a single camera or group of cameras with a set of external contacts (e.g., first responders)
- Provide the ability to filter video based on date and time range, and the physical description of a person (appears male or female, clothing color on top, clothing color on bottom, wearing a backpack, etc.).
- Provide the ability to filter video based on date and time range in combination with the unique photo of a person’s face.
- Provide the ability to filter video based on date and time range in combination with the make, body and color of vehicles (cars, buses, trucks and motorcycles).
- Have the capability and capacity to view live video as well as the capability to review at least 30 days of historical video (historical footage may be limited to motion events only).
 - Ability to identify and search “hot spots” in a camera’s field of view for motion
- Have the ability to export industry-standard video formats of selected video footage that can be viewed on standard platforms without a proprietary viewer.
- Have the ability to filter video by date/time, gender, upper body/lower body clothing colors, or if a person is wearing a backpack across multiple cameras or multiple sites.
- Have the ability to search for a unique face captured by the camera across multiple cameras and multiple sites.
- System to have mobile client or mobile device accessibility to securely access and view footage both on and off site at any time, and to conduct person/vehicle analytics via the mobile device as well.
- Strong preference will be given to RFPs that use a browser-based client that can be accessed across multiple platforms (to include Windows, Chrome OS, MacOS, iOS, and Android) without using proprietary plugins like Java, Silverlight, or Flash.
- Active Directory integrations (ADFS, Azure, Okta, OneLogin, GSuite)
- Integration with Access Control
- Live alerts and notifications for when uploaded faces/people are detected by any camera
- Archive video footage with unlimited storage and to be saved on the cloud indefinitely
- People heatmaps showing live and historical views of where activity is taking place
- Crowd detection alerts for when people are congregating
- Multi-factor authentication
 - Cameras will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- Vendor to configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor to configure the motion detection sensitivity (where appropriate)
- Vendor to configure each camera’s identification and description (using a naming scheme that incorporates building and location, scheme to be approved by staff before setup begins).
- Vendor shall be an authorized seller or partner of their proposed solution.

- The field of view on all cameras is to be coordinated and confirmed with staff.

Support and Maintenance

- Stoutland R-II School District requires an initial minimum five-year licensing and support with onsite support, with the option to continue annual support after the five-year period has ended.
- The vendor shall provide a detailed description of support offered, and the average response time for a support request.
- The vendor shall as needed provide firmware upgrades to access control hardware during the period of operation.
- 10-year hardware warranty
- Provider shall have experience managing significant scale (100k+ devices) in the field
- Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Installation and Configuration

- Stoutland R-II School District is looking for a "turnkey" solution. The vendor will be responsible for all, security camera hardware, licensing, mounting, and configuration of equipment.
- The vendor will be responsible for coordinating with the Stoutland R-II School Districts IT service provider and/or District IT personnel in configuring the networking equipment to work with the existing networks.
 - Access control will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- Vendor shall supply security camera specifications including: manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the security cameras per proposal.
- Vendor shall configure all aspects of the security camera solution
- Vendor shall provide all door hardware and cabling necessary for solution to function properly.

PROJECT 3

Keyless Building Access Control

Stoutland R-II School District is seeking to implement keyless school buildings access control that shall be integrated with project 2 security camera system for a unified modern system.

Access Control Specifications

- The total number of doors 26 + 2 Intercom Camera Stations
- PoE switches must be provided if current infrastructure does not have availability
- Cloud based management system
- IP Based readers
- All readers must accept key codes, fobs, cards & mobile client for access entry.
- Ability to create rules, schedules & notifications
- Integration with Active Directory

- Bid to include all strikes and locking hardware necessary for the solution proposed.
- Installation/relocation of push to exit buttons
- Include Optional pricing for key fobs, cards and mobile credentials – Quantity XXX
- Open/Close status on all doors
- Integration with proposed security camera system

Support and Maintenance

- Stoutland R-II School District requires an initial minimum five-year licensing and support with onsite support, with the option to continue annual support after the five-year period has ended.
- The vendor shall provide a detailed description of support offered, and the average response time for a support request.
- The vendor shall as needed provide firmware upgrades to access control hardware during the period of operation.
- 10-year hardware warranty
- Provider shall have experience managing significant scale (100k+ devices) in the field
- Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Installation and Configuration

- Stoutland R-II School District is looking for a “turnkey” solution. The vendor will be responsible for all, access control hardware, licensing, mounting, and configuration of equipment.
- The vendor will be responsible for coordinating with the Stoutland R-II School Districts IT service provider and/or District IT personnel in configuring the networking equipment to work with the existing networks.
 - Access control will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- Vendor shall supply access control specifications including: manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the access control per proposal.
- Vendor shall configure all aspects of access control solution
- Vendor shall provide all door hardware and cabling necessary for solution to function properly

GENERAL TERMS

RFP Interpretation: Interpretation of the wording of this RFP will be the responsibility of the Stoutland R-II School District and that interpretation will be final and binding.

Consideration of Proposals: Stoutland R-II School District reserves the right to reject any and all proposals; to accept portions of bids and alternates in any order or combination; is not obligated to accept the lowest or any RFP; and may waive any informality or irregularity in submittal procedures.

Proposal Binding Period: Prices quoted in the Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of the Vendor's response. Labor rates should remain in effect for the length of the project.

Price Stability: Contract prices and discounts shall be fixed at a not to exceed price at the time the contract is signed. In no case shall the price exceed the proposal price.

Proposal Ownership: All proposals shall remain the property of Stoutland R-II School District

This RFP is not an offer to contract. Acceptance of a proposal neither commits Stoutland R-II School District to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal. All suppliers who submit proposals will be notified of the results of the selection process.

Stoutland R-II School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, Stoutland R-II School District may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of Stoutland R-II School District, bidder presentations may be requested before award of the contract. Stoutland R-II School District may also request the opportunity to view a demonstration of the proposed technology.

Debarred Bidders or Subcontractors: A vendor who is currently subject to state or federal debarment order or determination shall not be considered for evaluation by the procurement team.

Conflict of Interest: A vendor may be disqualified on the basis of a real or apparent conflict of interest that is disclosed by the proposal or other data available to the Company.

Hold Harmless/Indemnification: The Vendor shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Vendor, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. The Vendor shall hold harmless and indemnify the Stoutland R-II School District and its agents, volunteers, servants, employees, and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with any and all such damage or injury, real or alleged resulting from any act or omission of the Vendor. The Vendor shall, upon written demand by the Stoutland R-II School District, assume and defend at the Vendor's sole expense any and all such suits or defense of claims

Information provided to Bidders: The Vendor is deemed to have examined the Bid Documents and satisfied itself as to the sufficiency of the information provided and that its pricing summary covers the cost of complying with all of the requirements of the Bid documents and of all matters and things necessary for the due and proper performance and completion of professional services

Pricing: All Pricing should be submitted free of any sales tax. Stoutland R-II School District is sales tax exempt.

Insurance: The successful Proposer will be expected to provide the following types of insurance with the described limits:

Comprehensive General Liability – \$ 1,000,000 per person per occurrence (including Contractual Liability)
\$ 1,000,000 property damage per occurrence

\$ 1,000,000 aggregate all claims per occurrence
Workers' Compensation - As required by applicable law
Employer's Liability – \$ 1,000,000 per occurrence
Automotive Liability – \$1,000,000 per occurrence
Professional Errors and Omissions – \$ 1,000,000 per occurrence

References: Provide a list of at least three (3) current references where similar services and/or equipment has been successfully implemented. The reference list is to include: contact individuals, company name, current email address, and current telephone numbers. Stoutland R-II School District reserves the right to contact any individuals that are listed for references regarding the technology, vendor, service, or any other factor.

Amending or Canceling Requests: Stoutland R-II School District reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of Stoutland R-II School District

Rejection for Default or Misrepresentation: Stoutland R-II School District reserves the right to reject the proposal of any vendor that is in default of any prior contract or for misrepresentation.

Clerical Errors in Awards: Stoutland R-II School District reserves the right to reject inaccurate awards resulting from clerical errors.

Rejection of Qualified Proposals: Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP. Please note that sealed bids received after the above stated deadline may be rejected and considered disqualified, and no faxed bids will be accepted.

Dispute Resolution: Vendor disputes arising out of, or relating to, the contract must be submitted in writing to the Superintendent. The Superintendent will issue a decision within 10 business days. Vendors that wish to appeal the decision must do so by contacting the Board of Education Secretary within 5 business days of notification of the Superintendent. The Board of Education will issue a decision within 20 business days of receiving a written appeal of the Superintendent's decision. The decision of the Board of Education is final.

Presentation of Supporting Evidence: If requested, respondent(s) shall present evidence of experience, ability and financial standing necessary to satisfactorily meet the requirements set forth in the RFP or those implied in the proposals.

Changes to Proposals: No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of Stoutland R-II School District may be required at the sole expense of the respondent.

Remedies for Unsatisfactory Services: In the event the awarded vendor fails to provide the services consistent with the warranties and representations set forth, the District at its option, may: (a) require vendor to re-perform the unsatisfactory services at no cost to the District; (b) refuse to pay vendor for services, unless and until services are corrected and performed satisfactorily; (c) require vendor to reimburse the District all amounts paid for such unsatisfactory services; and/or (d) proceed with, and assert, any and all remedies available by law. The foregoing options and remedies available to the District shall be deemed to be mutual and severable, and not exclusive.