

**USD489 – Hays Public Schools**  
**RFP – Security Camera System Project**

**Bids Due 12/06/2023**

**1. Purpose**

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purchase, configuration, and installation of an IP security camera system along with warranty and support of the camera system for USD489. USD489 intends to add to the current security camera system at Roosevelt Elementary School with Axis cameras.

The intent of this RFP is for USD489 to obtain a turnkey, fully installed and configured camera system in the above buildings that will provide adequate coverage of both inside and outside areas of each building and will be able to identify individuals involved in security breaches, vandalism, or disciplinary situations. The solution should include adding cameras to the existing system with minimal downtime.

Potential bidders must contact Scott Summers by email at [ssummers@usd489.com](mailto:ssummers@usd489.com) before preparing a proposal. Questions regarding the RFP should be submitted to Scott Summers via email at [ssummers@usd489.com](mailto:ssummers@usd489.com) and responses will be sent to all potential bidders.

**2. Proposal Preparation & Submission Requirements**

To be considered, bidders must submit one (1) electronic copy of the proposal. Proposals shall be signed and submitted via email to Scott Summers [ssummers@usd489.com](mailto:ssummers@usd489.com) with the subject of the email plainly marked with the title SECURITY CAMERA RFP. Proposals can also be delivered to:

Scott Summers. USD498 – Rockwell Admin Center 323 W. 12<sup>th</sup> St. Hays, KS 67601

**PROPOSALS MUST BE RECEIVED BY 2:30 PM CST ON December 6th, 2023.** Proposals submitted after that time and date will be rejected.

Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Bidder's capabilities to provide the required services.

Bidders must include at least the following information, data, and responses in their proposals:

- (1) Full name, principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).
- (2) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.

(3) A summary description or work plan which describes how Bidder intends to perform the required services as well as a description of any involvement and responsibilities which would be required of the District.

(4) The name(s) of contractor(s) proposed to perform the services, along with a description of the qualifications and experience of each.

(5) Description of how Bidder proposes to be compensated for the services to be provided, including a listing or schedule of fees, commissions, costs, and expenses, including reimbursable costs and Bidder's total cost for the services to be provided.

Bidders must provide a minimum of three (3) references with names, addresses and phone numbers, and include specifically any governmental entities and school districts for which Bidder has provided like services.

#### **Award**

Award(s) will be made to the responsive and responsible Bidder(s) whose proposal(s) is deemed to be most advantageous to the District, considering overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. The District may request additional information and/or an interview with some or all Bidders as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Bidder.

#### **Right to Reject**

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

#### **Proposals Final**

All proposals shall be deemed final, conclusive, and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

#### **Cost of Preparation**

The cost of preparing and submitting a response to this RFP will be assumed solely by each Bidder, whether or not any agreement is signed as a result of this RFP.

#### **Ownership of Submittals**

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Bidder and the District.

#### **RFP Interpretation**

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

### **Contract**

The USD489 Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be received no earlier than June 1, 2021. The successful Bidder will be required to enter into a written contract with the District which will include, but not be limited to, the scope of services described herein and the contract provisions included herein.

### **Taxes**

Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

### **Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of District and, when in tangible form, all copies of such information shall be returned to District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing. No specifications, drawings, sketches, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

## **3. General Information**

### **Vendor Requirements**

Vendors may partner with other provider(s) to supply a complete and turnkey solution. If your Response to the RFP contains proposed services or devices from multiple providers, all responding parties must be clearly identified and a synopsis of the partner relationship as well as the party that will serve as the prime Vendor/contact for the District must be detailed.

### **Timeline**

Installation and invoicing of the new system must be completed prior to November 1st, 2024.

## **4. Project Outline**

### **Objectives**

The USD489 is seeking to add security cameras at RES with a single unified and scalable IP security camera system using Axis cameras. System pricing should include everything necessary for the system to function properly upon project completion including all equipment, hardware (and servers), software, licensing, cabling, etc., as well as configuration and installation of all equipment and software. It is the responsibility of the vendor to clearly identify all costs associated with the proposal as well as any additional services or support included.

### **Installation and Configuration**

USD489 is looking for a “turnkey” solution. The vendor will be responsible for providing all camera hardware, servers, as well as installation, mounting, and configuration of equipment and installation and configuration of software.

All cabling from cameras to switches will be already installed.

Any additional cabling will be professionally installed in cabling J hooks.

Any wiring is to be punched down and terminated following standard industry practices.

Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal.

Vendor will be responsible for coordinating with the USD489 School District Network Administrator in configuring the equipment to work with the District’s existing networks.

Vendor shall supply camera specifications including the following: manufacturer, model, description, any special maintenance requirements and warranty.

Vendor shall provide, install, and configure VMS software based on District requirements - The District requires at least a 90-day retention policy for surveillance. The Vendor will provide the servers and storage for these needs. Vendor will supply the appropriate number of servers for the number of cameras. (Considering mega pixels and number of views per camera)

Vendor shall test the VMS with each camera to verify proper operation.

Vendor shall configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization with AXIS Camera Station.

Vendor shall configure the motion detection sensitivity (where appropriate)

Vendor shall configure each camera’s identification and description (using a naming scheme that incorporates building and location, scheme to be approved by District staff before setup begins).

Vendor shall provide a table or drawing including network wire/jack assignment and device location.

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 District staff.

All exterior cameras will be provided with appropriate wall-mounted gooseneck and weather-proof mountings.

Vendor will provide system check, test, and start-up of the new systems.

Vendor will test each camera to verify proper operation and viewing angle.

Vendor will Warranty all labor and equipment for a period of no less than 3 years (5 years preferred)

### **Cameras and Coverage Areas**

District is providing campus maps showing the number of cameras believed to be needed for the coverage of areas desired, the total number of cameras needed is set. The District desires:

Coverage of our campus interiors and exterior areas, including parking lots.

Map with locations of cameras will be given for reference.

Coverage of interior common areas (hallways, stairwells, corridors, gymnasias, commons areas, bathrooms, etc.) with additional coverage as necessary in high-volume areas (such as gymnasium seating, auditorium seating, etc., as noted in maps).

Complete coverage of each building's main entrances and front office areas.

Each of these locations will include parking lot monitoring as well. Some locations have a front and rear and/or side parking lots.

The solution should have the capability to add additional cameras on demand as deemed necessary by USD489 in the future.

All outdoor camera enclosures should be vandal-proof, anti-tampering, and anti-vibration compliant.

### **Warranty, Support, and Maintenance**

Vendor shall provide a written manufacturer warranty agreeing to replace any portion of the project that fails due to defect in materials or workmanship. Labor for repairs shall be covered by the manufacturer for a specified period. Warranty for all installations for this project must be a minimum of three (3) years, 5 years preferred.

USD489 requires an initial minimum three-year licensing and support with onsite support, with the option to continue annual support after the three-year period has ended.

The vendor should provide a detailed description of support offered, and the average response time for a support request.

### **New Materials**

All equipment quoted by vendor shall be new. Solutions using equipment that has either reached or an announcement has been made for End-of-Life, End-of-Support, or End-of-Sales will not be entertained.

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

The latest released system software version must be installed at the time of delivery. In the event a new software version is released after a portion of the system has been installed, but before the entire system is deployed, the vendor shall upgrade the software at all other previously installed locations to the latest version. In short, at the time of final contract acceptance and final contract payment, all system components installed will have the latest release level of software.

All products proposed in the response must be "customer shipping or production" status at the time of the bid response. The Vendor may not bid products based on future releases of hardware and/or software. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the District, at no additional charge to the District, including services required to implement the solution.

## **5 Bid Evaluation Process**

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. First, non-responsive bids (those not conforming to RFP requirements) will be eliminated. Second, the remaining bids will be evaluated in a cursory manner to eliminate from further consideration those proposals which, in the judgment of the evaluation committee, fail to offer sufficient and substantive provisions to warrant further consideration. Each Vendor bears sole responsibility for the items included or not included in the response submitted by that Vendor. The School District reserves the right to disqualify any bid that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. At the conclusion of this initial evaluation phase, finalist Vendor proposals will be selected for detailed review and evaluation, including oral presentations if deemed necessary. The School District reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

## **6 Campus Maps & Coverage Areas**

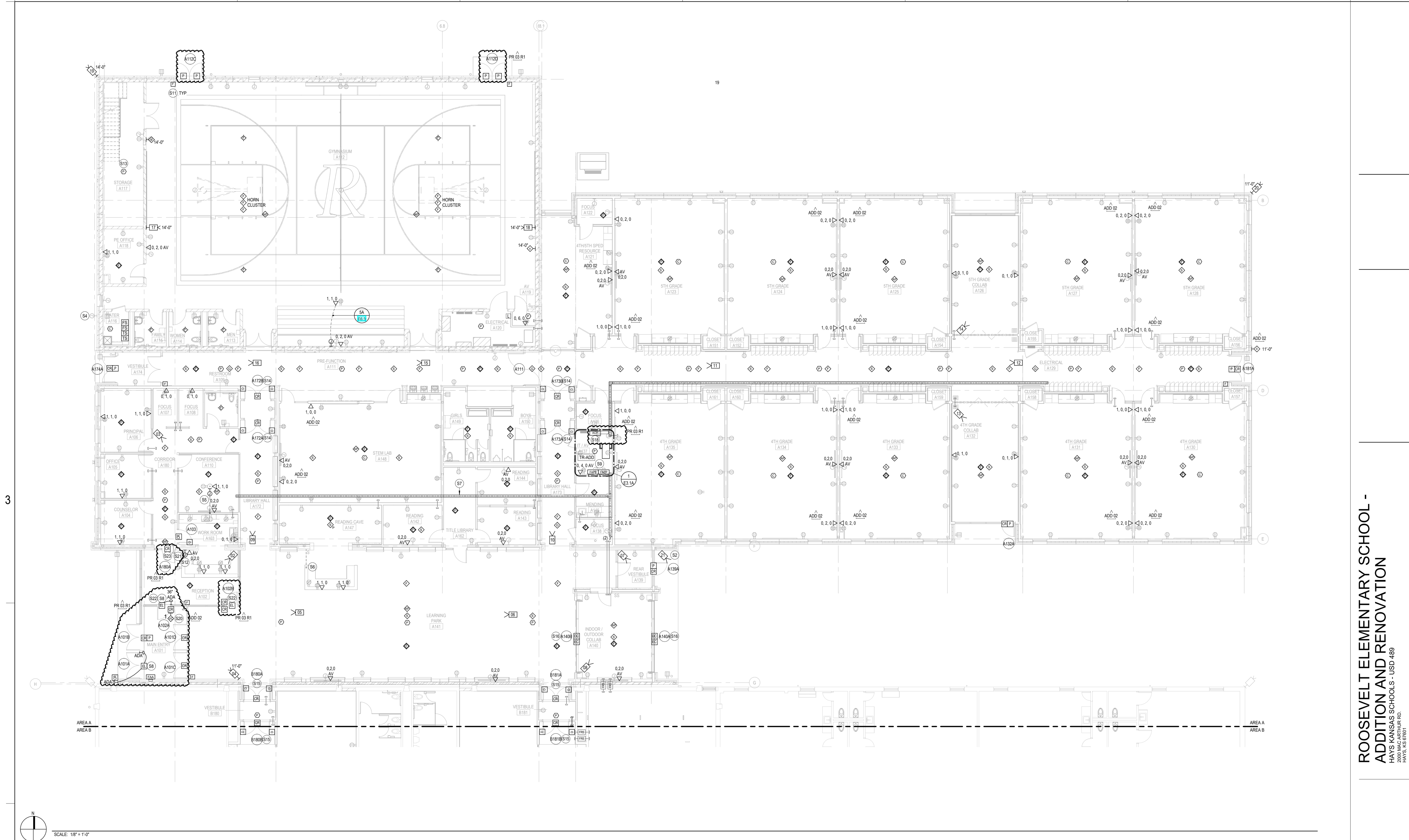
Maps of buildings and where we need camera coverage is provided with this bid.

## **7 Additional Notes**

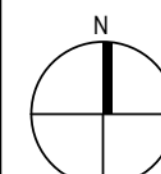
Camera number 2 will need to include the ability to record audio.

The office will need a networked video decoder to hook to customer provided live view monitor.



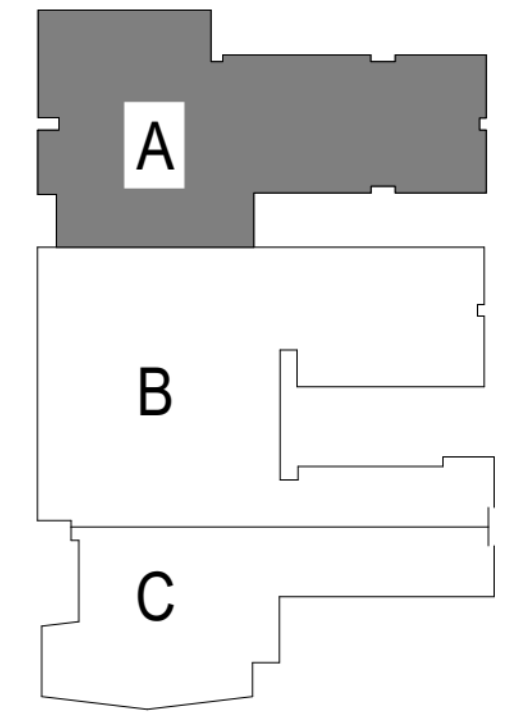


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SCALE: 1/8" = 1'-0"

KEY PLAN



**ROOSEVELT ELEMENTARY SCHOOL -  
ADDITION AND RENOVATION**  
HAYS, KANSAS SCHOOLS - USD 489  
200 N. MACARTHUR RD.  
HAYS, KS 67601

<b>Camera Specs</b>		
<i>2MP Indoor Vandal Dome, WDR, Lightfinder, DLPU, Zipstream, Signed Firmware/Secure Boot, 3.1mm Lens, H.264/265</i>		<b>9,10</b>
<i>2MP Indoor/Outdoor Vandal Dome, Forensic WDR, Lightfinder, IR Illumination, Zipstream, Signed Firmware/Secure Boot, 2.8mm Lens, H.264/265</i>		<b>3,7,13,14</b>
<i>4MP Indoor/Outdoor Vandal Dome, Forensic WDR, Lightfinder, Optimized IR Illumination, DLPU, Zipstream, Signed Firmware/Secure Boot, 2.9mm Lens, H.264/265</i>		<b>2,21</b>
<i>4MP Indoor Vandal Dome, WDR, Lightfinder, IR Illumination, DLPU, HDMI Output Zipstream, Signed Firmware/Secure Boot, Varifocal Lens, H.264/265</i>		<b>4,8</b>
<i>12MP Indoor/Outdoor 180/360 Panoramic Vandal Dome, IR, DLPU, Digital Roll, Sharpdome 360, Lightfinder, Forensic WDR, Zipstream, H.264/265</i>		<b>5,6,15,16</b>
<i>15MP Indoor/Outdoor Multi-Directional 180-360 Dome, 360 Degree IR Illumination, WDR, Remote Zoom/Focus, Zipstream</i>		<b>19,20</b>
<i>Dual-Sensor 2x5MP Indoor/Outdoor Panoramic Camera, DLPU, 2.5x Zoom, Lightfinder, Forensic WDR, Varifocal Lens, H.264/265, Remote Zoom/Focus, Signed Firmware/Secure Boot</i>		<b>11,12,17,18</b>
<i>5MP Network Video Door Intercom, Mullion Mount, SIP Support, DLPU, Signed Firmware/Secure Boot, Zipstream, WDR, Lightfinder, H.264/265, 2x built in microphone</i>		<b>1</b>
<i>Server: 64Ch Rack Server, 40TB Storage, Raid Configurable</i>		<b>Network</b>
<i>Audio and I/O Interface, Omnidirectional Mic, POE</i>		<b>Office</b>
<i>LVM 4K Video Decoder, POE, HDMI Output, Audio Out,</i>		<b>Office</b>