



Malden R-I School District is seeking sealed bids for an integrated security solution comprised of cameras and access control system. Vendors are required to schedule a walk-through to ensure that all camera positions are documented and access control points are identified. The goal is to have complete camera coverage for all district owned property and access controls on main external entry points as designated by Malden R-I School District's representatives.

## **MALDEN R-I SCHOOL DISTRICT**

### **RFP – INTEGRATED DISTRICT SECURITY CAMERA SYSTEM AND ACCESS CONTROL SYSTEM PROJECT**

Bids Due: January 31, 2024 by 1:00 PM CST

#### **Section 1 – Purpose & Background**

##### **Purpose:**

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purchase, installation, and configuration of an integrated access control and IP security camera system and associated cabling along with warranty and support of said system for Malden R-I School District. No camera brand on the current US government blacklist will be considered.

The intent of this RFP is for the Malden R-I School District to obtain a turnkey, fully installed and configured access control and camera system that will provide adequate camera 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 as well as allow for access control on necessary exterior doors and secured locations. The solution should include transitioning from existing systems to new systems with minimal downtime. The project shall be bid as one project for the entire school district so that Malden R-I will have a complete new system in place. The District will award one vendor the entire project to complete from start to finish.

*Questions regarding the RFP should be submitted to Ian Casto via email at [iancasto@maldenmoschools.org](mailto:iancasto@maldenmoschools.org).*

*Questions and answers will be posted on the Malden R-I website along with the RFP for review by all potential bidders.*

##### **About Malden R-I School District:**

Malden R-I School District consists of a single campus and baseball complex.

Malden Elementary School, 703 Smith St, Malden, MO 63863

Malden High School, 600 W Burkhart Street, Malden, MO 63863

Malden R-I Baseball/Sports Complex, W Broadwater Street, Malden, MO 63863

Section 2 – RFP Instructions & Conditions



### Proposal Preparation & Submission Requirements

In order to be considered, bidders must submit three (3) hardcopies of the proposal. DO NOT SEND AN ELECTRONIC COPY VIA EMAIL. Proposals shall be signed and submitted sealed with the envelope plainly marked with the title SECURITY PROJECT RFP. Proposals shall be delivered to:

*Superintendent of Schools, Carie Fowler, 601 W Burkhart St., Malden, MO 63863.  
PROPOSALS MUST BE RECEIVED BY 1:00 PM CST on January 31, 2024*

*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 the employees, person(s) or contractor(s) proposed to perform the services, along with a description of the qualifications and experience of each. Criminal and child abuse background checks will be required for anyone doing onsite work.
5. Description of the manner by which 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.
6. Vendors must include as part of their proposal maps of each building showing where each camera will be installed and indicating what camera model will be installed in each camera location so the district can best determine camera coverage areas for each proposal.

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

Bidders must state whether they have been involved in any litigation during the last three (3) years, and if so, describe any such litigation.



*Prevailing Wage:*

This will be a prevailing wage job, so please bid as such in the proposal. Below is a link to the appropriate Annual Wage Order.

[https://laborwebapps.mo.gov/DLS/PrevailingWage/AWO/AWO30/30\\_WO035.pdf](https://laborwebapps.mo.gov/DLS/PrevailingWage/AWO/AWO30/30_WO035.pdf)

According to the Department of Labor, most security camera projects tend to be bid under Communications Technician. However, depending on the specifics of the job, there may be pieces of it that would fall under Electrician. It is best for those bidding to review the definitions of the occupational titles in the document below to determine which is most appropriate for the job as you will bid it. Below is a link to the document. The definition for Comm. Tech is on page 8, and the definition for Electrician is on page 9. Definitions for the other occupational titles are there, as well.

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/8csr/8c30-3.pdf>

*Award:*

Award will be made to the responsive and responsible Bidder whose proposal is deemed to be most advantageous to the District, taking into account 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 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.

*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 Malden R-I Board of Education must formally approve the award of any contract or agreement to purchase with approval anticipated to be received by January ??, 2024. 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.

*Insurance Requirements:*

1. 1. Commerce General Liability:
  - a. Medical Expense (any person): \$ 1,000
  - b. Personal & Adv. Injury \$1,000,000
  - c. General Aggregate: \$3,000,000 d. (Errors & Omissions)
2. Automobile Liability: \$1,000,000 (combined single limit)
3. Workers Comp & Employer Liability: \$1,000,000 (each accident)
  - a. E.L. Disease – each employee \$1,000,000
  - b. E.L. Disease – Policy Limit \$1,000,000

*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 confidential or proprietary.



## General Information

### *Vendor Requirements:*

As per [SB 739](#), all vendors must produce a certificate confirming it is not discriminating against the State of Israel. The certification must state that the vendor is not currently engaged in and for the duration of the contact will not engage in a boycott of goods or services from Israel companies or persons doing business in or with Israel.

Vendor shall be available for an oral presentation. Presentations will be scheduled, if deemed necessary, by the superintendent of schools after proposals are received. Vendors shall not rely on the possibility of such a request and shall submit a complete and comprehensive bid to this Solicitation.

Vendors are required to perform a campus and building walk-through. The dates and times for the walk-throughs can be scheduled by contacting [iancasto@maldenmoschools.org](mailto:iancasto@maldenmoschools.org).

- Vendors must include as part of their proposal maps of each building showing where each camera will be installed and indicating what camera model will be installed in each camera location so the district can best determine camera coverage areas for each proposal. Liquidated damages will be included in the contract.

### *Timeline*

All work and requirements must be met and completed by June 30, 2024. The project must be done in such a way as to minimize the disruption of the education process of students and staff.

### *Project Outline*

#### Objectives

The Malden R-I School District is seeking to replace the existing security cameras and access control systems with a single unified and scalable IP security camera system and access control system as well as adding cameras and access control wherever deemed necessary to provide comprehensive security camera coverage and access controls.

System pricing should include everything necessary for the system to function properly upon project completion including all equipment, hardware, software, licensing, cabling, storage, etc., as well as configuration and installation of all equipment and software. Pricing shall also include the removal and recycling/disposal of all existing cameras from the buildings.

The project shall be bid as a whole project. 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*

- Malden R-I is looking for a “turnkey” solution. The vendor will be responsible for providing all camera hardware and necessary cable runs, as well as installation, mounting, and configuration of equipment and installation and configuration of software.
  - Cabling from cameras to patch panel is to be certified (UL listed) Cat 6 or better.
  - Cabling will be professionally installed in cabling hooks and/or cable trays.
  - Wiring is to be punched down and terminated following standard industry practices.
  - Each cable run will be tested and certified.
  - Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras and/or access controls per proposal.
  - Everything is to be labeled on both ends and patch panel has appropriate labeling.
  - On camera end of cable, a keystone will be installed with a short patch cable to camera itself.
- Vendor will be responsible for coordinating with the Technology Coordinator in configuring the equipment to work with the District’s existing networks.
- Vendor shall supply camera and access control specifications including the following: manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor shall provide help with configuration of software based on district requirements.
- Vendor shall test the software with each camera and access control to verify proper operation.
- Vendor shall configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor shall configure the motion detection sensitivity (where appropriate)
- All penetrations and length and type of conduit on building exteriors will be District approved before being performed by vendor.
- 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 weatherproof 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 test each access controlled door to verify proper operation and timestamping with camera system.
- Vendor will remove and recycle existing security camera equipment per discretion of Technology Coordinator.



- Vendor will Warranty all labor and equipment for a period of no less than 2 years

### *Cameras and Coverage Areas*

The District desires:

- Complete coverage of our buildings' exterior areas, including parking lots.
- Complete coverage of interior common areas (hallways, stairwells, corridors, gymnasias, commons areas, etc.) with additional coverage as necessary in high volume areas (such as gymnasium seating, lunchroom seating, etc.).
- Complete coverage of each building's main entrances and front office reception areas.
- The high school location will include FEMA building, football field seating and bus parking area.
- Vendors will be given building exterior and interior maps at the time of walk-through.
- Vendors must include as part of their proposal maps of each building showing where each camera will be installed and indicating what camera model will be installed in each camera location so the district can best determine camera coverage areas for each proposal.

### *Capacity and Scalability*

The solution should have the capability to add additional cameras on demand as deemed necessary by the Malden R-I School District in the future.

- All outdoor camera enclosures should be vandal-proof and anti-tampering compliant.
- All indoor and outdoor cameras should have the following specifications at a minimum:
  - PoE powered Full High Definition (1080p) resolution at 4 mega pixels or higher strongly preferred as a baseline
  - Appropriate IP rating to protect against dust and environmental elements
  - Infrared illumination for night visibility in applicable areas
  - Capability to produce video at 30 FPS or more.
  - Image stabilization to reduce blurring
  - Day and Night viewing and recording capability

### *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 two (2) years.
- Malden R-I School District requires an initial minimum two-year licensing and support with onsite support, with the option to continue annual support after the two-year period.



- The vendor should provide a detailed description of support offered, and the average response time for a support request.
- The vendor should provide firmware upgrades to camera hardware during the period of operation.

#### *New Materials*

- No camera brand on the current US government blacklist will be considered.
- 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.

#### *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.

*Campus Maps*

Maps of all buildings will be provided at the walk-through. Vendors must include as part of their proposal maps of each building showing where each camera will be installed and indicating what camera model will be installed in each camera location so the district can best determine camera coverage areas for each proposal.