



Belding Area Schools

Technology Department

REQUEST FOR PROPOSAL

DIGITAL SECURITY SYSTEM

04/20/2006

Inside this Document

Purpose	Page 2
Scope of Work	Page 3
General Terms and Conditions	Page 4
General Terms and Conditions (<i>continued</i>)	Page 5
Digital Video Surveillance NVR Server Specifications	Page 6
Digital Video Surveillance Software Specifications	Page 7
Digital Video Surveillance IP Camera Specifications	Page 8
Digital Video Surveillance Analog-to-IP Video Server Specifications	Page 9
Implementation Phases and Coverage Needs	Page 10
Notes	Page 11

REQUEST FOR PROPOSAL

PURPOSE

Belding Area Schools is seeking a proposal for the purchase and installation of an IP based digital security system as set forth in the attached documentation. Award of bid will be based on “best value” considering price, conformance to specifications, past performance, and ability to deliver the products and services. This includes financial and corporate stability of the supplier.

Each vendor must complete the pricing as requested and attach a complete system description with manufacturer part numbers. Belding Area Schools are exempt from all federal and state sales taxes. This award will be valid for a period of one-year with the option to renew for additional years. Any questions concerning this bid shall be directed to Heather Ebels, Technology Secretary, at (616) 794-4560.

SCOPE OF WORK

The system shall include:

- 1) All components necessary to complete a turnkey system as listed but not limited to:
 - a. Interior hallway cameras, mountings, and necessary vandal resistant enclosures
 - b. Exterior cameras, mountings, and necessary vandal resistant heated enclosures
 - c. Analog-to-IP video server appliances necessary to integrate existing cameras into the system
 - d. Network Video Recorder system that can operate on a server platform designated in the terms found on the "NVR Server Specification" page. (page 6)
 - e. Infrastructure equipment
- 2) Installation of a complete turnkey solution including:
 - a. Server / Network Video Recorder programming/installation
 - b. Cabling and electrical work as required by this system
 - c. Network configuration or programming as required by this system
 - d. Camera mounting and tuning
- 3) Ongoing support and maintenance of the system:
 - a. Annual maintenance costs for entire system
 - i. Annual software support for system software
 - ii. Camera maintenance costs
 - iii. 24 hour help desk support
- 4) Training and Documentation:
 - a. Complete system training
 - i. Administrator
 - ii. End Users
 - b. Documentation
 - i. Visio 2000 drawings
 - ii. IP Scheme
 - iii. System Configuration information
 - iv. Camera configuration information

GENERAL TERMS AND CONDITIONS

- 1) Bid prices shall include all shipping and delivery to the installation site.
- 2) Shipments for all items must be coordinated with Heather Ebels, Technology Secretary. All shipments will be made to Belding Area Schools c/o Technology Department. Delivery of items will begin no sooner than May 22nd, 2006 and must be completed by June 12th, 2006.
- 3) System installation and complete operation must be completed by June 30th, 2006.
- 4) Belding Area Schools reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity or that serve the best interest of the District, to award the contract to other than the low bidder(s).
- 5) Proposals must contain individual line items for each phase of implementation as described on the "Implementation Phases and Coverage Needs" sheet found on page 10.
- 6) The proposal must be the original, signed by an individual **authorized** to bind the vendor to be valid. Proposals must be received by 1:00 p.m. on Friday May 5th, 2006 or they will not be considered. Two (2) signed copies of the written proposal must be submitted in a sealed envelope marked "Proposal: Digital Security System." All proposals must be mailed or hand-delivered to Belding Area Schools, Technology Department, 321 Wilson Street, MI, 48809. No oral, telephonic, email or facsimile proposals will be considered. No late proposals will be accepted.
- 7) References of three (3) K-12 school district accounts currently serviced, for whom comparable work has been performed, must be furnished. This list shall include school name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection.
- 8) Vendors must comply with all laws, ordinances, rules, regulations and orders of public authorities having jurisdiction over a project of this nature. This includes, but is not limited to, having all necessary licenses, permits and inspections as required by local, state or federal authorities.
- 9) Any applicable licenses, fees, obligations shall be the responsibility of the contractor.
- 10) Vendors must provide written explanations of documentation, owner/operator manuals, video operation, etc that will be provided to the owner upon completion.
- 11) Vendors must provide written explanation of the end user training process to be provided. System training will be provided for no less than four hours by the vendor for up to ten people, and must be provided by a technician/engineer that is certified by the manufacturer of the products being installed. All training sessions must be provided during the employees' normal working hours.
- 12) Any catalog, brand name or manufacturer's reference in this RFP is descriptive, **not** restrictive; it is intended to indicate product type and quality desired. If brand other than that specified is proposed, complete descriptive information of said article must be included with the proposal. Only like products, quality and warranties will be considered. If vendor takes no exception to specifications referenced in this RFP, brand names, models, etc. as specified, must be furnished.

- 13) All items proposed must be new (**not** reconditioned) including containers suitable for shipment and storage, unless otherwise indicated on the proposal.
- 14) Belding Area Schools is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to this RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.
- 15) All submitted proposals will be reviewed and evaluated by only those officials who have a legitimate interest. Any information within a proposal that a vendor considers to be proprietary should be identified as such in writing. Otherwise, Belding Area Schools reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a vendor's proposal does not affect this right.
- 16) Belding Area Schools reserves the right to request any additional information that it may deem necessary after the bid has been received, and vendors may be required to make an oral presentation to Belding Area Schools' if clarification of a proposal is necessary. A vendor's original proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of their proposal. Oral presentations will be arranged at the discretion of Belding Area Schools and will be by invitation only.
- 17) Vendors will be required to attend a mandatory pre-bid onsite meeting and walk-through with Belding Area Schools' evaluators. This meeting will be held on April 24th, 2006 at 10:00 a.m. EST, in the Central Offices Conference Room located at 1975 Orchard Street, Belding, MI 48809. Please contact the Technology Department at (616) 794-4560 to RSVP.
- 18) Any maintenance costs and any other potentially hidden costs shall be identified as part of the proposal.
- 19) All prices are guaranteed for one (1) full year from the date of purchase.
- 20) Vendors shall include in this bid a minimum of a one-year parts and labor warranty for all components included in this project.
- 21) The selected vendor will be required to provide a spreadsheet and or database electronically that contains the type of equipment, and serial numbers for each item by location.
- 22) Addendums will be emailed to vendors who have attended the mandatory pre-bid onsite meeting.
- 23) All questions regarding the specifications of various items or clarifications regarding the general terms and conditions must be emailed or faxed to Heather Ebels, Technology Secretary, by Friday May 5th, 2006. The email address is ebelsh@bas-k12.org ; FAX Number is (616) 794-4555.

NETWORK VIDEO RECORDER (NVR)

SERVER SPECIFICATIONS

The following specifications are intended to define the minimum requirements of an acceptable NVR server. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response, and for is scalable to allow for future upgrades. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and may be ample cause for rejection.

MINIMUM PRODUCT REQUIREMENTS

- 1) The systems must be manufactured, configured and tested in an ISO 9001:2000 registered facility. Include a copy of the certificate from the testing organization.
- 2) The system must be "burned-in" for an average of four (4) hours.
- 3) The system must be UL listed. Provide documentation of the listing.
- 4) The system must be FCC approved for commercial use. Provide a copy of the test report.
- 5) The system must be warranted for at least three (3) years, including displays, mice, keyboards and all peripherals sold with the system. The warranty must include Next Business Day (NBD) replacement or at the option of Belding Area Schools the repair of failed equipment by the NBD. Please provide documentation of standard warranty and any cost associated with upgrading to a five-year warranty. Belding Area Schools will incur no cost for the shipping of any failed or new equipment.
- 6) The system must be a Hewlett-Packard® (HP) ProLiant™ series, rack-mountable server.
- 7) The server must have a minimum of two (2) Intel® Xenon™ 3.0GHz or better processors with a 2MB L2 Cache, and an 800MHz FSB.
- 8) The server must have a minimum of 2GB PC-3200 memory.
- 9) The server must have a storage capacity of at least thirty (30) days. The storage devices must be configured to be fault tolerant using RAID 5, and must be comprised of hot-swappable drives.
- 10) The server must have dual (2) 1000T-Base network adapters.
- 11) The server must have redundant power supplies and cooling fans.
- 12) The server must include all additional hardware necessary to mount the device in a standard 19" rack.
- 13) The server must include the necessary operating system licensing and any other incidental licenses. Belding area schools will incur no cost for any unforeseen licensing.

DIGITAL VIDEO SURVEILLANCE

SOFTWARE SPECIFICATIONS

The following specifications are intended to define the minimum requirements of an acceptable digital video surveillance software package. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response, and for is scalable to allow for future upgrades. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and may be ample cause for rejection.

MINIMUM PRODUCT REQUIREMENTS

- 1) The software must be capable of simultaneously recording, displaying live video, and displaying recorded video. None of the operations shall interfere with the other.
- 2) The software must have the ability to choose a separate frame per second background recording rate verses the playback frame per second rate based on motion detection.
- 3) The software must be able to provide time-lapse recording.
- 4) The software must have intelligent video searching capabilities.
- 5) The system must have the capability of retrieving and exporting court admissible video.
- 6) The software must be capable of utilizing variable frame rates for each camera.
- 7) The software must be MPEG1, MPEG4 and MJPEG compliant.
- 8) The software must have centralized remote system administration and viewing.
- 9) The software must allow for multiple simultaneous users to access the system in order to retrieve live or recorded video from the NVR.
- 10) The software must support event-based recording and shall record 24 hours a day, continuously.
- 11) The software must also have the ability to integrate Analog-to-IP converters to enable the District to use cameras that are currently in place.

DIGITAL VIDEO SURVEILLANCE

IP CAMERA SPECIFICATIONS

The following specifications are intended to define the minimum requirements of an acceptable digital video surveillance IP camera. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response, and for is scalable to allow for future upgrades. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and may be ample cause for rejection.

MINIMUM PRODUCT REQUIREMENTS

- 1) The cameras should support up to 30 frames per second (fps) for all resolutions.
- 2) The cameras should support Motion JPEG and or MPEG-4 standards.
- 3) The cameras must include motion detection capability.
- 4) The cameras must have a minimum resolution of 640 x 480 pixels.
- 5) The cameras must be able to work in low-light conditions, with a minimum illumination of 3.0 lux or better.
- 6) The camera must use a progressive scan RGB CCD image sensor to help ensure superior video quality.

DIGITAL VIDEO SURVEILLANCE

ANALOG-TO-IP VIDEO SERVER SPECIFICATIONS

The following specifications are intended to define the minimum requirements of an acceptable digital video surveillance analog-to-IP video server. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response, and for is scalable to allow for future upgrades. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and may be ample cause for rejection.

MINIMUM PRODUCT REQUIREMENTS

- 1) The video server should support up to 30 frames per second (fps) for all resolutions on each channel.
- 2) The video server should support Motion JPEG and or MPEG-4 compression standards.
- 3) The video server must have a minimum resolution of 640 x 480 pixels.
- 4) The video server must have multiple analog inputs, four (4) or more.

Implementation Phases and Coverage Needs

High School (1)

- Phase 1
 - Student Parking Lots
 - Staff Parking Lots
 - Student Common Area
- Phase 2
 - Building Entry / Exit Points
 - Gymnasium Lobby Area
- Phase 3
 - All Stairwells
 - All Entrances to Bathrooms
 - 1st and 2nd Floor Corridors
- Phase 4
 - Weight Room
 - Gymnasium and Balcony

Middle School (1)

- Phase 1
 - Replace Current Cameras
- Phase 2
 - Rear Parking Lot
 - Perimeter of Building
 - Building Entry / Exit Points
- Phase 3
 - All Stairwells
 - All Entrances to Bathrooms
 - 1st and 2nd Floor Corridors

Elementary Buildings (3)

- Phase 1
 - Building Entry / Exit Points
 - Parking Lots

Notes