

# **SOUTHFIELD PUBLIC SCHOOLS**

PURCHASING OFFICE - John W. English Administrative Center  
Martha Ritchie, Purchasing Manager  
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24661 Lahser Road  
Southfield, MI 48034 Fax (248) 746-8812

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## **SOUTHFIELD PUBLIC SCHOOLS Invitation to Bid High School Security Camera Systems**

The Southfield Board of Education invites you to submit a bid on High School Security Camera Systems.

All bids are to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48034, attn.: Martha Ritchie, Purchasing Manager. Bids are to be in a sealed envelope clearly marked: "Camera System" and returned no later than 2:00 p.m. EST, Wednesday, October 19, 2005 at which time bids will be opened and publicly read. Bids must be submitted on the official Form provided. The Board reserves the right to reject any and all bids. Late bids will not be accepted. A 5% bid security bond will be required.

### Pre Bid Meeting:

A pre bidders conference will be held at 1:00 p.m. on Thursday, October 6, 2005 in the Board Meeting Room, J.W.E. Administration Building, 24661 Lahser, Southfield, MI 48034. The purpose of this meeting is to discuss contract specifications and answer any questions. The pre bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Purchasing Department. It is strongly suggested that each interested vendor attend this meeting. Blueprints will be distributed at this meeting.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The [District](#) shall not accept a bid that does not include this sworn and notarized disclosure statement.

## INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read Wednesday, October 19, 2005 at 2:00 p.m. in the lobby area of the J.W. E. Administration Building, 24661 Lahser, Southfield, MI 48034 Attn.: Martha Ritchie
2. Pre Bid Meeting: A pre bidders conference will be held at 1:00 p.m. on Thursday, October 6, 2005 in the Board Meeting Room, J.W.E. Administration Building, 24661 Lahser, Southfield, Mi 48034. The purpose of this meeting is to discuss contract specifications and answer any questions. The pre bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Purchasing Department. It is strongly suggested that each interested vendor attend this meeting. Blueprints will be distributed at this meeting.
3. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Camera Systems".
4. The Board reserves the right to reject any and all bids either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof.
5. Any questions to be directed the Purchasing Manager, Martha Ritchie, (248) 746-8518. Bids to remain firm for sixty days.
6. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.
7. All respondents are required to completely inspect the project sites prior to submitting a proposal in order to determine all requirements associated with this Request For Proposal. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract.
8. All respondent to this Request for Proposal must submit with their proposal a list of current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.
9. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.
10. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
11. Insurance Requirements; The contractor will secure and maintain during the term of the contract insurance from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the School District from all liability (public liability, personal injury, and property damage) claims that may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the School District. The contractor must cease work if any of the required insurance is canceled or expires. Three copies of certificates of insurance shall be submitted to and approved by the School District prior to the execution of the contract. The Certificate shall specifically name The Southfield Public Schools as an additional insured party. The certificates must contain the agreement of the insurance company notifying the School District in writing ten days prior to any cancellation or termination of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the District.

The limits of insurance shall not be less than the following:

- A. Workers compensation insurance in the amount required by Michigan Law.
- B. General Liability Bodily Injury and property damage combined.

Each occurrence-	\$1,000,0000
Aggregate -	\$1,000,000
Personal injury -	\$500,000

- C. Automobile insurance for vehicles:

Bodily injury each person-	\$300,00
each accident-	\$500,000
Property damage each accident- \$	100,000

12. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond covering the faithful performance of the Contract and payment of all obligations arising there under, each in the amount of one hundred percent (100%) of the contract amount. The cost of such bonds shall be included in the Bid.

13. Vendor to pay prevailing wages.

### **GENERAL SPECIFICATIONS:**

**DIAGRAMS:** Diagrams referred to in the bid specifications will be distributed at the pre bid meeting or are available from the purchasing office at 24661 Lahser, Southfield, MI.

**ASBESTOS:** Southfield Lathrup High School and Southfield High have asbestos at many locations in the building. Should asbestos be located, school maintenance is to be notified prior to any action. Southfield Public Schools will provide the abatement service. All installation personnel are to be trained in identifying asbestos and avoid disturbing any areas that contain asbestos. Should asbestos be disturbed, it will be the responsibility of the installation company/service to cover all abatement cost involved.

### **BIDDER QUALIFICATIONS:**

Each bidder must meet all of the following minimum standards:

- Authorized sales and service company for each and every product bid. No bidder may offer for sale any product they are not authorized and approved by the manufacturer to sell and service.
- Each bidder must have an open and active parts account with the manufacturer on all lines of equipment proposed. SERVICE AFTER THE SALE IS THE HIGHEST PRIORITY AND A BIDDER MAY NOT OFFER A PRODUCT THAT THEY DO NOT PRESENTLY HAVE AN EXCELLENT TRACK RECORD OF PROVIDING SERVICE.
- Financial stability. Bidder must provide proof of ability to handle this project with lines of credit from manufacturer that will allow shipment of product on credit until project is signed for and accepted. No payment will be provided for any equipment installed until the final acceptance has been signed.
- Each bidder must be local, bidders outside of the tri-country area will not be considered as a viable service facility. All bidders must state average response time for normal and emergency calls.
- Loaner equipment history. Bidders are required to provide loaner equipment to keep this system operational during and after the warranty period. Each bidder must should proof of a history where they have provided loaner equipment to customers on prior sales. (Loaner equipment MUST have included DVR, multiplexers, computers, P/T/Z units, matrix switchers, monitors, time lapse recorders, power supplies, and fixed cameras).
- Established in providing products and repair
- In good financial standing with manufacturers of all products proposed in this bid.
- Established service shop
- Test equipment
- LAN to test DVR for local access
- Full time technicians that service CCTV equipment
- Service vehicles equipment to test while on the road
- History of installing and providing service on large CCTV.

Each bidder must list all areas of the qualifications they are not able to meet and provide an explanation where the qualification was not met.

### **GENERAL EQUIPMENT SPECIFICATIONS**

1. All equipment and materials used shall be standard components, regularly manufactured, regularly utilized in the manufacturer's system.
2. All systems and components shall have been thoroughly tested and proven in actual use.

### **SERVICE AFTER THE SALE**

Vendor to supply manufacturer support for repair (24 hour turn around), local training facility at no cost, authorized dealer with loaner equipment, 24/7 engineering and technical support.

All systems and components shall be provided with the availability of a toll free (U.S. and Canada only) 24 hour, technical assistance program (TAP) from the manufacturer. The TAP shall allow for immediate technical

assistance for either the dealer/installer or the end user at no charge.

All systems and components shall be provided with a one-day turn around, repair express and 24 hour parts replacement. The repair and parts express shall be guaranteed by the manufacturer on warranty and non-warranty items.

### **ELECTRICAL REQUIREMENTS**

Electrical Requirements. The successful bidder shall provide all 110 volt ac outlets required to operate the entire CCTV system. This will include, but not be limited to, interior and exterior cameras, CCTV computers on LAN, power supplies, equipment rack and cooling fans, and other accessory equipment. All bidders are to be knowledgeable in 110 volt ac installation, power consumption and local codes. It is the responsibility of each bidder to handle all steps to increase the 110 volt ac capacity. Southfield Public Schools will not provide or pay an additional charge to install interior or exterior electrical outlets required to make the CCTV system operational.

### **INSTALLATION STANDARDS**

All interior cables shall have an outer jacket that is plenum rated and meets or exceeds all local, state and national building and fire codes. Further, all interior cables shall be suspended from the ceiling every eight feet or closer using approved methods ( i.e. "J" hooks or cable trays). Any penetration of fire-break walls shall be done using 1 ½" EMT, with 1 ½" EMT coupler and insulating bushing on each end. The conduit will be caulked in place using fire barrier sealant rated for 4 hours or better. Any unused capacity of the conduit will be fill with moldable fire stop putty at both ends. No existing "J" hooks or cable trays are to be used for Coax or power cables. CCTV cables are not to be tied to or placed upon any data, communication or low voltage power lines existing in the building.

## SPECIFICATIONS FOR CCTV SYSTEM AT LATHRUP HIGH SCHOOL

### **SCOPE of WORK:**

Furnish, upgrade and install a complete Closed Circuit CCTV system as described herein for Lathrup High School with the latest off-the-shelf technology. This system will incorporate 33 new fixed interior cameras, leave in place and use 11 existing interior cameras, upgrading/replacing 16 exterior existing fixed cameras and leave in place and use 3 existing fixed exterior cameras. All coax and power cables to all cameras (new and existing) are to be new. All head-in equipment is to be replaced, this will include but not be limited to, multiplexers, time-lapse recorders, DVR, monitors in all offices, power supplies for existing cameras, and miscellaneous mounting hardware. All equipment, not to be re-used is to be removed, cleaned and packed to protect the old equipment from damage. A complete inventory of all old is equipment will be provide to school administration. All existing cabling and coax is to be removed and disposed of in a manner approved by Southfield Schools. NO CABLE is to be abandoned and left in place. Interior cameras both existing and new are to have all cables (both power and coax) installed in metal conduit below ceiling level. No existing fire breaks are to be re-used. New fire breaks are to be installed and properly sealed for all cables. All interior cables are to be supported by either "J" hooks or cable trays. NO CABLES are to be laid on ceiling tile or across plastered ceilings. All exposed cables below the drop ceiling level are to be protected in metal conduit.

Exterior cameras will be replaced with dome type cameras that have smoked lens and vari-focal lens. Each camera will have a new weather resistant power supply capable of handling 100va with circuit protection. New mounts will be supplied as well as new cables for each camera. Pelco equipment is to be used for exterior camera equipment and Speco equipment is to be used for all interior camera equipment. All existing cameras that will remain in service (11@ interior and 3@ exterior) are to be inspected, repaired and made operational as part of this bid. NO additional charges will be honored or paid to repair or replace any existing camera. Bidders are to inspect the operation of all existing cameras that will remain in service prior to submitting a final bid. Southfield Public Schools will not authorize any additional funds above the bid price to make any existing cameras operational after the award of the bid.

1. Furnish and install 33 interior cameras with mounts, cables, and power supplies
2. Upgrade sixteen exterior cameras and mounts, furnish new coax and power cables
3. Furnish and install four (4) Digital Video Recorders
4. Furnish and install four (4) Video Multiplexers, with sixteen inputs, color, duplex
5. Furnish and install LAN with router, firewall and DSL
6. Furnish and install four (4) 21" Color Monitors with ceiling mounts
7. Furnish and install one (1) data cabinet
8. Install new coax and power cable to eleven (11) existing interior cameras
9. Service after the sale. Manufacturer support for repair (24 hour turn around), local training facility at no cost, authorized dealer with loaner equipment, 24/7 engineering and technical support.

### **EQUIPMENT SPECIFICATIONS**

**NEW INTERIOR FIXED CAMERAS:** **Quantity of 33**  
Speco CVC-724EXTP A diagram is attached that shows the interior camera locations.

**POWER SUPPLY FOR NEW INTERIOR CAMERAS:** **Quantity of 2**  
Pelco Model MCS 16-20SB.

**UPGRADE EXTERIOR CAMERAS:** **Quantity of 16**  
There are 16 existing exterior cameras that will be removed and replaced with Pelco CC3751H-2.

**VARI-FOCAL LENS:** **Quantity of 16**  
Each lens will be a vari-focal, auto iris, DC drive with 5.5 to 82.5 mm focal length, Pelco series 13VD.

**EXTERIOR FIXED 8" DOME:** **Quantity of 16**  
Pelco DF8-PG-EO.

### **COAX CABLE: Length to be determined by bidder**

All coax cables must be home runs from each camera to the head-in equipment. No splices or repairs are allowed in any of the cables. The cable will meet the minimum specifications of Belden Model: 543945.

**POWER CABLE: Length to be determined by bidder**

All power cables must be home runs from each camera to the head-in equipment. No splices or repairs are allowed in any of the cables. The cable will meet the minimum specifications of Belden Model: 2A-1402.

**EXTERIOR CAMERA MOUNT: Quantity of 16**

The exterior camera mount will be of a parapet style which will allow the camera to be serviced by a technician while standing on the roof and will not require any holes in the new roof installed at Lathrup High School, Pelco PP350 mount.

**EXTERIOR POWER SUPPLY: Quantity of 16**

Each camera will have an independent power supply which will provide a minimum of 24 volts to the camera after setting and voltage drop across the power cable under full load, Pelco Model: WCS1-4

**DIGITAL VIDEO RECORDERS: Quantity of 4**

The DVR will allow record, playback and view of live options simultaneously. The DVR will include Ethernet connectivity for remote access of live view, playback, and record via web browser and work with dynamic and static IP's. The settings of 60 FPS recording, 120 FPS live view are per camera and NOT global. DVR required, Speco: DVR-T16P600/DVD.

**LAN**

The LAN is to be wired in four (4) locations and shall consist of CAT5e, plenum rated cable, one (1) 10/100 hub with a minimum of 8 ports, and one (1) router with firewall software to interface with the DSL line to be provided.

**HIGH RESOLUTION, 21-INCH COLOR MONITORS and CEILING MOUNTS: Quantity of 4**

The color monitor shall be the **Pelco PMC21A MONITOR**

The monitor mount shall consist of a heavy duty, sturdy platform designed to mount a 19" through 31" CCTV monitor to a wall or ceiling.

The mount shall be the **Pelco MR4050** and the optional adapters shall be the **Pelco MRCA** ceiling adapter or the **Pelco MRWA** wall adapter.

**DATA CABINET: Quantity of 1**

Middle Atlantics Products Model MRK-4431

**SOUTHFIELD HIGH SCHOOL**

**SCOPE OF WORK**

Furnish, upgrade and install a complete closed circuit television (CCTV) system as described herein for Southfield High School with the latest off-the-shelf technology. This system will incorporate 28 new fixed interior cameras, 6 existing interior cameras, furnish and install 23 exterior color cameras. All coax and power cables to all cameras (new and existing) are to be new.

All head-in equipment is to be replaced. This will include but not be limited to: multiplexers, time-lapse recorders, DVR, monitors in all offices, power supplies for existing cameras, and miscellaneous mounting hardware.

All equipment, which will not be reused, is to be removed, cleaned, and packed to protect the old equipment from damage. A complete inventory of all old equipment will be provided to the Building & Grounds Manager. Old equipment will be returned to owner. All existing cables (coax and power) are to be removed and disposed of in a manner approved by Southfield Schools. NO CABLES ARE TO BE ABANDONED AND LEFT IN PLACE.

Interior cameras, both existing and new, are to have all cables (both power and coax) installed in metal conduit below ceiling level. No existing firebreaks are to be re-used. New firebreaks are to be installed and properly sealed for all cables. All interior cables are to be supported by either "J" hooks or cable trays. NO CABLES are to be laid on ceiling tile or across plastered ceilings. No exiting cable trays or "J" hooks are to be used; SFLD Schools is not responsible for providing any cable support or firebreaks.

Exterior cameras will be replaced with dome type cameras that have a smoked dome and vari-focal lens. Each camera will have a new, weather resistant power supply capable of handling 100va with circuit protection. New mounts will be supplied, as well as new cables for each camera.

Construction in area E, F, G is depicted on the attached floor plan, but has not started. To assist you a floor plan is included. Other parts of the school are currently under construction.

1. Pelco equipment is to be used for exterior equipment and Speco equipment is to be used for interior equipment, Furnish and install twenty eight (28) interior cameras with mounts, cables, and power supplies. Replace cables to six (6) existing interior cameras.
2. Remove (11) exterior cameras and mounts, package and return to Building & Grounds, Southfield Public Schools.
3. Furnish and install twenty three (23) exterior cameras, mounts and cables.
4. Furnish and install four (4) Digital Video Recorders
5. Furnish and install LAN with router, firewall and DSL
6. Furnish and install four (4) 21" Color Monitors with ceiling mounts
7. Furnish and install one (1) data cabinet

**NEW INTERIOR FIXED CAMERAS: QUANTITY OF 28**

All of these cameras will be new and installed at locations that have presently have no cameras, coax, mounts or power cables. Camera locations are provided on a building diagram. Speco CVC-7245EXTP required.

**POWER SUPPLY FOR NEW INTERIOR CAMERAS: QUANTITY OF 2**

Pelco Model MCS 16-20SB required.

**NEW EXTERIOR CAMERAS: QUANTITY OF 23**

There are 23 new exterior cameras that will be installed with high-resolution color dome cameras, Pelco CC3751H-2 required.

**VARI-FOCAL LENS: QUANTITY OF 23**

Each lens will be a vari-focal, auto iris, DC drive with 5.5 to 82.5 mm focal length, Pelco series 13VD required.

**EXTERIOR FIXED 8" DOME: QUANTITY OF 23**

Each exterior camera shall consist of a low profile pendant mount discreet 8" dome with a fixed camera mount. Pelco DF8-PG-EO required.

**COAX CABLE: Length to be determined by bidder**

All coax cables must be home runs from each camera to the head-in equipment. No splices or repairs are allowed in any of the cables. The cable will be Belden Model: 543945.

**POWER CABLE: Length to be determined by bidder**

All power cables must be home runs from each camera to the head-in equipment. No splices or repairs are allowed in any of the cables. The cable will be Belden Model: 2A-1402.

**EXTERIOR CAMERA MOUNT: QUANTITY OF 23**

The exterior camera mount will be of a parapet style which will allow the camera to be serviced by a technician while standing on the roof and will not require any holes in the new roof installed at Southfield High School. Pelco PP350 mount required.

**EXTERIOR POWER SUPPLY: QUANTITY OF 23**

Each camera will have an independent power supply which will provide a of 24 volts to the camera after setting and voltage drop across the power cable under full load (heater, fans, and motors operational). Pelco Model: WCS1-4

**DIGITAL VIDEO RECORDERS: QUANTITY OF 4**

The DVR will allow record, playback and view of live options simultaneously. The DVR will include Ethernet connectivity for remote access of live view, playback, and record via web browser and work with dynamic and static IP's. The settings of 60 FPS recording, 120 FPS live view are per camera and NOT global. Speco: DVR-T16P600/DVD required.

**LAN**

The LAN is to be wired in four (4) locations and shall consist of CAT5e, plenum rated cable, one (1) 10/100 hub with a minimum of 8 ports, and one (1) router with firewall software to interface with the DSL line to be provided.

**HIGH RESOLUTION, 21-INCH COLOR MONITORS and CEILING MOUNTS: QUANTITY OF 4**

The Color monitors will be installed in the security office where several video monitors are presently installed. The monitors will be used by the security staff to view live video while in the office location.

**21-INCH COLOR MONITOR**

The 21-inch color monitor shall provide a high resolution picture; high quality; 100% steel housing; front panel controls; built-in speaker; connections for video and audio input/output, including separate Y-C connectors for S-VHS input; and automatic color switching system for NTSC/PAL.

The color monitor shall be provided with a manufacturer's warranty covering repair or replacement of defective parts for a minimum period of **one year** from the date of system commissioning.

The color monitor shall be the Pelco PMC21A.

**MONITOR MOUNT**

The monitor mount shall consist of a heavy duty, sturdy platform designed to mount a 19" through 31" CCTV monitor to a wall or ceiling.

The mount shall be the Pelco MR4050 and the optional adapters shall be the Pelco MRCA ceiling adapter or the Pelco MRWA wall adapter.

**DATA CABINET:**        **QUANTITY OF 1** Middle Atlantics Products Model MRK-4431

**Southfield Public Schools  
Camera Systems Bid  
Official Bid Form**

The undersigned having familiarized himself with all local conditions to be encountered affecting the cost of the work and examined the contract documents does hereby propose to perform everything required to be performed and to furnish all of the labor, materials, services, equipment and tools necessary to complete the work required in connection with the said, project, in accordance with the contract for:

Southfield High School Bid:                   \$ \_\_\_\_\_

Southfield Lathrup Bid:                   \$ \_\_\_\_\_

**Total of Both Bids:**                   \$ \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

SIGNATURE & TITLE REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELLULAR: \_\_\_\_\_ DATE: \_\_\_\_\_

**Southfield Public Schools  
Sworn and Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

**The following familial relationship exists** between the owner or any employee of the bidder and member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Owner/Employee Name	Related to:	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

\_\_\_ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name \_\_\_\_\_

By (Signature) \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Subscribe and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_ a Notary Public

In and for \_\_\_\_\_ County

\_\_\_\_\_  
(Signature)

NOTARY PUBLIC

My Commission expires \_\_\_\_\_

SEAL