

Holly Area Schools

INVITATION TO BID

Video Security System

Holly Area Schools will accept sealed bids for district-wide Video Security System, as described in the attached specifications. Bids will be accepted until June 12th.2008 at 1:30 PM, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, or facsimile proposals will be accepted.

Maps of required camera locations will be distributed at a walk-through which will be held on June 5th. At 10:00 AM, Starting at 902 Baird Street. Holly Michigan Bid submission shall be firm for ninety (60) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

Denis Taylor
Facility Supervisor
Holly Area Schools
920 Baird Street Holly Michigan 48442

Holly Area Schools Board of Education reserves the right to accept or reject any or all bids; to delay opening of submittals; to waive any informalities therein; or to award the contract to other than the low bidder, which is in the best interest of the District.

Questions should be directed to **Denis Taylor**
Phone: 248-328-3163 or cell 248-467-0355

5/21/2008

Holly Area Schools Video Security Systems

SPECIFICATIONS INDEX

SECTION	BIDDING REQUIREMENTS
1	GENERAL
2	PRODUCTS
3	TRAINING
4	CLOSEOUT
5	BID / DOLLER AMOUNT
6	DESCRIPTION OF BID
7	INSURANCE
8	WORKING CONDITIONS
9	CONTRACTOR'S QUALIFICATION
10	PERMITS, CODES
11	WARRANTY
12	PROTECTION OF FACILITIES
13	SUBMISSION OF BID
14	NONCOLLUSION AFFIDAVIT

The Proposal

The Holly Area Schools District is accepting bids for the purchase and installation of IP Security video security systems at Holly High School, Sherman Middle School, Karl Richter Campus, Holly Elementary School, Davisburg Elementary School, and Rose Pioneer Elementary.

UNIT PRICES

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

Refer to the Contract Documents for the definitions of units of work where the establishment of unit prices is required. It is recognized that unit price items are listed in Section 00470 and attached to the Form of Proposal, and that the Owner-Contractor Agreement records acceptance or rejection of each unit price, either as bid or as otherwise agreed upon by the date of the Agreement. It is further recognized that the utilization of unit prices is solely by means of Change Orders as specified in General and Supplementary Conditions, and that established unit prices contain total costs as defined therein, and include each entity's margins for overhead and profit.

1.03 DEFINITIONS

- A. A unit price is a price per unit of measurement for materials of services that will be added to or deducted at the same amount for the Contract Sum by Change Order in the event the estimated quantities of work required by the Contract Documents are increased or decreased. The initial description of unit prices to be quoted with bids is included in Unit Price Sheet.

1.04 PROCEDURES

- A. Unit prices, include all necessary material, plus cost for delivery, installation, insurance, any applicable taxes, overhead and profit.
- B. Measurement and Payment: Refer to individual Sections for work that requires establishment of unit prices. Methods of measurement and payment of unit prices are specified in those sections.
- C. Owner reserves the right to reject the Contractor's measure of work-in-place that involves use of established unit prices, and at Owner's expense to have the work measured by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A list of unit prices is included in Unit Price Sheet. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

END OF SECTION

UNIT PRICES

UNIT PRICE SHEET

NOTE: Unit costs are to be included with prime bidders original proposal for the Work to be done. Unit prices shall be submitted with the bid in accordance with Summary of Work. Note only unit prices affecting bidder's scope of work need be completed.

Job: **District wide IP Security System**

Name of Bidder _____

Note: Unit costs are to be included with Bidders original Bid Proposal.
 Unit prices will be used for either Add or Deduct work.
 Unit prices are to remain for one (1) year.

Item or Material	Unit Cost	Labor Cost
Internal IP Camera 66 units		
External IP Camera 16 units		
Camera Housing 17 units		
Additional cabling connection w/o power 24		
Additional cabling connection w/ power		
16 Port Power Switch		
Integrated network video recorded		
Pan & tilt high resolution camera 4 units		
Labor Per Hour Network		
Labor Per Hour Cabling		
Outdoor Wireless Mesh Nodes system 2		
28" flat panel screen monitors 7		
19" flat panel screen monitors 6		

1.0 Description

Shall be a High-speed programmable dome with high resolution camera with Day/Night mode, extended dynamic range and integrated network interface and web server. Day/night mode is controlled by the removal of an infrared filter. The camera shall include 25X optical and 10X digital zoom for a total of 250X magnification.

2.0 Performance Specifications

The dome assembly shall consist of a high-speed pan and tilt assembly, high resolution camera with 25X optical and 10X digital zoom, day/night extended dynamic range camera. The camera shall include auto focus and the entire assembly shall be housed in a compact housing with a base for electronics to process video and include motors and clear bubble through which the camera views the scene.

The pan tilt mechanism shall contain a sealed slip ring to provide 360 degrees of continuous rotation. Manual panning and tilting shall be controlled by a variable speed operator control for precise motor movement. Pan speeds must range from 1 degree to 300 degrees per second. Tilt operation speed must range from 1 degree to 180 degrees per second. High speed stepper motors shall be used to provide smooth operation and uniform torque throughout the range of movement of the assembly.

The camera shall include a ¼ inch CDD interline transfer device. In Day mode the camera shall provide 480 lines of resolution and provide usable video at a minimum scene illumination of 2.0lux at 50 IRE with 20dB of gain, 0.6lux at 25IRE with 20dB of gain and 0.07lux with 32X Slow shutter. In Night BW mode the camera shall provide a usable picture at a minimum illumination of 0.06lux at 50 IRE with 20dB of gain.

The camera lens shall be a 3.8 to 95 mm focal length with a F1.6 aperture at wide end and F3.7 in full telephoto. The camera shall also include 10x of digital zoom for a maximum magnification of 250X.

The dome assembly shall include a built in web server and drivers for control of the pan, tilt and zoom. The web server shall be capable of transmitting images in a resolution of 640 x 480 at 30 images per second. The Network function shall support the following protocols; TCP/IP, UDP/IP, HTTP, FTP, ICMP, ARP, DHCP, NTP.

The images shall be encoded into Motion JPEG compression for network transmission. The dome shall be capable of 10/ 100 Base T network speed compatible with connection to a Fast Ethernet switch.

The dome network interface shall be capable of Unicast and Multicast.

The dome shall support 100 preset positions, auto pan, auto patrol and auto tour.

The dome shall support a minimum of 8 privacy zones to prevent operators from viewing sensitive or secured areas. So as to not interfere with normal surveillance operations the on-screen zones will block only areas predefined by the administrator as sensitive. The privacy zone shall not blank out the entire screen when the sensitive area is within the camera's field of view.

Password protection of 3 user levels shall be provided to prevent unauthorized access.

There shall be 2 input and 2 output alarm connections for providing event inputs to the system and control of external devices. The voltage of the open collector input and outputs shall be 12VDC at a maximum of 50 milliamps.

Onscreen menus shall allow set up of dome and camera operating parameters for functions. Functions such as zoom, onscreen characters for camera ID, zone ID< preset ID. The onscreen menus are accessed through the software provided with the dome.

The onscreen menus shall provide adjustments for white balance, electronic shutter control, auto iris control, auto focus, color level, sharpness, auto level, pedestal level, Extended Dynamic range, infrared filter threshold and Web server functions.

Upon initial installation and power up the dome shall run a standard set of internal checks for proper operation and upon completion of self-test shall allow operator control.

All programming of the dome shall be maintained in a non-volatile on board flash memory.

The dome shall operate from an 18VDC power supply and draw 1.4 amps. The dome and power supply shall be Class 2 and be UL Listed.

The dome shall have a permanently mounted base with connectors that will allow the dome assembly to easily snap in and out for installation and removal for service.

The dome shall have a coaxial cable connector that provides local NTSC video output for local service and troubleshooting.

The dome shall meet FCC part 15 Sub Part B, Class A emissions standards and be UL listed under UL standard 60950.

The integrated IP Dome camera shall be a JVC Professional Products VN-C655U or equivalent.

3.0 Minimum Performance Specifications

The dome must meet the following operation requirements:

Operational

Pan Speed:.....1 – 300 degrees/second
Pan Range:.....360 degrees, continuous
Tilt Speed:.....1 – 180 degrees/second
Tilt Range:.....0 – 90 degrees
Presets:.....Pan tilt zoom position

Mechanical

Mounting Base/Housing and Lower Dome Assembly Snap in base assembly.
Dimensions (H x D):.....190 mm x 152 mm
(7.48 in x 5.98 in)
Mounting Options:.....Ceiling, wall, corner, pendant
Mounts and Top Hat, available;
Outdoor housing options available
Bubble Options:.....Clear (f0)

Integral Network Server

Protocols:.....TCP/IP, UDP/IP, HTTP, FTP,
ICMP, ARP, DHCP, NTP
Compression:.....JPEG
Resolution:.....640 x 480, 320 x 240
Images per second:.....30 FPS
Controllable Functions:.....Pan, Tilt, Zoom, Focus

(Manual/Auto), Iris (Manual/Auto), Day/Night, Auto patrol, 100 preset positions, privacy mask and motion detection.

Via JVC software or VR-N100U NVR

Camera and Lens

Scanning Format

Color/Black and White:.....NTSC

Imager:.....1/4 inch interline transfer CCD

Resolution

Day/Night Modes:.....Minimum 480 TVL horizontal

Sensitivity

Day (color) Mode:.....2.0lux (50 IRE) AGC20dB
0.6lux (25 IRE) AGC 20dB
0.07lux (AGC 20dB, 50% video, wide end, 32x slow shutter)

Night (B/W Mode:.....0.06Lux (50 IRE with AGC 20dB)

Synchronization:.....Internal

S/N Ratio:.....50 dB

Lens:.....3.8-95 mm, F1.6 wide, F3.7 tele

Programmable Features

Zoom Stop Factors

First Zoom Stop:.....25X

Maximum Zoom.....Up to 250X

Automatic Gain Control:.....On; 10dB, 20dB, Super

White Balance:.....On or Off

Red Setting.....Adjustable if White Balance is set to Off

Blue Setting.....Adjustable if White Balance is set to Off

Proportional Flip:.....On or Off

Alarm Processing:.....Internal

Area Boundaries:.....Up to 16

Presets:.....100, number of Presets dependent upon system capability

Privacy Zones:.....	Minimum eight
Alarm Input States:.....	Normally Open or Normally Closed
Programmable Names.....	User definable names (up to 16 characters each) for camera, Presets, Patterns, Areas, and alarms
Dome Status	
Menu Screen:.....	Text overlay can display status of zoom, focus, and iris, AGC, White balance; can choose to display name information for dome, Preset, Pattern, Areas, and alarms
Password Protection.....	3 levels, user programmable, to prevent unauthorized access to programmable features

Electrical

Power:.....	The power requirements will be 18 VDC. The power consumption of the 18 VDC can not exceed 1.4A with all functions operating
Surge Protection.....	Varistor, Maximum 145V, 5A, 1.7 joules
Alarm inputs/outputs	
Input:.....	2 Normally Open (NO)
Output.....	2 open collector 12 VDC 50mA

Environmental

Operating Environment:.....	Indoor or Outdoor (with optional housing)
Operating Temperature:	
Indoor:.....	-10 degrees C to 50 degrees C (14 degrees F to 122 degrees F)
Outdoor.....	-40 degrees C to 50 degrees C (-40 degrees F to 122 degrees F) with optional weather resistant IP66 housing
Relative Humidity:.....	20 to 85% non-condensing

Regulatory

Emissions:.....	FCC: 47 CFR part 15, Subpart B, Class A ICES-003
Safety:.....	UL: UL60950

DATA NETWORK ELECTRONICS

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. The provisions of the General Conditions, Supplementary Conditions, Division 1, General Requirements, and of Section 16005T and 16016T are included as a part of this Section as though bound herein.
- B. Refer to Section 01230 for Alternates that may affect the Work of this Section.
- C. Technology – Division 16T Sections.

1.02 SYSTEM DESCRIPTION

- A. The Data Network System shall be capable of 100 and 1,000 Mb/s data transmission via 50 ohms multimode fiber optic cable between telecommunication rooms in the network system
- B. The Data Network System shall be capable of 10/100 Mb/s data transmission via 4 PR UTP cabling between data jacks/ports and telecommunications rooms.
- C. This section details the technical requirements for the Data Network Electronics within a building.

1.03 DESCRIPTION OF WORK

- A. Provide labor, material, equipment and accessories necessary for a complete operable network electronic system “TURNKEY”. The Contractor shall furnish the equipment, accessories and necessary material as described herein.
- B. The Contractor shall include in his bid for VLAN programming of the active ports and complete testing of the Data Network System (with all devices connected to it, as switches, hubs, etc.). Network configuration of the Data Network System shall be per Owners requirements.
- C. The new equipment shall consist of the following: Switches, associated material, and hardware necessary for a complete, satisfactorily installed operating system which meets specified requirements.
- D. Provide as part of this contract on site training, teaching and demonstration of the system to a number of people as indicated and selected by the Owner.
- E. Contractor is required as part of the bid, to state an hourly fee for manufacturer certified technical

support for a period of one (2) year after substantial completion. Failure to provide this cost, the bidder will be expected to provide the technical support without additional cost to the Owner.

- F. Each port must be tested at the jack in the room and in the TC/ER and MC data rooms.

1.04 QUALITY ASSURANCE

- A. All data equipment and peripheral shall be listed by Underwriters Laboratories, Inc. and shall bear the UL label. The system shall be installed in accordance with requirements set by National Electric Code, and shall comply with FCC rules for its own application.
- B. Installing Contractor must have 2 years experience in computer network installations.
- C. Contractor shall submit with the Bid a list of Jobs performed in the past 2 years, Also the Contractor shall arrange a site visit of any job(s) selected by The School District. The list shall include the following:
 - 1. Job location, and date when it was completed.
 - 2. Contact person at each job location.
 - 3. Brief description of each job.

1.05 CERTIFICATIONS

- A. The network electronic contractor shall be certified integrator of the specified material.
- B. All equipment must be UL listed.
- C. The network electronic contractor must perform all work in compliance with the requirements as established by EIT/TIA, IEEE and BICSI standard.
- D. The network electronic contractor must provide with the bid their CCNA, and/or CCDA and/or any other certificate.

1.06 SUBMITTALS

- A. Shop Drawings
 - 1. Provide catalog cuts of products in book form for review.
 - 2. Provide Schematic drawings indicating the network configuration for review and approval before starting the final programming and connections of the system.

1.07 WARRANTY

- A. The system is to be left in first class operating condition.
- B. Contractor is to warrant equipment for a period of two years starting the next day from date of final completion against defects in materials, design, and workmanship.
- C. Upon notice of a failure of the equipment during the warranty period, the Contractor will provide “next day” response. Both labor and material will be covered by this warranty.

1.08 TRAINING

- A. Provide a total of eight (16), clock hours of training by a certified Network Engineer.

1.09 PRECEDENCE

- A. The data network contractor must review the Specifications carefully and must provide the best quality equipment that meets or exceeds the product specifications.
- B. If the products specified are no longer current, or in production, the Contractor must provide replacement products that meet or exceed all performance specifications of the original specified equipment.
- C. If the Contractor bids products that do not meet or exceed the performance specifications or the original specified model, the Contractor shall provide products that meet the performance specifications as approved by the Architect/Engineer at no cost to the project.

1.10 PROGRAMMING

- A. This Contractor shall schedule a meeting with the owner, after award of Bid, to review the requirements of the data network.
 - 1. Review and document all requirements necessary to properly program the switches to the customer requirements.
 - a. IP addressing scheme, Subnets
 - b. VLAN Configuration
 - c. Trunk Ports
 - d. Time of Day Restrictions
 - e. Port Data Rates
 - f. Security

PART 2 PRODUCTS

2.01 STACKABLE SWITCHES

- A. Switch
 - 1. Single rack space
 - 2. AC or DC power input
 - 3. Integrated Power over Ethernet (PoE) 802.3 af.
 - 4. 19" rack mountable

B. Performance

1. Forwarding Bandwidth:
 - a. 48 10/100 ports / two 1000BASE-X ports – 13.6 Gbps
 - b. 24 10/100 ports / two 1000BASE-X ports – 8.8 Gbps
 - c. 24 10/100 ports / two 1000BASE-X ports, DC Power – 8.8 Gbps
 - d. Layer 2 or 3 compatible
2. Wire-speed forwarding rate:
 - A. 48 10/100 ports / two 1000BASE-X ports – 10.1 Mpps
 - b. 24 10/100 ports / two 1000BASE-X ports – 6.6 Mpps
 - c. 24 10/100 ports / two 1000BASE-X ports, DC Power – 6.6 Mpps

C. The Stackable Switches must meet or exceed all the following standards:

1. IEEE 802.1x support
2. IEEE 802.1w
3. IEEE 802.1 s
4. IEEE 802.3x full duplex on 10BASE-T, 100BASE-TX, and 1000BASE-T ports
5. IEEE 802.1D Spanning-Tree Protocol
6. IEEE 802.1p class-of-service (CoS) prioritization
7. IEEE 802.1QVLAN
8. IEEE 802.3 10BASE-T specification
9. IEEE 802.3u 100BASE-TX specification
10. IEEE 802.3ab 1000BASE-TX specification
11. IEEE 802.3ad
12. IEEE 802.3z 1000BASE-X specification
13. 1000BASE-X (GBIC)
14. 1000BASE-T (GBIC)
15. 1000BASE-SX
16. 1000BASE-LX/LH
17. 1000BASE-ZX
18. 1000BASE-CWDM GBIC 1470nm
19. 1000BASE-CWDM GBIC 1490nm
20. 1000BASE-CWDM GBIC 1510nm
21. 1000BASE-CWDM GBIC 1530nm
22. 1000BASE-CWDM GBIC 1550nm
23. 1000BASE-CWDM GBIC 1570nm
24. 1000BASE-CWDM GBIC 1590nm
25. 1000BASE-CWDM GBIC 1610nm
26. RMON I and II standards SNMPv1, SNMPv2c, SNMPv3 (planned future support for v3)

D. Stackable Configuration

1. 24 port switch – 24 PWR 10/100 ports / two 1000BASE-X ports, DC Power

E. GBIC Modules

27. 1000BASE-T GBIC
28. 1000BASE-SX Short-Wavelength GBIC (multimode only)
29. 1000BASE-LX/LH Long-Haul GBIC (single mode or multimode)
30. 1000BASE-ZX Extended-Reach GBIC (single mode)

F. Network Management

5. Simple Network Management Protocol (SNMP) Version 1 (RFCs 1155-1157)
6. SNMP Version 2c
7. Ethernet MIB (RFC 1643)
8. Ethernet Repeater MIB (RFC 1516)
9. SNMP MIB II (RFC 1213)
10. Remote Monitoring (RMON) (RFC 1757)
11. ROMN II (RFC 2021)
12. Interface table (RFC 1573)
13. Bridge MIB (RFC 1493)
14. Switched Port Analyzer (SPAN)
15. Enhanced Switched Port Analyzer (ESPAN)
16. Port snooping and connection steering
17. Telnet, Trivial File Transfer Protocol (TFTP), and Bootstrap Protocol (BOOTP) for management access.

G. Connectors and Cabling

1. 10BASE-T ports: RJ-45 connectors; two-pair Category 3, 4, or 5 unshielded twisted-pair (UTP) cabling
2. 100BASE-TX ports: RJ-45 connectors; two-pair Category 5 UTP cabling
3. 1000BASE-T ports: RJ-45 connectors; two-pair Category 5 UTP cabling
4. 100BASE-FX ports: LC connectors, 50/125 or 62.5/125 micron multimode fiber-optic cabling
5. 1000BASE-T, 1000BASE-SX, -LX/LH, -ZX GBIC-based ports: SC fiber connectors, single-mode or multimode fiber
6. Management console port: 8-pin RJ-45 connector or DB9 connector.

H. Environmental Conditions

1. Operation temperature: 32 to 113 degrees F (0 to 45 degrees C)
2. Storage temperature: -13 to 158 degrees F (-25 to 70 degrees C)
3. Operating relative humidity: 10 to 85 percent (non-condensing)
4. Operating altitude: Up to 10,000 ft (3000 m)
5. Storage altitude: Up to 15,000 ft (4500m)

I. Head Dissipation

1. 850 BTU/HR

- J. Basis-of-Design: 3750 Series

PART 3 EXECUTIONS

3.01 INSTALLATION

- A. Switches, Chassis
 1. Install switches complete in each TR rooms and MC/ER in each building.
- B. Miscellaneous Equipment
 1. Provide all miscellaneous equipment such as cable management, wiring harnesses, both copper and fiber for a complete TURNKEY system.
- C. Provide as part of your shop drawing, a complete implementation plan outlining each task for each telecommunication room, testing, training, etc.
- D. Installation shall be completed by August 22, 2008

3.02 TESTING

- A. The Contractor shall be responsible for energizing and testing each port (from TR, MC/ER to each IP camera, also, he must test the uplink between all the TR's and MC/ER room at Architect/Engineer direction and verifying, in writing, that the computer network system is in proper working condition.
 1. After installation is complete, the system shall be tested and copies of the testing records shall be marked post measurements and supplied to the Owner for inclusion in the O & M manuals.
 1. Each port must be tested for proper operations.
 2. Owner to furnish the configuration for this Contractor.
 3. Provide spreadsheet with room names and numbers, classroom jack number and TR port number and location.
 4. The copper patch cord and the fiber patch cords are furnished by the site cabling contractor.

3.03 LABELING AND MARKING

- A. Contractor shall provide a typed schedule of all data ports on the switches (to match the patch panels) and according to each related room jack designation for all distribution TR and MC/ER Switch, in accordance with Owner's requirements.

3.04 TELECOMMUNICATION ROOM REQUIREMENTS (MC/ER – TRS)

- A. Provide the following equipment in each of the racks located in the Karl Richter location.
- B. It shall be this contractor's responsibility to install/configure the equipment in the existing racks, and move any necessary equipment with the owner to make room to install the new switches.
 - 1. (1) Cisco WS-C3750-24, PWR, SMI, Catalyst 3750, PWR, 24-10/100 SMI.
 - 2. (1) Cisco CAB-AC, power cord 110 volt.
 - 3. (24) Copper patch cords
 - 4. (1) Cisco Smart Net, CON-NET C3750G, 8 x 5 NBD (3 year warranty)

Bid Specifications

SECTION 1: GENERAL

Provide the complete installation and cabling for surveillance cameras, digital video recorders, monitors, U.P.S. power supplies, Battery back-up power for the system for 2 hours, remote client software, training, and two year warranty, for the all Schools listed:

Karl Richter Campus:

11 indoor Fixed IP cameras.
3 Outdoor IP weatherproof cameras with variable 9-22mm lens.
Network video recorder as specified below, 19" flat panel screen monitor ups power supply and camera power supply as needed.
28"flat panel screen monitor, wall bracket, cable, and installation in main office area.
All plenum cable, installation labor, electrical, and permits.

Sherman Middle School:

11 indoor Fixed IP cameras
3 outdoor IP weatherproof cameras with variable 3-8mm lens.
28"flat panel screen monitor, wall bracket, cable, and installation in main office area.
Network video recorder as specified above, 19" flat screen monitor, ups power supply, and camera power supply as needed.
All non-plenum cable, installation labor, electrical, and permits.

**All Three Elementary School:
Each shall have:**

11 indoor Fixed IP cameras
3 outdoor weatherproof cameras with variable 6-15mm lens
28" flat panel screen monitor, wall bracket, cable, and installation in main office area.
Network video recorder as specified above, 19" flat screen monitor, ups power supply, and camera power supply as needed.
All non-plenum cable, installation labor, electrical, and permit

Holly High School

2 Outdoor Wireless Mech Nodes (Firetide)
11 indoor Fixed IP cameras
1 outdoor Pan & tilt high resolution camera as specified above.
Network video recorder as specified above,
ups power supply, and camera power supply as needed.
28" flat panel screen monitor, wall bracket, cable, and installation in main office area.
Interface with office monitors.

**Installation shall be completed in accordance with all applicable building codes and industry standards.
All contractor installation work shall be performed when school is not in session or after School business hours.**

SECTION 3: TRAINING

- A. The Contractor shall provide training on the system. Two types of training shall be provided.
- B. The first type of training shall be Administrator training for the Owner's representatives. The training shall be an in-depth review of configuration and control of all aspects of the recording, camera presets, camera functions, playback and storage.
 - 1. This training shall be done on-site utilizing the Owner's equipment.
 - 2. Contractor shall provide a thorough review of setting access levels for people who can control or monitor the system.
 - 3. Training shall include:
 - a. Review of live and stored video.
 - b. Printing images.
 - c. Configuring the cameras.
 - d. Changing number of images per camera / per second.
 - e. Setting password and levels of security.
 - 4. Provide a user manual detailing step-by-step instructions for various configuration items that the administrator would have to complete during the life of the system.
- C. The second type of training shall be for general users who will be able to view the images from the cameras and control individual cameras.
 - 1. This shall be open to the Owner's representatives.
 - 2. The class shall encompass control from the DVR system and remotely via the Ethernet network.
 - 3. Each representative shall be shown how to bring up the viewing/control software on a PC and switch between cameras, control cameras and review stored video.

SECTION 4: CLOSEOUT

- A. The system shall be considered substantially complete as soon as:
 - 1. All cameras are connected and functional.
 - 2. The system is fully configured and recording images as required.
 - 3. As-built drawings have been updated to reflect any changes in the connectivity.
 - 4. All manufacturer literature has been turned over to the Owner.
 - 5. Training has been completed.
- B. After substantial completion the system shall be in good working order for a period of 30 days.
 - 1. In the event that the system should fail or not work as required during the 30 day period, the Contractor shall be on site the same day to fix and configure the system to make it work as designed.
 - 2. A new 30 day period will begin as soon as the system has been shown to be in good working order.
 - 3. Once the system has been working for 30 days with no interruption in service, the system shall be considered "Finally Complete per building".

SECTION 5: DESCRIPTION OF BID

The Owner reserves the right to waive any irregularities, reject any or all bids, or accept any bid, when in the opinion of the Owner; such action will best serve the District's interest.

DESCRIPTION OF BID:

Security and access control including cameras, digital recording units, access control systems, cabling & wiring, warranty, and service & training.

TOTAL PROJECT BID: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

DATE: _____

SECTION 7: INSURANCE

The Contractor shall not commence work under this contract until he has obtained all insurance required under the succeeding paragraphs and such insurance has been approved by Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontracts until all similar insurance required of the subcontractor has been so obtained and approved.

The contractors shall carry the following:

- a. Comprehensive auto liability including all owned, non-owned and hired automobiles, with a combined single limit of \$1,000,000 for bodily injury and property damage.
- b. Comprehensive General Liability with a combined single limit of \$1,000,000 for bodily injury, personal injury and property damage. This shall include premises and independent contractors. This policy shall waive any applicable x, c and u exclusions. It shall include a Broad Form GGL endorsement or its equivalent.
- c. Workers Compensation covering Michigan statutory benefits and a \$500,000 Employer's Liability.
- d. Lower limits in the above coverage are acceptable if the entry is covered by a satisfactory commercial umbrella liability policy providing equivalent limits.
- e. All insurance coverage should be written by admitted Michigan insurers, rated A+ or A by Best's Key Rating Guide, the most recent edition.

The Contractor shall furnish certificates of insurance copies of each policy before work begins.

SECTION 8: WORKING CONDITIONS

All work shall be done in accordance with all regulations governing the Owner wherein the work is to be performed and with a minimum possible interference with the proper functioning of Owner activities. Materials, tools, etc., shall be confined as not to unduly encumber the premises. Each bidder shall be held to have visited the site and checked with the authorities the working conditions and the methods of carrying out the work and to have included in his proposal all costs for meeting such working conditions.

SECTION 9: CONTRACTOR'S QUALIFICATION STATEMENT

AGREEMENT FORM

The successful Contractor will be awarded a contract by Holly Area Schools in the form of the standard Holly Public Schools Purchase Order.

GENERAL CONDITIONS

The General Conditions are a part of the Contract Documents and shall be coordinated with other provisions of the Contract Documents. The General Conditions and other parts of the Contract documents describe the work to be completed by the Contractor (through his employees, representatives, delegates and agents), except as expressly delegated herein to other parties.

GENERAL REQUIREMENTS

- a. The Contractor shall provide all necessary labor, materials, equipment, accessories, transportation, and services required for the complete installation of all work described by the Contract Documents (sometimes referred to as "the Work").
- b. The Contract Documents consist of the contractual agreement between Holly Area Schools and the Contractor, the specifications, and all other documents incorporated into the Contractual Agreement. Collectively, the Contract Documents are referred to as "the Contract." The term, "day," as used in the Contract Documents, shall mean calendar day unless otherwise specifically defined. By executing the Contractual Agreement, the Contractor confirms that the time allowed within the Construction Schedule is a reasonable period for performing the Work. Where the term, "provide," is used in the Contract Documents, it shall be construed as furnish and install. Any reference to "Owner's Representative" shall mean Director of Operations. Any reference to "Owner" shall mean the Holly Area Schools.
- c. The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. In addition, the Contractor is advised that several areas at the site may have asbestos or other hazardous materials and agrees not to remove, displace or otherwise disturb any materials or other items that contain asbestos or other hazardous materials.
- d. The Contractor shall take precautions to protect the safety of and to prevent damage, injury or loss to persons and property that might be affected by the Work. In an emergency affecting safety of persons or property, the Contractor shall act in a reasonable manner to prevent threatened damage, injury or loss.
- e. The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying Owners and users of adjacent sites and utilities.
- f. The Contractor shall perform all Work in accordance with the Contract Documents. Contractor represents, as the essence of the Contract, that it has provided for all necessary labor and materials within its bid and will meet all requirements of the Contract within the time provided under the Contract.
- g. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

SECTION 10: PERMITS, CODES AND REGULATIONS

- a. Notwithstanding anything in the Contract Documents to the contrary, Contractor has the responsibility to ensure that the Work under this Contract shall comply with the latest provisions of laws, codes and standards applicable to the Work, which are in effect on the date of the Contract.
- b. On points of difference within or between laws, codes and standards, the law, code or standard having the most stringent requirements shall govern.
- c. The Contractor shall promptly obtain and pay for all state and local taxes, permits, inspections, fees, licenses and approvals required for the Work herein specified.
- d. Nothing contained in the Drawings or Specifications shall be construed as authority or permission to disregard or violate any code, ordinance, statute or regulatory requirement. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities bearing on performance of the Work.
- e. The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents by tests, inspections or approvals required or performed by persons other than the Contractor.

COORDINATION

- a. Contractor will coordinate work of this Division with that of other trades in order that the various components of the systems will be installed at the proper time, will fit the available space, and will allow proper service access to those items requiring maintenance. This means access to all equipment, existing or otherwise.
- b. Any components of systems installed without regard to the above, or that otherwise fail to meet the requirements of the Contract Documents, must be removed and relocated as directed by Owner's Representative, at no additional cost.
- c. Contractor shall notify Owner's Representative in writing, within 10 days of notice of same, of any discrepancies or defects in any construction supplied under other contracts that might adversely affect Contractor's ability to properly complete Contractor's Work. Failure of the Contractor to so notify Owner's Representative shall constitute an acknowledgement by Contractor that construction is fit and proper to receive the Contractor's Work.
- d. The Contractor shall also maintain an orderly work environment, free from accumulation of waste materials or rubbish caused by operations under the Contract. This shall include cleanup during the workday and at the end of each workday, of all debris and construction materials and the proper secure storage of all equipment, devices, materials and tools.

OPERATION AND MAINTENANCE INSTRUCTION

- a. Contractor shall provide complete operating and maintenance instructions covering all units of equipment, together with parts list. All literature shall be furnished in four (4) copies to Owner's Representative.
- b. The operating and maintenance instructions shall include a brief, general description for all systems and shall include:
 1. Routine maintenance procedures
 2. Troubleshooting procedure
 3. Contractor's telephone number for warranty repair service
 4. Shop Drawings

SECTION 11: WARRANTY

- a. Contractor warrants that all materials and equipment furnished will be new and that all materials, equipment and workmanship will be of good quality, free from faults and defects and in conformance with the Contract Documents. Materials, equipment or workmanship not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor agrees to supply all labor and materials required to replace or repair, to the satisfaction of Owner's Representative, any part of this installation that is defective within a period of two (2) years after final acceptance for each building. The Contractor shall file with Owner's Representative any and all warranties from the equipment manufacturers.
- b. The Contractor also warrants that good title to all Work covered by an application for payment, free from all liens and encumbrances, will pass to Owner's Representative no later than the time of payment.
- c. The time period of two (2) years as described above shall not affect the statute of limitations or other obligations under the Contract Documents.
- d. Contractor shall provide, at no additional charge, a minimum of two (2) years of software upgrades for the digital recording units.

SECTION 12: PROTECTION OF EXISTING FACILITIES

Contractor shall protect the existing facilities and repair, at no additional cost, all damage done to the existing facilities. All debris and trash listed as "remove from site" shall not be discarded in school district dumpsters.

EXISTING CONDITIONS

- a. Contractor shall carefully examine the Drawings and Specifications, visit the site of the Work, and be fully informed as to all existing conditions, dimensions and limitations before submitting a bid. Contractor shall contact local utility companies to identify the location of services if necessary.
- b. Contractor shall notify all corporations, companies, individuals or local authorities owning or having jurisdiction over conduits, wires, pipes or other equipment which are not needed or which interfere in any manner with the execution of this Work and, (i) protect, or (ii) remove and restore to the former condition, such utilities or equipment as required by the parties having jurisdiction over same.
- c. If existing active or non-active services are encountered that require relocation or disconnection, Contractor shall do so promptly upon Owner's representative's request. If so requested, Contractor shall obtain, (i) instructions regarding the proper handling of these services and (ii) the prior written consent of the corporations, companies, individuals or local authorities owning or having jurisdiction over such services.

CORRECTION OF WORK

Contractor shall promptly correct Work rejected by Owner's representative for failing to conform to the requirements of the Contract Documents, whether observed before or after substantial completion and whether or not fabricated, installed or completed. If Contractor fails to promptly correct such Work, Owner's representative may do so. In either case, Contractor shall bear all costs of correcting such rejected Work, including additional testing and inspections and compensation for Owner's representative's services and expenses made necessary thereby.

DAMAGES

Contractor shall be responsible for any and all damages incurred by Contractor.

SECTION 13: Submission of Bid

Proposals shall include a list of all equipment to be installed with features and a cost per item, installation cost, a total system cost and an expected installation timeline. Proposals must be delivered to the Holly Administration Building located at 920 Baird Street Holly Michigan 48442 June 12th..2008 at 1:30 PM. at which time all bids will be publicly opened and read. **Bids must be sealed and clearly labeled “Video Security System Bid”**. Maps of required camera locations will be distributed at a walk-through which will be held on June 5th. At 10:00 AM. Starting at 902 Baird str. Holly Michigan. Any inquiries need to be addressed to Mr. Denis Taylor at 920 Baird str. Street Holly Michigan 48442.
Phone: 248-328-3163 or cell 248-467-0355

NONCOLLUSION AFFIDAVIT

No bid will be accepted that does not have this form completely executed.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under perjury, that to the best of knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
- (c) No attempt has been made or will be made by the bidder corporation to submit or not to submit bid for the purpose of to insure any other person, partnership, or restricting competition;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as the person signing in its behalf.
- (e) That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf to the corporation bidder.

(Individual)

(Corporation)

Date: _____

By _____

This Non-Collusion Affidavit must be submitted with the Bid.

