



## **REQUEST FOR PROPOSAL**

PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT RFP

### **SECURITY CAMERA SYSTEM PROJECT**

**ISSUED BY:** Jodie Conklin, Technology Manager &  
Thomas Martin, Director of Finance

**PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT**

200 SHORT STREET  
PHILIPSBURG, PA 16866

#### Schedule of Critical Dates:

- |   |  |
|---|--|
| 1. Pre-Submission On-Site Meetings:       | FEB 15 <sup>th</sup> , 2022 at 9:00AM EST<br>FEB 17 <sup>th</sup> , 2022 at 9:00AM EST |
| 2. Last Day to Submit Provider Questions: | FEB 25 <sup>th</sup> , 2022 at 3:00PM EST  |
| 3. Proposal Due Date:                     | MAR 1 <sup>st</sup> , 2022 at 10:00AM EST  |
| 4. Bid Opening:                           | MAR 1 <sup>st</sup> , 2022 at 10:15AM EST  |

**PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**

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# **SECTION 1: BACKGROUND AND PURPOSE**

## **1.1 INTRODUCTION AND PURPOSE**

Philipsburg Osceola Area School District (POASD) is seeking bids from qualified companies, to provide an indoor and outdoor IP security camera system, with off-campus remote access, corresponding Video Management Software (VMS) and all necessary services including, but not limited to: labor, materials, equipment, cabling, installation, configuration, training, and warranties, for the following facilities:

- Philipsburg Osceola High School – 502 Philips Street, Philipsburg, PA 16866
- Philipsburg Osceola Middle School – 200 Short Street, Philipsburg, PA 16866
- Philipsburg Elementary – 1810 Black Moshannon Rd, Philipsburg, PA 16866
- Osceola Mills Elementary – 400 Coal Street, Osceola Mills, PA 16666

## **1.2 BACKGROUND**

POASD consists of four buildings, at the locations listed in item 1.1. Our current configuration is as follows:

- Philipsburg Osceola High School (with Athletic Field behind the building)– Hikvision Cameras
  - 32 indoor cameras
  - 26 outdoor cameras
  - 6 PTZ cameras
  - 5 NVR
- Philipsburg Osceola Middle School – Hikvision and Honeywell Cameras
  - 55 indoor cameras
  - 14 outdoor cameras
  - 0 PTZ cameras
  - 2 NVR
- Philipsburg Elementary – Hikvision Cameras
  - 18 indoor cameras
  - 3 outdoor cameras
  - 1 PTZ cameras
  - 2 NVR
- Osceola Mills Elementary – Hikvision Cameras
  - 19 indoor cameras
  - 5 outdoor cameras
  - 1 PTZ cameras
  - 2 NVR

For security reasons, building floor plans (with camera locations) will not be made available to the public via the district web site. For an electronic copy of the building floor plans, please request a copy by emailing [jconklin@pomounties.org](mailto:jconklin@pomounties.org), with the subject **POASD- RFP SECURITY CAMERA SYSTEM PROJECT**.

### 1.3 **INTENT OF THE RFP**

It is the intent of this Request for Proposal (RFP) to provide bidders with sufficient information to prepare a bid. Responses should include all indicated requirements, in section 2. Technical specifications and requirements are listed in section 3. Implementation of this project is dependent on the approval of the Philipsburg Osceola Area School District school board.

POASD's goal is to obtain a turnkey, fully installed and configured security camera system at all four building locations, as listed in 1.1. The system is to have full coverage of all four buildings, both interior and exterior with additional focus on parking lots and be accessible remotely. The project should include the transitioning from the current system to the new system, with minimal downtime. The district's intent is to fully replace all current cameras and corresponding equipment, with a new hardware and software system. The district is requesting to reduce the current number of cameras in operation but increase the coverage through multi-angle cameras. Additionally, POASD is seeking to add camera coverage to areas previously not monitored. Vendors should demonstrate in their proposal the most efficient system design for each building location.

## **SECTION 2: GENERAL RFP CONDITIONS AND INFORMATION**

### **2.1 PRE-SUBMISSION MEETING**

In an effort to accommodate contractors interested in this project, POASD will hold two (2) separate pre-submission meetings. Each meeting will include a walk-through of each of the referenced buildings associated with this RFP. The meetings will take place on February 15<sup>th</sup>, 2022 and February 17<sup>th</sup>, 2022, and begin promptly at 9:00AM on each day.

The meeting location will be at the district iTech office, in the Middle School, at 200 Short Street, Philipsburg, PA 16866. Attendees will travel between all referenced buildings, to assess the current camera placement and configuration. Any required addenda resulting from these meetings will be updated on our website at:

[www.pomounties.org/Administration2/technology](http://www.pomounties.org/Administration2/technology).

See section 2.2 for information regarding Addenda.

### **2.2 ADDENDA**

Any changes, corrections, or additional RFP provisions, that POASD chooses to include, will be made only as an official addendum. All addendums will be posted on the POASD website, [www.pomounties.org/Administration2/technology](http://www.pomounties.org/Administration2/technology), for all parties to download.

It shall be the Respondent's responsibility to ensure they have received all addenda prior to submitting their proposal. Any addendum issued by POASD shall become part of the RFP and will be incorporated into the proposal. No addendum will be issued after 3:00pm on February 25<sup>th</sup>, 2022.

### **2.3 QUESTIONS OR CLARIFICATIONS OF RFP**

All questions regarding this RFP, or addenda, should be submitted via email to Jodie Conklin at [jconklin@pomounties.org](mailto:jconklin@pomounties.org), with the subject **POASD - RFP SECURITY CAMERA SYSTEM PROJECT**. All questions shall be submitted on or before 3:00pm on February 25<sup>th</sup>, 2022, and all responses provided by POASD will be posted as addenda on the POASD website, [www.pomounties.org/Administration2/technology](http://www.pomounties.org/Administration2/technology).

Vendors interested in submitting a proposal are directed to not make personal contact with any other district affiliate, other than the above listed. Any contact will constitute grounds for disqualification of consideration.

### **2.4 PROPOSAL PREPARATION & SUBMISSION REQUIREMENTS**

#### **PROPOSAL SUBMISSION:**

Sealed bids for the services listed herein must be delivered to the following, in a sealed envelope plainly marked with SECURITY CAMERA RFP, by no later than **March 1<sup>st</sup>, 2022, at 10:00AM.**

PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT  
ATTN: JODIE CONKLIN  
200 SHORT STREET  
PHILIPSBURG, PA 16866

**All proposals must be received at the designated location by the stated deadline. Late proposals will be returned and unopened and shall be considered void and unacceptable.**

Each respondent must submit one (1) original submission that includes all of the referenced and completed documentation. The submission documents shall include the following items and meet the following requirements:

1. **Two (2) hard copies** of the proposal (signed with original signatures) and **two (2) USB thumb/flash drives** containing electronic copies of the **signed** submitted proposal (in Word or .pdf format) for this bid inquiry are to be delivered to POASD as instructed above. Any additional vendor documentation should be included as part of your response package.
2. Bids must have the full name of the vendor, principal office address, and descriptions of the type of business entity, as well as, the name, title, mailing address, telephone number, and email address of the contact person for the bid.
3. Each copy of the bid proposal must include the signed form at the end of this RFP.
4. Responses submitted on this bid, and other required documentation, must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid, will automatically leave the bid null and void.
5. Prices quoted must include a breakdown of all costs, by building location, and a total cost of all services being provided, including but not limited to, installation, equipment, cabling, warranties, training, labor (with corresponding per diem for transportation, meals, accommodations, etc.), materials, configuration, and maintenance.
6. Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity and unit pricing.
7. Bids must include one (1) map, for each location (as listed in 1.1), using district provided building floor plans, with projected placement of cameras and coverage area. (Bidders are responsible for attending the pre-submission meetings/walkthroughs and/or requesting district floor plans with current camera placement to accurately build their map).
8. Description of the manner by which the Bidder proposes to be compensated for the services to be provided, including but not limited to, a listing or schedule of fees, commissions, costs and expenses, with reimbursable costs and total costs for services.
9. Bidder must establish and provide a project timeline and key milestones to meet project commitments. This must include project implementation start date, completion date, projected delivery schedule for all components, software and integration test point dates, and any other key implementation milestones involved in this project.
10. Bidder must provide proof of manufacturer's certification
11. Bidder must state whether they have been involved in any litigation in the last three (3) years, and if so, describe any such litigation.

12. Bidder must provide a list of at least three (3) districts or organizations they have provided similar services and products to, in the last three (3) years. The list will include the name of the district or organization, contact person, and phone number.
13. Local, State and Federal Compliance Requirements:

Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex, or be subjected to discrimination under any contractual award administered by the district.
14. Tax Exempt Status: POASD is exempt from Pennsylvania Sales and Use Tax and enjoys other federal and state tax exemptions afforded to public school entities. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions.
15. Vendor will comply with all federal, state and local labor and general laws, regulations, ordinances, guidelines, permits and requirements, applicable to providing services according to this agreement. Vendors will comply with all relevant policies of the Board of School Directors.
16. This project will utilize ESSER funds and as such, vendors are responsible for being familiar with and following the specifications and requirements of the ESSER grant.
17. Insurance: Vendors, at all times during the term of the Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

Commercial General Liability Insurance: Vendor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.

It is not the school's responsibility to address incomplete vendor response issues and/or requirements.

### **CHANGES TO SUBMISSION**

Upon the opening of bids, no additional allowance will be made for changes on the bid, project scope, or price of the proposal.

### **PREVAILING WAGE**

Bidder should follow prevailing wage laws, as they apply.

## **2.5 EVALUATION SELECTION & CRITERIA**

POASD will select the vendor based on the best overall solution that meets the districts needs, and is not obligated to select the lowest price bidder. POASD may request additional information, demonstration and/or an interview with some or all of the 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.

If the bid is awarded, the successful bidder will be the only contractor permitted to provide services and products to the district as defined in this RFP. The bid will be awarded to one contractor for the entire district.

### **BID OPENING**

Bids will be open at **10:15AM on Tuesday, March 1<sup>st</sup>, 2022**, in the Philipsburg Osceola Administration Building Conference Room, at 200 Short Street, Philipsburg, PA 16866. Bidders are invited to attend the bid opening, but **no changes will be accepted outside of clarifications.**

### **EVALUATION CRITERIA**

All bids proposed will be evaluated and consider the following factors:

1. Capability of the vendor to provide a complete IP Security Camera Solution, including but not limited to, all necessary equipment, installation, warranty, training, licensing, cabling, drops, and maintenance, fulfilling the criteria specified in the RFP
2. Product quality/appropriateness/compatibility and performance.
3. Price of the bid proposal including, but not limited to, system pricing, annual fees, warranty support, training, installation costs, recycling costs, and any other relevant options with associated pricing
4. Vendor's average response times for support requests
5. Vendor's qualifications and experience, including the references submitted with proposal
6. Installation procedures clearly defined
7. Vendor's ability to demonstrate timeline and implementation strategy for the proposed project and meet a proposed deadline.
8. All specification terms and conditions as outlined in the RFP are complied with and met

### **LIMITATIONS**

This invitation to bid does not commit POASD to award a contract, pay any costs incurred in the preparation of a proposal to this request, procure or contract for services or supplies. POASD reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this request for proposal if it is in the best interest of the district.

### **TERMINATION**

If through any cause, the awarded vendor shall fail to furnish in a timely and proper manner, its obligations under this contract, or if the awarded vendor shall violate any of the conditions and agreements of this contract, POASD shall thereupon have the right to terminate this contract by giving the awarded vendor written notice of termination and will specify the effective date at least three (3) days before the effective date of termination.



## **CONFIDENTIALITY/USE OF INFORMATION**

Any specifications, drawings, building floor plans, maps, data, documentation, or any other technical or business information furnished or disclosed by POASD to interested parties under this RFP, or as a result of this RFP, shall remain the property of the district, and all copies shall be returned to the District upon request. Vendors cannot make use of any of this provided information for any activity outside of the scope of this RFP and project.

## **SECTION 3: SCOPE OF PROJECT**

POASD is seeking to fully replace the current security camera system in the district, across its four building locations, inside, exterior, and parking lots, with a single unified, IP security camera system using AXIS cameras (or equal/superior substitute). System pricing should include everything necessary for the system to function properly upon completion of the project, and include the following:

- All equipment, hardware, and servers
- Software and licensing for Video Management Software (see below for required specifications on the VMS software)
- Cabling and drop installation
- Configuration and full installation
- Manufacturer assisted onsite software training after award and facilitated by winning contractor
- De-installation, removal and recycling/disposal of all existing cameras and associated obsolete cabling and other wiring supporting those devices, from the building locations

### **REQUIRED SPECIFICATIONS AND CONFIGURATIONS**

The proposed solution must include the following:

#### **HARDWARE AND INSTALLATION REQUIREMENTS:**

- Vendor will warranty all labor and hardware for a period of 5 years
- NDAA compliant
- Cabling must be professionally installed in cabling hooks and/or cable trays
- Vendor is responsible for all mounting hardware, brackets, conduit and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal, if not already provided by the district
- Vendor is responsible for coordinating with POASD iTech department in configuring the equipment to work with the district's existing network
- Vendor shall supply camera specifications including the following: manufacturer, model, description, and any special maintenance requirements/warranties
- Vendor is responsible for all configuration necessary for each camera
- Vendor shall configure each camera's identification and description, with a naming scheme that is approved by POASD iTech staff, prior to setup initialization
- All penetrations and installations on building exteriors will be district approved prior to being performed by the vendor
- The field of view on all cameras is to be coordinated and confirmed with POASD iTech staff, prior to installation
- Exterior cameras will be provided with appropriate weather-proof mountings, and be vandal-proof and anti-tampering
- Vendor will provide system check, test, and start-up of new systems
- All NVRs will be stored in secure, climate-controlled environments, inside the specific district building, per the direction of the District
- The solution should have the capability to add additional cameras on demand as deemed by POASD in the future

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

**VIDEO MANAGEMENT SOFTWARE (VMS) REQUIREMENTS:**

- The solution must include remote management capabilities, including the ability to retrieve data and manage camera settings and angles from off campus
- Perpetual licensing for Video Management Software (VMS)
- VMS and hardware must be of the same manufacturer
- Imbedded access control functionality for potential future use
- Free software/firmware updates, including AI functionality
- Must include native video redaction capabilities
- Vendor shall test the VMS with each camera to verify proper operation
- The vendor should provide a detailed description of support offered and average response time for support request.

The proposed deadline for completion of this project, including installation, configuration, removal of old devices and cabling, and training, is **August 19<sup>th</sup>, 2022**. Proposed bids will be evaluated on the ability to meet this deadline.

## BID SHEET

This page must be completed and submitted as part of any response to this RFP, along with full explanation and breakdowns of all solutions being presented.

Total price should be the “walk-away” price for all components listed in the RFP. Each bid should also include a full breakdown of each component, and per location as listed in 1.1.

**TOTAL PRICE** \_\_\_\_\_

**Additional annual fees (if applicable)** \_\_\_\_\_

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us during the period of time identified within the contract. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_