

Scotland County Schools  
Laurinburg, North Carolina

Security Camera System(s)

Request for Proposals

Rick DeLaunay  
910-277-4459 x382

2/1/2016

## **INTRODUCTION**

### **Statement of Purpose**

The purpose of this Request for Proposals (RFP) is to define Scotland County School's (hereafter known as "District") minimum requirements, solicit proposals, and gain adequate information by which the school district may evaluate the services offered by Prospective Vendors.

District intends to secure a contract for the purchase and installation of a security camera system(s) for its 2 middle schools and one high school. The funding for this contract comes from state and local funds plus the Federal E-Rate program. E-Rate Funding for the District will continue to be an overriding factor in determining what kind of technology and service offerings can be deployed throughout the school system.

Given the current level of functionality and service, it is imperative that creativity, flexibility, and adaptability be given serious attention as fluctuations and/or ability to obtain E-Rate Funds in continuing years is pursued. E-rate discounts available to the District are expected to remain available for multiple years.

### **Contract Duration**

The District intends to enter into a contract with an effective period of July 1, 2016, through June 30, 2017.

### **Proposal Deadline**

Proposals shall be submitted no later than 11:00 a.m. Eastern Standard Time on March 9th, 2016. Prospective Vendors shall respond to the written RFP and any exhibits, attachments, or amendments. A Prospective Vendor's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Prospective Vendors assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the District. Late proposals shall not be accepted nor shall additional time be granted to any Prospective Vendor. Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means. A bid opening will be conducted at District Board of Education Board Room at 2:00 p.m. on March 10th, 2016.

### **Nondiscrimination**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or North Carolina State constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's contractors. Accordingly, all vendors entering into contracts with the District shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

### **Assistance to Prospective Vendors With a Disability**

Prospective Vendors with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Prospective Vendors with a disability should contact the District to request reasonable accommodation by February 8th, 2016.

**Proposal Submittal**

Prospective Vendors shall respond to this RFP with a Technical Proposal and a Cost Proposal.

Please include:

**Vendor Name**

**Name and Title of Vendor Main Contact**

**Address, Telephone Number, E-mail address and Facsimile Number of Vendor Main Contact**

**Signed Statement of Proposal**

All proposals must be submitted to the RFP Coordinator at:

**Rick DeLaunay**

**Security Camera System(s) RFP**

**Scotland County Schools**

**322 South Main Street**

**Laurinburg, NC 28352**

**Or submit via email to:**

**[Rdelaunay@scotland.k12.nc.us](mailto:Rdelaunay@scotland.k12.nc.us) Subject to Read: Security Camera System(s) RFP**

by the date and time identified under Proposal Deadline.

**Proposal Preparation Costs**

The District shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

**Proposal Withdrawal**

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

**Proposal Amendment**

The District shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

**Proposal Errors**

Prospective Vendors are liable for all errors or omissions contained in their proposals. Prospective Vendors shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

**Incorrect Proposal Information**

If the District determines that a Prospective Vendor has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Prospective Vendor knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

**Assignment and Subcontracting**

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District. Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

**Right to Refuse Personnel**

The District reserves the right to refuse, upon proper notice, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

**RFP Amendment and Cancellation**

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves

the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all vendors. Prospective Vendors shall respond to the final written RFP and any exhibits, attachments, and amendments.

### **Right of Rejection**

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in part or in its entirety. Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Prospective Vendors must comply with all of the terms of this RFP and all applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP. Prospective Vendors may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected. The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Prospective Vendor from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

### **Vendor Selection**

Each bid meeting the Proposal requirements will be reviewed by district personnel and a vendor will be selected on the basis of cost-effectiveness to the district. The following criteria and the corresponding weight of each criterion are detailed below. The district reserves the right to negotiate further with any and all prospective vendors after receipt of the bids. The district further reserves the right to not select any vendor or to award the contract to multiple vendors.

Decision Criteria:

Criteria	Description	Points Possible
Price	The lowest, reasonable, comprehensive bid will receive all possible points. Other bids will receive points proportionately.	30
Prior Experience	Experience with school districts, e-rate projects and prior reputation with this district.	25
Personnel Qualifications	Employees need to hold proper certifications for work necessary and have had experience with similar projects.	20
Management Capability	Demonstrate ability to successfully project manage similar projects.	15
Environmental Objectives	Demonstrate ability to maintain a safe and orderly workplace while adhering to all State of NC personnel regulations	10
Total		100

### **Questions and Clarifications**

Questions and/or clarifications concerning any part of this RFP must be submitted in writing to the RFP Coordinator within fifteen (15) days of the posting of the RFP. Both questions and answers will be shared with all Prospective Vendors who have submitted their contact email address to the RFP Coordinator.

### **Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials shall be open for review by the public. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

### **Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the District and Prospective Vendors shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

## **PROPOSAL FORMAT AND CONTENT**

### **General Proposal Requirements**

The District discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Prospective Vendors must follow all formats and address all portions of the RFP set forth herein providing all information requested. Prospective Vendors may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

### **Technical Proposal**

The Technical Proposal shall be divided into the following:

- I. Proposal Transmittal Letter
- II. Mandatory Proposer Qualifications
- III. General Proposer Qualifications and Experience
- IV. Technical Approach

If a proposal fails to detail and address each of the requirements detailed herein, the District may determine the proposal to be nonresponsive and reject it.

### **Proposal Transmittal Letter**

The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. The requirements of the Proposal Transmittal Letter section of the proposal are mandatory. Any proposal which does not meet the requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected. The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company. The letter shall state that the proposal remains valid through December 31, 2011. The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Vendor Tax Identification Number of the firm making the proposal. The letter shall provide the name, mailing address, e-mail address, and telephone number of the person the District should contact regarding the proposal. The letter shall state whether the Proposer intends to use subcontractors. If so, clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (Note: The Contractor must obtain written approval from the District prior to the use of any subcontractors.) The letter shall state whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (*e.g.*, employment by District) and, if so, the nature of that conflict. The District reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offer. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the District.

### **Mandatory Proposer Qualifications**

Technical Proposals shall provide responses and documentation, as required, that indicate that the Proposer has met the Mandatory Proposer Qualifications requirements. Any Proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected. Technical Proposals shall provide the following information (referencing the subsections in sequence):

- Written confirmation that the Proposer shall comply with all of the provisions in this RFP. (Note: If the Proposal fails to provide said confirmation without exception or qualification, the District, at its sole discretion, may determine the proposal to be a nonresponsive offer, and the proposal may be rejected.)
- written certification and assurance of the Proposer's compliance with:
  - a. the laws of the State of North Carolina;
  - b. Title VI of the Civil Rights Act of 1964 and the regulations issued there under by the federal government;
  - c. the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
  - d. the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal

government;

e. the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,

f. the condition that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

- The vendor must be a certified service provider for these products and have a Schools and Libraries (E-rate) SPIN number included with the quote.

#### **General Proposer Qualifications and Experience**

Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the Proposer's experience in delivering services similar to those required by this RFP:

- a brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP.
- a brief description of the Proposer's background and organizational history.
- number of years in business.
- a brief statement of how long the Proposer has been performing the services required by this RFP.
- location of offices.
- a description of the Proposer organization's number of employees, longevity, and client base.
- whether there have been any mergers, acquisitions, or sales of the Proposer company within the last ten years (if so, an explanation providing relevant details).
- form of business (*i.e.*, individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, limited liability company, *et cetera*).
- a statement as to whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony; and if so, an explanation providing relevant details.
- a statement as to whether there is any pending litigation against the Proposer; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.
  - a statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

**Technical Approach**

District is seeking bids for the items listed below. Separate bids must be submitted for each category listed. Bids must be itemized based on Parts, Labor and Services. All parts shall be itemized based on item and quantity.

NOTE: NO Partial Bids will be accepted!

**Site Visits**

All school sites may be visited for reference information and to allow bidders accurate information to develop proposals and solutions. Start time will be adhered to and the walk through will be performed once per school. The following is the site visitation schedule:

- a) Friday 2/19/2016 (Meet at Scotland High School)
  - a. Scotland High School (9:30am – 11:30am)
  - b. Carver Middle (1:00pm – 2:00pm)
  - c. Spring Hill Middle (2:15pm - 3:15pm)

**Technical Requirements**

Security camera system(s) must meet the following requirements:

1. All entrances and exits to be covered
2. All hallways to be covered
3. All parking lots to be covered
4. Day and night vision
5. Audio capabilities are a large PLUS!
6. DVR recording with motion sense
7. Must store 30+days of video
8. All 3 schools must be viewable from multi devices (i.e. cell phone, computer, tablet....etc)
9. Must also be viewable from within schools and from the outside (i.e. 911 system, Police, Fire, EMS.....etc)
10. Cameras should be vandal proof
11. Price needs to include all material and installation labor
12. All price(s) NEED to be itemized on bid proposal!!!!

Questions will be answered during walk through!

**Cost Proposal**

The Cost Proposed shall incorporate all costs for the proposed scope of services for the total contract period. The Cost Proposal shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. Other rates, amounts, or information that are alternatives to the proposed scope of services and the justification and their benefits may be included. It shall not record any text that could be construed as a qualification of the cost amounts proposed. If the Proposer fails to specify the Cost Proposal as required, the District shall determine the proposal to be nonresponsive and reject it. The

Proposer must sign and date the Cost Proposal. Prices should include shipping and all taxes applicable. Vendor must accept purchase orders and will be required to bill the Universal Service Fund for matching funds. District will only be responsible for payment of the matching percentage as is required under the E-rate program.

**SITES:**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>City, State, Zip</u></b>
<b>Central Office</b>	<b>322 South Main Street</b>	<b>Laurinburg, NC 28352</b>
<b>Carver Middle</b>	<b>18601 Fieldcrest Road</b>	<b>Laurel Hill, NC 28351</b>
<b>Scotland High</b>	<b>1000 West Church Street</b>	<b>Laurinburg, NC 28352</b>
<b>Spring Hill Middle</b>	<b>22801 Air Base Road</b>	<b>Laurinburg, NC 28352</b>

**All Questions may be submitted via Email to:**

**[Rdelaunay@scotland.k12.nc.us](mailto:Rdelaunay@scotland.k12.nc.us)**

**Or**

**Call Rick DeLaunay @ 910-277-4459 x382**