



HABERSHAM COUNTY BOARD OF EDUCATION
P.O. Box 70, Clarkesville, Georgia 30523
Ph: 706-754-2118 Fax: 706-754-1549

Matthew Cooper, Superintendent
Dennis Unbehant, Technology Director

The Habersham County Board of Education is accepting proposals to upgrade the security camera system at its maintenance facilities. RFP release date will be March 27, 2020. The RFP will be posted on the school district website and the Georgia Procurement Website.

Instead of a required onsite pre-bid meeting and to stay in compliance with current social distancing guidelines, electronic information about the facilities will be made available by April 3, 2020 to all registered bidders.

Bid opening will take place at the Habersham County Board of Education Board Room. Deadline for submittals will be 10:00 am, April 24, 2020 at which time the Technology Director will perform a bid opening. Bids will be recorded and witnessed. Proposals will need to be mailed or sent by shipper and should allow sufficient time to arrive before the bid opening in order to be present the day of the bid opening.

Please address sealed bids to:
HCBOE Shop Facilities Security Cameras
Habersham County Board of Education
132 Stanford Mill Road, P.O. Box 70
Clarkesville, GA 30523

Project Contact:
Dennis Unbehant, Technology Director
dunbehant@habershamschools.com

Only sealed bids will be accepted. No faxed or emailed bids will be accepted.

Any questions resulting from the Pre-bid information must be received no later than April 10, 2020 at 12:00 Noon. All questions must be sent to the project contact. **Please submit all questions in writing via email to Dennis Unbehant at dunbehant@habershamschools.com.** Questions and responses will be shared with all registered bidders via email.

The Habersham County Board of Education reserves the right to accept or reject any and all proposals and to waive technicalities.

HABERSHAM COUNTY BOARD of EDUCATION

HCBOE Shop Facilities Security Cameras

PART I – SCHEDULE OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|---|------------------------|
| RFP Posted and Released | Friday, March 27, 2020 |
| Video Tour Available | Friday, April 3, 2020 |
| Questions from Bidders Due (in writing) | Friday, April 10, 2020 |
| Addendums(s) Posted in EPC | Friday, April 17, 2020 |
| Bid Due Date | Friday, April 24, 2020 |
| Projected Award Date | Pending Board Approval |

PART II – INSTRUCTIONS TO BIDDERS

NOTICE

Upon receiving this proposal, email Dennis Unbehant dunbehant@habershamschools.com to register as a prospective respondent. Failure to register as a prospective respondent may result in your firm not receiving any proposal addenda, if applicable. Failure to acknowledge proposal addenda with your submittal may cause your proposal to be considered non-responsive.

1.0 DEFINITIONS

1.01 **Bidding Documents** include the Invitation to Bid, Instructions to Bidders, The Bid Form and the proposed Contract Documents including any Addenda issued prior to the receipt of bids.

1.02 The **Contract Documents** proposed for the work consist of Specifications and all Addenda issued prior to and all Modifications issued after execution of the Contract.

1.03 A **Bid** is the complete and properly signed proposal to do the work for the sums stipulated therein, as submitted in accordance with the Bidding Documents.

1.04 The **Unit Price Bid** is the sum stated in the Bid for which the bidder offers to perform the work described in the Bidding Documents as the base to which work may be added or from which work may be deleted for sums stated in Alternate Bids.

2.00 BIDDER REPRESENTATIVES

2.01 Each bidder by making his Bid represents that:

- A. Bidder has read and understands the Bidding Documents and his Bid is made in accordance therewith.
- B. Bidder has visited the site, has familiarized himself with local conditions under which the work is to be performed and has correlated his observations with the requirements of the Contract Documents.
- C. No consideration will be given any Claim based on lack of knowledge of existing conditions except where Contract Documents make definite provisions for adjustments of cost or extension of time due to existing conditions that cannot be readily ascertained.
- D. The Bid as submitted is based upon providing the labor, materials, systems and equipment required to complete the "Scope of Work" without exceptions.

3.00 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

3.01 Bidders shall promptly notify the Technology Director or project contact of any ambiguity, inconsistency or error, which they may discover upon examination of the Bidding Documents prior to the pre-bid meeting.

3.02 Responses to questions received will be responded to and sent to all registered bidders.

4.00 BID PROCEDURE

Sealed bids will be addressed to "HCBOE Shop Facilities Security Cameras" Habersham County Board of Education, P.O. Box 70, 132 W. Stanford Mill Road, Clarkesville, GA 30523. Deadline for submittals will be 10:00 am on April 24, 2020 at which time the Technology Director will perform a bid opening.

4.01 Note: QTY of 3 copies of all bids shall be submitted in response to this RFP. Copies shall be signed by the person or persons legally authorized to bind the Bidder to a Contract. A Bid by a Corporation shall further give the state of incorporation and have the corporate seal affixed.

4.02 The Unit Price Bid Sum shall be expressed in U.S. dollars.

4.03 Any interlineations, alteration or erasure must be initialized by the signer of the Bid.

4.04 Failure to submit a Bid in the form requested or inclusion of any alternates, conditions, limitations or provisions not called for will render the bid irregular, and shall be considered sufficient cause for rejection of Bid.

4.05 Bids shall be delivered to reach the address designated in the Invitation to Bid no later than the hour and date established for deadline of acceptance of bids. After that time, no bids will be received, nor may they be withdrawn. **Emailed or Faxed bids will not be accepted.**

5.00 CONSIDERATION OF BIDS

It is the intent of the District to award this bid in its entirety to a single bidder. The applicant may choose to do all, part, or none of the project upon availability of funding.

5.01 Rejection of Bids: The Board shall have the right to reject any or all Bids not accompanied by any data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular. The District reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the District.

5.02 Acceptance of Bid (Award): It is the intent of the Board to award a Contract to the most cost-effective provider based on the Evaluation Criteria outlined in Section 5.03

5.03 Evaluation Criteria

| FACTOR | POINTS |
|---|------------|
| Cost of Goods and Services | 35 |
| Technical specifications and product feature set - Proposal meets or exceeds all technical requirements | 25 |
| Prior Experience - Similar K-12 implementations/References - District's experience with this vendor - District's experience with proposed manufacturer | 30 |
| Completeness of Bid - Met bid requirements - Overview of proposed products | 10 |
| Total Points Possible | 100 |

5.04 Even after award of contracts, the District may or may not proceed with the project, in whole or in part, in the event that funding is not approved. Execution of the project, in whole or in part, is solely at the discretion of the District. Vendors wishing to bid do so solely at their own risk. The District is not liable or responsible for any costs, loss, fees, or expenses, of any kind, associated with bid and/or a decision not to proceed with the project, even after award of the contracts. By submitting a bid, each vendor agrees to bear all of its own costs, fees, expenses, and losses, of any and all kind, should the District cancel the project.

6.00 INSURANCE

6.01 The WINNING BIDDER shall purchase and maintain, in a company acceptable to the BOARD, such insurance as will protect him from claims under Workmen's Compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from any or all of which may arise out of or result from the WINNING BIDDERS operations under the Contract Documents, whether such operations be by himself or by a Sub-Contractor or anyone directly or indirectly employed by any of them or for who acts any of them may be legally liable. This insurance shall be written for not less than limits of liability specified below or required by law, whichever is greater. **A statement is to be included on the Certificate of Insurance verifying that the BOARD will be notified by Certified Mail 15 days prior to termination of WINNING BIDDER'S insurance. Certificates for Worker's Compensation and General Liability Insurance will be required and submitted as part of the bid package.**

- 1) Worker's Compensation – Statutory (for the State in which the work is to be performed and the State of domicile of the WINNING BIDDER).

2) Manufacturers' and WINNING BIDDER'S Liability, covering operations performed by or for the WINNING BIDDER, with limits of not less than: Bodily Injury – \$500,000/\$1,000,000. Property Damage - \$500,000.

3) WINNING BIDDER Liability, covering liability of others assumed by the WINNING BIDDER elsewhere in the contract under "Hold Harmless" Agreements or similar assumptions of liability with limits as required in 6.01 2) above.

7.00 TIME/COMPLETION SCHEDULE

7.01 Actual installation and completion dates will be established upon awarding of the bid. Installations must be completed within 60 days of the established installation date unless otherwise agreed to by HCBOE or its appointed representatives.

8.00 INVOICING

8.01 The WINNING BIDDER agrees to bill and receive payment at project completion, unless a portion is billed to cover material costs at the project start.

9.00 SAFETY

9.01 WINNING BIDDER shall be solely responsible for maintaining safety, at work site. WINNING BIDDER shall take all reasonable steps to ensure safety for both workers and visitors to the site.

10.00 PERFORMANCE REQUIREMENTS

10.01 The BOARD'S right to carry out the work:

If the WINNING BIDDER defaults or neglects to carry out the Work in accordance with the Contract and fails within a two (2) day period after receipt of written notice from the BOARD to commence and continue correction of such default or neglect with diligence and promptness, the BOARD may, without prejudice to other remedies the BOARD may have, correct such deficiencies. In such case an appropriate Change Order will be issued deducting from payments then or thereafter due the WINNING BIDDER the cost of correcting such deficiencies, including compensation for the BOARD'S additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due the WINNING BIDDER are not sufficient to cover such amounts, the WINNING BIDDER will pay the difference to the BOARD.

11.00 TERMINATION BY THE BOARD FOR CAUSE:

11.01.1 The BOARD may terminate the Contract if the WINNING BIDDER:

- a. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper equipment to perform in a timely manner as determined by the Board;
- b. Fails to make payment to sub-contractors or suppliers for materials or labor in accordance with the respective agreements between the WINNING BIDDER and sub-contractors/suppliers;
- c. Persistently disregards laws, ordinance, or rules, regulations or orders of a public authority having jurisdiction; or
- d. Otherwise is guilty of a substantial or material breach of sections 14.00, 15.00 or other provisions of the Contract.

11.01.2 When any of the above reasons exist, the BOARD may without prejudice to any other rights or remedies of the BOARD and after giving the WINNING BIDDER and the WINNING BIDDER'S surety, if any, two (2) days written notice, terminate employment of the WINNING BIDDER and may, subject to any prior rights of the surety:

a. Accept assignment of sub-contractors and supplies agreements, and

b. Finish the Work by whatever reasonable method the BOARD may deem expedient.

11.01.3 When the BOARD terminates the contract for one of the reasons stated in Subparagraph 11.01.1, the WINNING BIDDER will not be entitled to receive further payment until the work is finished.

11.01.4 If the unpaid balance of the Contract sum exceeds additional costs incurred while finishing the Work, including compensation for the BOARD's services and expenses made necessary thereby, such excess will be paid to the WINNING BIDDER. If such costs exceed the unpaid balance, the WINNING BIDDER will pay the difference to the BOARD. This obligation for payment will survive termination of the Contract.

12.00 PERSONNEL

12.01 It is mutually agreed that the WINNING BIDDER is an independent WINNING BIDDER and not an agent of the BOARD, and as such the WINNING BIDDER shall not be entitled to any BOARD employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits.

12.02 Contractor Affidavit must comply with O.C.G.A. 13-10-91 (b) (1) E-Verify. **Contractor Affidavit will be required and submitted as part of the bid package.**

12.03 Service provider shall submit current certifications and qualifications demonstrating technical ability to install, test and maintain the proposed system and subsystems.

13.00 IDENTIFICATION

13.01 WINNING BIDDER personnel will carry identification at all times while on Habersham County School property. WINNING BIDDER personnel will show identification when asked by school employees, law enforcement officers, or security personnel.

14.00 OTHER LAWS AND REGULATIONS

14.01 The WINNING BIDDER will comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinance, regarding toxic, hazardous, and solid wastes and any other pollutants; public and private nuisances; health or safety; and zoning, subdivision or other land use controls. The WINNING BIDDER will take all reasonably necessary, proper or required safety, preventative and remedial measures in accordance with any and all relations and directives from the Georgia Department of Human Resources, the United States Environmental Protection Agency, the Georgia Department of Environmental Management, Health Departments, and any other federal, state or local agency having jurisdiction, to insure the prompt prevention or cessation (now or in the future) of violations of either the applicable provisions of such standards, regulations, laws, statutes, and ordinances or any permits or conditions issued there under.

15.00 NON-DISCRIMINATION

15.01 The WINNING BIDDER will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the program which is the subject of this agreement because of race, creed, color, sex, age, disability or national origin. To the extent applicable, the WINNING BIDDER will comply with all provisions of Executive Order No. 11246 the Civil Rights Act of 1964, (p.L. 88-352) and 1968 (P. L. 90-284), and all applicable federal, state and local laws, ordinances, rules, regulations, orders, instructions, designations and other directives promulgated to prohibit discrimination, Violation of the provision, after notice, shall be a material breach of this agreement and may result, at the BOARD'S option, in a termination or suspension of this agreement in whole or in part.

16.0 BID CONTENTS

16.01 Bids should contain the following information:

1) Bids MUST include pricing detail by line item by completing "**Attachment A,**" Site Specific Equipment List and Price Response Sheet

A) Note: Vendors may submit more than one proposal. Each proposal should be submitted separately, not one proposal with multiple options. Vendors may propose a different design but need to show how each area will be covered. Alternate proposals may be a different design but must meet all other requirements of the RFP.

2) Overview of proposed cameras: provide high level overview of the capabilities of the proposed system. Provide a description of the brand and models of equipment included in the proposed system. Provide current manufacturer specifications of proposed equipment. Provide details of all included warranties for equipment and installation.

3) Qualifications of Provider: description of vendor's experience installing, implementing, and supporting enterprise security camera systems. List any applicable industry certifications of staff or training provided to staff.

4) References: minimum of 3 or more references of installations of enterprise networks within the United States, preferably in the Southeast United States. List references, including:

1. Contact person
2. Dates of work
3. Mailing address
4. Telephone numbers and email contact information
5. A brief overview of the project

Include **Vendor Reference Sheet** included with this document.

5) Completed **RFP Submittal Form** included with this document. This ensures ALL RFP requirements are met in any submitted proposals.

Attachment B, Georgia Security and Immigration Compliance Act

Note: multiple copies are required of proposals as indicated in section 4.01 of this document.

PART III - SCOPE OF WORK

1.0 PROJECT GOALS

The Habersham County Board of Education is seeking to upgrade the security camera system at its maintenance and bus shop facilities. Cameras will be mounted up high on the exterior corners of metal buildings to provide the best view of a large parking area over the top of vehicles. All proposals must include any and all required components and cabling connectors needed for a completely working and properly functioning security camera system with network video recorder.

General project goals:

Provide good security camera coverage of all shop entrance doors including rollup doors.

Provide good security camera coverage of the site perimeter, entrances, bus wash, and pump areas.

Use HCBOE provided gigabit PoE switches for camera power and connectivity. Vendor to provide PoE injectors if required for multi-lens cameras.

After installation service and support to troubleshoot any unresolved issues that happen as a result of the camera system upgrade.

An on-site follow-up visit for final adjustments after the system has been in operation for a least 30 days. This visit will involve making any final adjustments to camera positioning and training.

A service provider that can provide same day or next day service (onsite if required) to minimize downtime if problems are encountered.

Quality installation of wiring and cameras. Wiring should not cut across corners diagonally or be unsupported. All cables to be punched down in network racks and connected with patch cords. Pigtail connectors installed at each camera location to allow network disconnect from outside of buildings for maintenance of cameras.

2.0 CURRENT SYSTEM

2.1 Current system will be completely replaced.

3.0 REQUIRED EQUIPMENT AND MATERIALS

3.1 **Attachment A** contains an example list of equipment and materials needed for this project. Proposals must include all required mounting hardware for installation of cameras on the exterior of metal buildings. Most cameras will be corner mounted and will require brackets and mounting hardware. Proposals must include installation and configuration of the NVR to record video.

3.2 Proposals are to include the furnishing of all materials, equipment, software licensing, training, maintenance, shipping costs, delivery, installation, drawings, taxes, fees, etc. and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract document. **The District will not be liable for costs beyond those proposed herein.**

5.0 WARRANTY/MAINTENANCE INFORMATION

5.1 Please provide warranty information for all equipment provided in the proposal and warranty on installation labor. If lifetime warranty, specify how many years equipment is supported after declared end of life by manufacturer. Specify if warranty includes phone support, advance replacement, and other information. Specify options for extending required warranty and annual costs.

5.2 Specify any required annual licensing or maintenance fees needed to continue to use all products and software systems included in proposal.

6.0 EXAMPLE LIST OF EQUIPMENT, MATERIALS, AND INSTALLATION NEEDED BY LOCATION

Please see **Attachment A** equipment list. Attachment A will also be used for the bid response sheet.

7.0 INSTALLATION SPECIFICATIONS

- All network wiring to be **plenum** and routed along permanent building structure.
- Wiring to be placed deep into any corners, no diagonal or short cuts, and sufficient lead lengths for stress relief at camera and network rack connection points.
- Wiring to be fastened securely at intervals to prevent sagging or draping excessively.
- NFPA low voltage and applicable electrical codes to be followed as required for this project.
- Existing PoE network switches will be used for this project.
- NVR IP address and camera VLANS to be configured with assistance of HCS Technology staff.
- Installer will remove all existing security cameras, brackets, and wiring
- Removed camera hardware and wiring is to be discarded.
- All building penetrations (new or existing) to be sealed with grommets and weatherproof caulk as required to prevent water penetration.
- New cameras to be mounted securely on manufacturer provided mounting brackets and fixtures.

8.0 LIST OF ATTACHMENTS

Please complete and attach the following documents with all proposals:

RFP Submittal Form (Included in this document)

Vendor Reference Sheet (Included in this document)

Attachment A, Site Specific Equipment List and Price Response

Attachment B, Georgia Security and Immigration Compliance Act

RFP SUBMITTAL FORM

I, the undersigned, acknowledge that I have read the Request for Proposal in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit or execute this quote in the exact manner requested will be just cause to reject any or all of my proposal.

Company Name

Authorized Representative Signature

Address

Contact Number

City, State, Zip

E-mail Address

VENDOR REFERENCE SHEET

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____