

**Cleveland School District
Information Technology Department**

*Request for Proposal (RFP)
IP Cameras/Door Access Control*

Inquiries and requests regarding this RFP should be directed to:

Cindy Holtz, Business Manager
Cleveland School District
305 Merritt Drive
Cleveland, MS 38732
662-843-3529

Sealed proposals and bids must be delivered no later than 3:30 PM on Friday, February 22, 2019.

Cleveland School District
ATTN: Cleveland School District – Access Control Bid

Drop Off Address:
305 Merritt Drive
Cleveland, MS 38732

Mailing Address:
305 Merritt Drive
Cleveland, MS 38732

There will be a mandatory site walkthrough beginning at 9:00am on 1/31/19 and continuing on 2/1/19.
Please meet at Cleveland Schools District Office

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals will be returned unopened and shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP.

Cleveland 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.

SECTION 1—GENERAL INFORMATION

1.1 – Background

Cleveland School District is located in northwest Mississippi in Cleveland County. We have six elementary schools, two middle schools, one senior high school, a Career and Technical School and an alternative school, additionally a bus Shop and a district administration office. Total enrollment for the district is approximately 3400 students and the school system employs approximately 450 people.

Cleveland School District seeks bids for an integrated IP camera and door access control system for **All District Locations**, *referred to hereinafter as [Cleveland School District]*. The proposed solution should provide a seamless security system for the purpose of controlling and monitoring activity at all Cleveland Public School sites. The district expects a recommendation for an Access Control System (ACS) that is specific to location/building/room function, facility and door type. Any recommended system components should provide the District with maximum flexibility for expansion now and in the future. The components should be upgradable and swappable without requiring mass replacement of all components or fragmented system control. The system components should be open protocol. Cards or other keying devices should offer maximum flexibility, ease of use and access management for users and system administrators. Electronic door locking components should be durable, exchangeable without causing system fragmentation or failures; partial or otherwise, and agnostic to other system components such as card readers or fobs. Once in place the system should provide District security professionals and administrators with a multi-platform access management software that provides systems status, door status, simple access programming capabilities, remote programming, scheduling, locking and unlocking.

1.2 – Intent of the RFP

It is the intent of this Request for Proposal (RFP) to provide bidders with sufficient information to prepare a proposal. The response should include all equipment, cabling, and software to meet the RFP's requirements. Technical specifications and requirements are detailed in Section 3. Implementation of this project is dependent on the approval of the Cleveland School District Board of Education and the availability of funding.

Our goal is to achieve 100% video coverage of applicable public areas of Cleveland School District and to restrict and document all entry into the Cleveland School District.

1.3 -- Evaluation Criteria

Selection will be based upon technical quality, project management, costs, and system features. The evaluation criteria will consider the following factors:

1. Bidder's total proposed price
2. Product quality/appropriateness/compatibility/performance
3. Bidder's qualifications/experience
4. Bidder's support/service
5. Bidder's warranty/maintenance
6. Proposed product meeting the district's present needs as well as future needs through enhancements and upgrades.
7. Quality of previous work done for Cleveland Public School District.

Cleveland School District reserves the right to seek clarification of any or all bidders in order to assist in the evaluation process. To assist Cleveland School District, the award evaluation criteria is based on, but not limited to, the following:

1. All specification terms and conditions as outlined in the RFP are complied with and met.
2. Suitability of proposed solution with respect to the district's needs and objectives.
3. Bidder participation and responsibility clearly defined.
4. The participation and responsibilities of Cleveland School District are clearly defined.
5. Hardware and peripheral product quality and content including, but not limited to, durability, performance, integration, serviceability, warranty, maintenance, meets or exceeds industry standards, and fulfillment of criteria specified in this RFP.
6. Bidder's service and support hours clearly defined.
7. Due to the technical nature of the equipment, bidder has addressed all applicable future system use, future expansion possibilities, and possible upgrading.
8. Price of proposal including, but not limited to, individual system pricing, upgrades/downgrades pricing, installation support, warranty support, training, and any other relevant options with associated pricing.
9. Experience and/or references of the company submitting proposal.
 - a Due to the scope and technical nature of this project, Cleveland Schools is requiring ISO9000 certification from participating vendors.
10. Submission of satisfactory reference checks with proposal.
11. Installation procedures clearly defined if applicable.
12. Bidder agrees to provide an on-site proof of concept at no cost if requested.
13. Acknowledgement in writing that any software will be licensed for Cleveland School District.
14. All products must be installed in accordance to manufacturer's specification's including but not limited to network cabling.

1.4 -- Contract Negotiation

Cleveland School District reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

SECTION 2 – SUBMITTAL REQUIREMENTS

2.1 – Company Experience and/or References

Cleveland School District reserves the right to fully investigate the qualifications of any bidder(s) based on references supplied and publicly available information.

Bidder(s) are required to supply evidence of experience on projects of similar nature and/or magnitude listing: customer name, address, contact names, and telephone/fax numbers. The bidder(s) may also supply third party ratings to demonstrate their success in the IT marketplace.

The winning respondent must provide:

1. Certificate of Insurance naming Cleveland School District as an additional insured.
2. All employees of the winning bid must have a valid employee I-9 on file with their employer.
Additionally all employees on site at any Cleveland School facility is required to have passed a background check and be eVerified. Please provide company eVerification number with bid response.
3. Winning vendor will provide resumes for all engineering personnel assigned to the project.
4. A performance bond will be required from the winning bidder

2.2 – Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by Cleveland School District to the extent allowable.

2.3 – Supplemental/Supporting Materials

Please include descriptive literature/brochures, if available, in the proposal. All user/owner/technical reference manuals should be included with and submitted upon delivery of equipment.

SECTION 3 – TECHNICAL REQUIREMENTS

3.1 -- General Requirements

The proposed solution will:

1. Provide full camera coverage of all areas as designated in **Attachment A**. **Note that camera locations in the attachment are [NOT] meant to designate individual camera locations but to serve as a guide.** Walkthroughs are required so that proposals adequately provide cameras to match the school's needs. Specific camera/types, ie. Degree of angle, operating environment, etc . . . should be decided by the bidder based on the location to be covered.
2. Provide keyless door access control of all areas as designated in **Attachment B**, including a door release button and video camera monitor in reception for each pedestrian door as outlined on

Attachment B. A complete ACS is defined as all card readers, access cards, controllers, specific access control panels, power supplies, etc., as well as all cabling/wiring needed to achieve a complete and functional system. This document may not show or list every item to be provided. When an item is not shown or listed and it is clearly necessary for proper installation and operation of the equipment and systems, Contractor shall provide, install, test and certify the item and no increase to the contract price.

3. The Contractor shall be fully certified by the manufacturer to sell, install and maintain all system components required for the solution.
4. The doors throughout the district are to be retrofitted. Contractor is to replace/install all door hardware in all locations with modern hardware that integrates with the door access controls as needed.
5. The Contractor shall be responsible for coordination of all ACS programming and ACS connections/interfaces with appropriate District departments and personnel.
6. The Contractor shall provide all software, hardware and system programming for integration with the new ACS equipment.
7. The Contractor shall provide all software licenses for the ACS.
8. The Contractor shall provide all hardware and system programming for connection of the new ACS to the District network.
9. The Contractor shall provide written documentation and specific instructions for system as installed.
10. The Contractor shall provide training to District personnel in the operation, adjustment and servicing of the ACS. In addition, Contractor will provide manufacturer certifications for District staff.
11. Include the necessary manufacture-specified cabling to connect the IP cameras back to the appropriate IDF closet not to exceed industry standard length. The IP cameras will be integrated to the existing network. If cameras need to be repositioned after installation this will be done at cost. If additional cameras are needed to provide adequate coverage as described in the RFP they will be added at no cost.
12. Include integration of the camera and door access systems so that video coverage of door events is readily available and catalogued.
13. Include 5-year parts/labor warranty.
14. All IP Cameras should be HD ready. Bidder shall propose the appropriate megapixel and include bandwidth calculation.
15. Door access controls shall be connected to handicap systems where applicable.
16. All network switches required will be provided by The Cleveland Schools, vendor is to specify port counts needed to complete project.
17. All interior fire doors should be outfitted to have a door release button installed at the reception area.
18. Include appropriate Network video recorder and storage solution based on
 - a 2 week recording intervals.
 - b 4 week recording intervals.

3.2.1 Network Design

The submitted design should avoid any single points of failure. Any network upgrades or enhancements required shall be clearly defined in response and will be completed by The District.

3.2.2 Management

The solution must include remote management capability, including the ability to focus and zoom all cameras and to retrieve data from the system over a network connection.

3.2.3 Number and Location of Cameras and Door Hardware

The purpose of this RFP is to provide Cleveland School District with full camera coverage and secure door access with Visitor Management capabilities. The vendor will perform a site survey to determine the ideal locations for cameras and to insure that all necessary door access hardware is provided for in the proposal. General locations for cameras are specified in Attachment A. Door access control locations are noted in Attachment B.

3.2.4 Cabling

All cameras shall be POE and shall be wired to the most convenient MDF or IDF as outlined on Attachment A.

Cables shall not be tie wrapped or routed along electrical or gas conduit. Horizontal cable run in hallways above a suspended ceiling shall be in J hooks or cable tray. Once in work areas it may be secured to the wall directly above the suspended ceiling or to the concrete ceiling structure every three feet by cable hangers. Cable ties must be trimmed off cleanly at a locking hole. Cables shall be secured at every corner. Cables shall be run in a uniform fashion and shall not be woven among other utilities.

All internal building network infrastructures shall adhere to ANSI/EIA/TIA 568B (Commercial Building Telecommunications Cabling Standards), ANSI/EIA/TIA 569 (Commercial Building Standard for Telecommunications Pathways and Spaces), and National Electric Code standards.

Penetrations through floor and fire-rated walls shall utilize intermediate metallic conduit (IMC) or galvanized rigid conduit (GRC) sleeves and shall be fire stopped after installation and testing, utilizing a firestopping assembly approved for that application.

Labeling shall conform to ANSI/TIA/EIA-606 standards. In addition, provide the following:

1. Label each outlet with permanent self-adhesive label with minimum 3/16 in. high characters.
2. Label each cable with permanent self-adhesive label with minimum 1/8 in. high characters in the following locations:
 - a Inside receptacle box at the work area.
 - b Behind the communication closet patch panel or punch block.
3. Use labels on face of data patch panels. Provide facility assignment records in a protective cover at each telecommunications closet location that is specific to the facilities terminated therein.
4. The labeling for data drops should include the IDF letter, then the patch panel number and the two-digit number of the port on the patch panel.

Testing shall conform to TIA/EIA TSB-67 Transmission Performance Specifications for Field Testing of Unshielded Twisted Cabling Systems as well as ANSI/TIA/EIA-568-A-1 Propagation Delay and Delay Skew Specification for 100 ohm 4-pair cable. Testing shall be accomplished using level II field testers.

Test each pair and shield of each cable for opens, shorts, grounds, and pair reversal. Correct grounded and reversed pairs. Examine open and shorted pairs to determine if problem is caused by improper termination. If termination is proper, tag bad pairs at both ends and note on termination sheets.

Perform testing of copper cables with tester meeting TIA/EIA TSB-67 and ANSI/TIA/EIA- 568-A-1 requirements. If copper cables contain any bad pairs, remove and replace the entire cable.

3.3 – Financial

Please provide quotes detailing your solution for Cleveland School District. The quote should include all necessary hardware, cabling, and software needed to complete a full installation. The vendor is responsible for due diligence and a site survey before submitting a bid. If additional information is needed to figure this amount, please contact the Director of Technology.

3.4 – Warranty

Warranty terms on the hardware and any associated software should be clearly defined and must include a parts and labor warranty to cover all components for a minimum of 5 years.

3.5 – Delivery and Installation

Any delivery and installation charges should be clearly defined as separate line items.

Bid Sheet

The below table indicates a general guide for the required technical requirements for this RFP. The bidder is expected to provide its professional assessment as to what would meet the needs of the district. The quantity serves as an approximation only and the description of items required serve as a point of reference. Bidder may expand tables as necessary.

Access Control and IP Camera System

	School Location	# of Door Access Controls	# of Cameras
	Bell Academy	10	31
	DM Smith Elementary	9	21
	Hayes Cooper	7	18
	Nailor Elementary	14	37
	Parks Elementary	5	35
	Pearman Elementary	10	21
	Cleveland Central Middle School	15	48
	Cleveland Central HS Upper	19	75
	Career and Technical School	5	19
	Alternative Education Center	3	23
	Central Office	5	14
	Bus Shop	3	15
	Maintenance Shop and Warehouse	8	26
	Parent Center	2	5
	Cleveland Central HS Lower	15	51

Attachment A – Camera location

Exterior/Interior Cameras

All IP Camera should provide clear coverage of each designated zone.

Attachment B – Door access control locations

All exterior doors should be controlled with a keyless entry. Provide that the keyless entry mechanism interface with handicap facilities where available.

All exterior doors should have a security monitor and camera with buzzer control back to the office. All interior fire doors should be fitted with a button release to close the doors from the office area.