

To: Digital Security Camera Systems

From: Detroit Community Schools District (DCS)

Date: 1/11/13

Subject: Digital Security Camera Systems RFP

Notice to prospective vendors:

Detroit Community Schools (DCS) is looking to install additional video surveillance with audio to several buildings within DCS district. Bid proposals will be taken until February 19, 2013. This gives vendors time to supply demonstrations and receive clarifications.

DCS requires 2 Proposal options in order to provide access to all cameras through one software system.

OPTION 1: The new camera system will communicate with the existing Speco Analog Security camera system (Vendor specify and state the compatibility assurance).

OPTION 2: The vendor shall install a complete new camera system and removing the existing analog system of Thirty-five (35) cameras (vendor specify). Old cameras to be installed inside the classrooms.

General Conditions

1. Time and Place: Bids will be received by DCS until 3:00pm February 19, 2013 at 12675 Burt Road Detroit, MI 48223, marked to attention Mr. Wajih Hakim Chief Information Officer.

2. Sealed Bid Requirement: Each bid must contain one (1) original and three (3) copies of bidder's qualifications, management plan and pricing. Submitted in a sealed envelope (Each sealed envelope containing a bid must be plainly marked on the outside "Digital Security Camera System RFP", and the envelope must bear on the outside the name and complete address of vendor. If forward by mail, the sealed envelope containing the bid must enclosed in another envelope addressed to Mr. Wajih Hakim.

3. Non-withdrawal Period: Bids may not be withdrawn for a period of Ninety (90) days from date opening.

4. Multiple Item Requirements: Vendor must submit bids on all items listed.

5. Stipulation for Bid Pricing: The price quoted should remain firm for one (1) full year from the bid closing date February 19,2013. If this is not agreeable, bidder should state this fact as an exception to the bid and specifically indicate the length of time the quote will be accepted.

6. Right to RE-BID: Detroit Community Schools reserves the right to reject any and all bids.

7. Award Method: The bid will be awarded to the vendor who meets all specifications

as listed herein and whose product provides the best overall value to DCS.

8. Warranty: The successful vendor will provide, DCS in writing a warranty to replace or repair at no cost and/or expense to DCS any or all items found to be defective in materials, workmanship for a period of one (1) year from date of installation and acceptance by the Superintendent. If there is a standard warranty for a period of longer than one (1) year, then it will provide in lieu of the above.

9. Time of The Essence: TIME OF THE ESSENCE. FAILURE OF SUCCESSFUL BIDDER TO DELIVER THE MERCHANDISE WITH THE REQUIRED TIME SHALL CONSTITUTE A MATERIAL BREACH OF CONTRACT. IF A BREACH OCCURS, THE VENDOR MAY BE RESPONSIBLE FOR DAMAGES TO THE SCHOOL (DSC). INCURS MAY BE REMOVED FROM THE BID LIST AND SHALL FOREIT THE BID BOND.

10. BID BONDS: BID BONDS shall be required. However, they will not be required to be posted by the successful bidder until ten (10) days after the bid is awarded, except where there are extenuating circumstances such as an emergency. Furthermore, the vendor will be required to post a bid bond equal to five per cent of the amount of business actually awarded. Hopefully, this will insure that a small vendor will not have to post the bond unless it is the successful bidder. Furthermore, many bid items are multiple and the bids are awarded to the number of low vendors, depending on the particular item. Under this modification, the vendor will only post a bond equal to five per cent of the actual amount awarded to each vendor and will allow small vendors to more fairly compete.

11. Conditions allowing removal from bid list: Any of the following conditions, depending on severity may cause removal from the bid list.

A. Failure to meet warranty requirements

B. Failure to meet time limitations

C. Failure to make post bid bonds

D. Failure to comply with the terms of the contract because of a misquote other than obvious typing error or obvious low or high bids.

12. Bid List: DCS maintains a bid list for many categories that are let for bid each year. Please contact DCS business office at rfpdet@comschools.org if you have questions concerning our bid list.

13. QUESTIONS REQUEST FOR CLARIFICATION OR INTERPETATIONS REGARDING THIS REQUEST FOR PROPOSAL: ALL COMMUNICATIONS CONCERNING THIS REQUEST FOR PROPOSAL MUST BE EMAILED ONLY TO: RFP@detcomschools.org. (NO PHONE CALLS)

14. Walk Though: A walk through is available by appointment only by contacting rfpdetcomschools.org Contractor must visit the site to familiarize themselves with the existing conditions and overall project. (NO PHONE

CALLS). Only written questions submitted by email will be accepted. No response other than what is written and distributed by the Business office will be binding upon DCS.

Originating departments may be called upon for clarification in their area of expertise at the discretion of the Business Office. Written responses to questions, requests for clarification or interpretations will be furnished to all participating vendors. All requests for clarification or interpretations must be submitted on or before the close of business February 19, 2013 at

3:00pm

15. Addendums: In the event an addendum becomes necessary, it will originate in the Business Office and will be distributed by fax or email to all participating vendors. Any addendums issued during the time of the request for proposal vendors should be acknowledged by the participating vendor and attached to their response form.

16. Vendors must acknowledge in the Proposal that they do not have contracts or sub-contracts with their suppliers to hold the DCS accountable for vendor non-payment to supplier.

17. Preference will be given to vendors who can supply a demo, web site, recommendations from other schools districts and/or onsite demo (including websites to specs for all equipment pieces) and a breakdown of installation, service and labor with no evidence of hidden cost. No charge orders will be authorized after acceptance of bid, except those approved by the Superintendent.

18. Scope of the job must be clearly explained in the proposal.

19. All equipment must be cataloged by vendor and catalog supplied to DCS.

20. Furnish all necessary insurances, permits, fees, licenses, etc., which may be required to complete the scope of work.

21. All work shall be in strict accordance with all federal, state, and local codes and ordinances, laws, and regulations.

22. Background check is required for all Contractor/Subcontractor(s) that will install or maintain equipment onsite prior to access.

23. Contractor shall be responsible for cleanup and legal disposal of all trash and debris generated by the work scope, regardless of source. This includes all non-work related items (i.e.: lunch, daily breaks miscellaneous debris etc.).

24. All work layouts (drawings) to complete the work scope are required and two (2) copies sent to DCS Authorized Representative(s).

SPECIFICATIONS

PROJECT DESCRIPTIONS: DCS request a bid for the purchase of up to one hundred (100) digital security camera systems to be placed in and around school property. The system will consist of cameras capable of recording, installation (wiring).

Security Camera System Recorders:

A. Recording capacity shall have a minimum of 20 to 30 frames per second from each of the cameras

B. Recording storage capacity will be sufficient to store recordings for one operations month (approximately 300 hours)

C. Must be capable of recording 20 to 30 frames per second at 720x480

D. Recording media will be hard drive based.

- E. Hard drive storage capacity must be a minimum of 30TB + 6
 - 1) Server must be Dell or HP
 - 2) Operating System Specifications
 - 3) Memory Specifications
 - 4) Storage Array to meet the above storage requirements
- F. Recorder must provide capability to select from full-time recording and motion detection.
- G. Synchronized audio/video multi-channel video viewing from the installed video cameras and microphones.
- H. The cameras must maximize image quality and automatically adjust though the changing lighting conditions to provide a good quality image.
- I. System shall tolerate having power cut-off suddenly with no negative effect on the recording system, system hardware, operating system, stored data/video/audio, or on the systems ability to function normally once power is restored.
- J. Digital cameras and recording must support temperature changes from summer of 100 degrees heat to winter of 0 degrees Fahrenheit.
- K. Multi-Channel playback 16 or more.
- L. Live streaming video/real-time.
- M. Remote playback of archived videos
- N. Access real-time DVR cameras/ IP cameras directly from windows or apple, iPhone, IPad, ITouch and/or Androids.

CAMERAS:

- A. Camera installation cost to be included in bid price
- B. Camera wiring will be hidden with no visible surface wiring
- C. The cameras shall be mounted in a tamper resistant housing.
- D. Day and Night supported
- E. Image Sensor with progressive scan
- F. Full Resolution
- G. Motion Detection
- H. Pan/Tilt capabilities
- I. Audio Communication
- J. Network Protocol Cat 5e and Cat6

- K. Camera must be capable of vertical or horizontal mounting
- L. Dome to be constructed of impact-resistant polycarbonate, anti-glare, scratch-resistant hard coating and UV protected
- M. Products must be of the following brands: Sony, Bosch, Speco, Peto and/or Axis

VIDEO PLAYBACK MINIMUM REQUIREMENTS:

- A. Tamper proof recording format, recorded data shall be deemed acceptable as evidence in legal proceedings
- B. Must provide on-screen display, time & date, alarm counts and internal temperature
- C. Capture video shall have a zoom function to allow the system user to zoom in on a

particular area of the recorded video

D. Capture incident clip/event shall be date and time stamped

E. Industry standard video format for playback on standard purchase Windows-based personal computer or Apple computer, Ipad, iPhone, Itouch and Androids .

F. Video manipulation with ability to clip segments and capture still images. Ability to transfer video clips and still to industry standard CD-ROM, USB/Flash memory stick or DVD formats.

G. Capability of recording incident/events in format that does not require additional software to playback on a Windows-based standard personal computer and Apple computer, Ipad, iPhone, Itouch and Androids.

H. Video playback from removable hard drive recording media shall take no more than 60 seconds to access and view on Personal Computers.

I. ExacqVision IP advance IP surveillance NVR software and systems

WIRING AND CABLING:

A. The selected vendor shall install all wiring and cabling in a manner that makes it inaccessible during normal operations and all wiring shall be hidden from view.

B. The vendor shall submit wiring and cabling diagrams of installed video/camera equipment upon completion of installation.

C. All connectors and sockets shall be of positive locking design and shall be equipped with rust inhibiting contacts. Plug-in connectors shall have soldered wiring. Connections shall be made at terminal block ends or be soldered.

D. Wiring shall be uniformly color coded and tagged.

E. The power source wires must be sized appropriately to meet specified requirements for unit(s) start-up and normal operation and should prevent unacceptable voltage drops.

F. Wherever there is a possibility of interference, wiring and interconnecting cables shall be properly shielded. Video and audio cables shall be gauged to minimize signal loss.

G. A protective plastic or rubber grommet must be installed in every hole that provides passage for conduit or wiring to avoid chaffing or cutting of the conduit or wiring.

H. All wiring and cabling shall be concealed in a vandal resistant manner.

SYSTEM INSTALLATION AND PLANNING:

A. Vendor shall assist Detroit Community Schools (DCS) in test implementation of proposed system in order to ensure that they meet the needs and security goals of the school system.

B. Vendor shall provide installation, documentation, maintenance and user training for selected staff.

C. Vendor shall conduct final acceptance testing as deemed satisfactory by Detroit Community Schools (DCS).

D. Vendor shall provide a minimum one-year warranty on all equipment including but not limited to wiring/cabling and maintain this equipment during the warranty period.

REPAIR/RE-INSTALLATION/REJECTED WORK

A. Replace or repair work completed by you or subcontractor that defaces or destroys. Pay the full cost of this repair/replacement

B. Make changes to the system such that any defects in workmanship are correct and cables and the associated termination hardware passes the minimum test requirements.

C. Repair defects prior to system acceptance.

D. Promptly correct all defective work or failing to conform to the contract. This will apply whether observed before or after acceptance and or installed or completed.

E. Contactor will bear all cost of correcting such rejected work. Cost of corrected work after acceptance will be fully covered under contractor warranty.

WALL-MOUNTED RACKS OR CABINET

A. Provide all hardware for mounting.

B. Provide complete ground bar kit with all required hardware and wire for each rack.

C. Cabinets shall have front door with lock, louvered side panels, vented top, and cable access in roof and bottom

D. Acceptable manufacturers. (1) Panduit. (2) Hoffman.

E. Bolt freestanding equipment cabinets to floor using anchors in concrete floor and toggle bolts through raised flooring. (Electrical ground required for this installation)

TRAINING:

Factory authorized training in operation and maintenance for Digital Security System shall be provided to four (4) Maintenance and Facilities technicians, security staff and IT support staff.

NORMAL WORKING HOURS:

Contractor working hours shall be during non-instructional hours only (7am to 3:45pm). Work completed within the school facility shall only be allowed with the approval of the security director or facility manager. Should the contractor be working during instructional hours that include students and DCS staff, extra precautions shall be implemented such as barricades etc.

Work required beyond normal working hours shall be approved and scheduled (preferably) at least one (1) week in advance. This work should be coordinated with the facility manager or director of security.

SUBCONTRACTOR/SUPPLIER LISTING:

The bidder shall list in the bid any subcontractors or suppliers proposed by the bidder to be used in the performance of the work indicated for each area of work. If the bidder is a joint venture of multiple companies the evaluation committee shall consider the experience of each team role in the proposal.

CONTRACTORS KEY PERSONNEL:

The contractor shall assign the appropriate number of personnel having the necessary experience for his or her proposed role. Proposal should identify 1) The project manager 2) On site supervisor overseeing the project. 3) All key personnel assigned to site project. 4) **Security clearances** for all personnel assigned to this site project must be provided to the director of security which includes the individual name (if known) his or her position and time periods which the person will be assigned to the project.

ADDITIONAL CLEANUP:

Contractor shall remove all debris and clean/vacuum the area at the end of each shift. All furnishings shall be left the order/area as found.

Required Proposal Format**The proposal must contain:**

- **Technical section that includes but limited to all materials, options, projected required personnel, time-lines and schedules for completing project.**
- **Time-Cost section – The vendor must detail the time and cost that will be required to complete project.**

- **Additional Documentation – References, websites for camera & server specifications, demonstration website(s) with camera and software implementation and school references.**