

**Security Camera Installation
Request for Proposal (RFP)
Braxton County Schools**

Leatha G. Williams: Director of Technology, Assessments-Accountability and Food Service



98 Carter Braxton Drive

Sutton, WV 26601

Phone: 304-765-7101 ext. 473

E-Mail: lgwillia@k12.wv.us

Dear Proposers:

Braxton County School system is requesting proposals from a qualified public entity or private firm, to establish a contract for Security Camera Installation at Braxton County High School. Terms of the contract will be negotiated upon contract award. Longer initial and extended terms will be considered depending upon the Proposer's submission regarding the use of county equipment.

1. Background

Braxton County High School has 571 students and appropriately 25 staff members. The school is a comprehensive high schools that includes a CTE area, commons area, cafeteria, library, band room, gymnasium, server room, offices on both the first, second and third floors. Additionally, the school has several stairwells and a collaborative partnership with a higher education institution where access must be monitored. The school has several outdoor areas and other facility areas that require security cameras that include parking lots, an athletic building, concession area, and football stadium.

2. Schedule of Events

This request for proposal will be governed by the following schedule:

| | |
|---|-------------------|
| Release of RFP | November 16, 2017 |
| Mandatory Job Walk (client overview) | November 28, 2017 |
| Walk through will start at the BOE at 9:00 | |
| Mandatory Demonstration of Product | December 11, 2017 |

Demonstrations will be held at BOE starting at 9:00

| | |
|---|-------------------|
| Deadline for Written Questions | December 15, 2017 |
| Response to Written Questions Posted on Web | January 12, 2017 |
| Proposals are Due | January 24, 2017 |
| Interviews (if held) | January 31, 2017 |
| Announcement of Award | February 2, 2017 |

3. Scope of Work

Braxton County Schools is seeking a security camera company/vendor to provide estimates on all equipment and labor (to include training on system and warranty information) to install security cameras at the Braxton County High School campus to include the athletic building, concessions area, parking lots, and football stadium area. The location address is

Braxton County High School
200 Jerry Burton Drive
Sutton, WV 26601

The district is requiring video cameras to be installed in strategic locations around the exterior to capture the perimeter of the high school facilities with a focus on school entrance points. The video will be networked and configured to the county network system. IT will assist with the system integration, but the proposer should include credentials that display an understanding of networking and networking security.

The installation will need to include any electrical work to ensure the signal is properly relaying the signal back to the storage device.

The installation will need to include wiring, networking, aiming, and configuration of all cameras as well as all other devices or equipment required for the system to include display monitor(s), switches, wiring, and NVR and/or server for data storage.

4. Proposal Format Guidelines

Interested entities are to provide the Braxton County Technology Director with a thorough proposal using the following guidelines:

- Proposal should be typed and be limited to no more than 12 pages using 12-point font size, including transmittal letter and resumes of key people in the work to be completed, include a table of contents, tables, charts and graphic exhibits of the camera locations to be installed. Each proposal will adhere to the following order of content sections. Proposal should be straightforward, concise, and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the offer. Proposals which appear unrealistic in

terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following proposal section are to be included in the Proposer's response:

- **Vendor Application Form and Cover Letter**

Complete Appendix A. "Request for Proposal-Vendor Application Form" and attach this form to the cover letter. A cover letter, not to exceed one page in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid through the end of the 2017-2018 school year. Indicate the address and telephone number of the contractor's office, indicate the location nearest to Braxton County High School and the name of the project manager.

- **Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the work to be done, and the objectives to be accomplished. Refer to the Scope of the Work in this RFP.

- **Methodology**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of the Work of this RFP. The methodology section should include:

1. An implementation plan that describes in detail the methods, including controls by which your firm or entity manages projects of the type as sought by this RFP.
2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction.
3. Detailed project schedule, identify all task and deliverables to be performed, duration of each task, and overall time of completion including training and support for staff.
4. Detailed description of tasks you will require from the Braxton County IT department.
5. Proposers are encouraged to provide additional information or approaches that will maximize efficiency or cost savings for the district.

- **Staffing**

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual. Upon award of the contract, if the contractor intends to use different individuals their resumes and qualifications must be submitted to the district Technology Director.

- **Qualifications**

Information should include names of key staff members named on the project and their specific responsibilities with respect to this scope of work. Summary of your firm's or entities' demonstrated capacity, including length of time that your firm has provided the services being requested in this Request for Proposals.

For private Proposers, provide at least three written references that received similar services from your firm. The district Technology Director reserves the right to contact any of the organizations or individuals listed. The information should include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number and email address

Any Proposer which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work.

- **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements to allow the district reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer. Proposer must sign and submit the No Debt Affidavit included in this RFP.

- **Fee Proposal/Itemized Quote**

All Proposers are required to submit and fee proposal or an itemized quote with clear descriptions for each product to be submitted with their proposal. Pricing instructions should be clearly define to ensure fees proposed can be compared and evaluated. Proposals shall be valid through the end of the 2017-2018 school year.

- **Services and Support**

All proposers should clearly specify what types of training on the operation and utilization of the system will be provided. Support in terms of warranty of the

work (how long and often will follow-up work be provided if something goes work) and equipment should also be specified in the proposal.

○ **Disclosure**

Please disclose any and all past or current business and personal relationships with any current Braxton County Schools official or employee or any family member of a current official or employee of Braxton County Schools or Braxton County Board of Education.

○ **Checklist of Forms to Accompany Proposal**

As a convenience to Proposers, the following is a list of forms and section to be included in the proposal.

1. Cover Letter
2. Vendor Application Form
3. Consultant's Proposal (Methodology)
4. Staffing List and Assignments
5. Qualifications
6. Fees/Pricing Proposal
7. Services and Equipment Warranties
8. Letters of Recommendation from Private Vendor(s)
9. Project Schedule for Completion (must be completed by June 1, 2018)
10. Certificates of Insurance
11. Disclosure Statements

○ **Number of Proposals**

Submit five original copies plus one flash drive copy, the proposal should include sufficient details to allow thorough evaluation and comparative analysis of the proposal. In event that there is a conflict between the original version submitted and the written copies, the written copies shall control the evaluation of the proposal.

○ **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes marked and reserved no later than 4:00 pm on January 24, 2018 to the below address. Proposals will not be accepted after this deadline. Faxed or emailed proposals will not be accepted.

Braxton County Schools
Attention: Leatha Williams: Director of Technology, Assessment and
Food Service
98 Carter Braxton Drive
Sutton, WV 26601

○ **Inquiries**

Questions about this RFP must be directed in writing, via email to:

Leatha G. Williams
Director of Technology, Assessment and Food Service
at
lgwillia@k12.wv.us

AND

Lisa Brown
Executive Secretary of the Office of Technology, Assessment and Food Service
at
lsbrown@k12.wv.us

Questions not submitted in writing will **not** be addressed.

The county reserves the right to amend the proposal or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted on the Braxton County School Technology Department Website. Proposers should check this web page daily for new information. The county will post all written questions and responses by January 12, 2018.

5. Evaluation Criteria

The evaluation selection process will be conducted in accordance with WV State Policy 8200, the lowest responsible bidder will be determined based on evaluation of the qualitative factors in addition to price. With price equaling the largest portion of the evaluation criteria.

1. Qualifications of Entity and Key Personnel -----10 Points
Includes ability to provide the requested scope of services, the Proposer's financial capacity, and recent experience conducting work of a similar scope and complexity, and magnitude for other agencies of similar size, references
2. Participation in the Mandatory Walkthrough -----10 Points
3. Participation in the Mandatory Demonstration -----10 Points
4. Submission of all Documentation and complete Proposal -----20 points
5. Price Services and Support -----10 points
6. Price Proposal ----- 40 Points

6. Responsiveness Screening

Proposals will be first screened to ensure responsiveness to the RFP. Braxton County Schools may reject non-responsive proposals that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, Braxton County Schools reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

There will be a committee that will initially review and score all responsive written proposals based upon the evaluation criteria set forth above. The committee may also contact the Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process or the RFP will be awarded to the company with the highest evaluation score.

7. Protest

All protest will follow the guidelines of WV Policy 8200, which states:

Protest based on bid specification must be submitted no later than five (5) working days prior to the bid opening. Protest of the purchase order or contract award must be submitted no later than five (5) working days after the award. The vendor is responsible for knowing the bid opening and award dates.

All protest must be submitted in writing to Leatha G. Williams (purchasing director for this project). The protest must include name and address of the protestor, stated of the grounds of protest, supporting evidence or documentation, the resolution sought or relief sought. Failure to submit this information within timeframe shall be grounds to reject the protest by Braxton County Schools. All protest will be reviewed and a written response issues.

8. Invoicing and Payment

Payment for contract will not be render until the scope of work is completed and a walkthrough is completed and signed off on by the Director of Technology, Assessment and Food Service or assigned designee.

Braxton County Schools



Request for Proposal

Security Camera Installation

Braxton County High School Campus

Vendor Application Form

Type of Applicant: New Current Vendor

Legal Contractual Name of Corporation: _____

Contact Person for Agreement: _____

Corporation Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____ Phone: _____

Fax: _____

Contact Person for Proposals: _____

Title: _____ E-Mail Addresses: _____

Business Telephone: _____ Business Fax: _____

Is your business: (check only one)

Corporation Limited Liability Partnership Individual

Sole Proprietorship Partnership

Unincorporated Association

Names and Titles of Persons with Written Authorization to sign Contracts

| Names | Title | Phone |
|--------|-------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| Notes: | | |

Federal Tax Identification Number: _____

WV Business License Number: _____

Expiration Date: _____

Braxton County Business License Number: _____

Expiration Date: _____

**GENERAL TERMS & CONDITIONS (REQUEST FOR QUOTATION) RFQ AND
(REQUEST FOR PROPOSAL) RFP**

1. Awards will be made in the best interest of the LEA.
2. The LEA may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and Policy 8200.
4. All services performed or goods delivered under LEA Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted only upon written request at the time of bid in accordance with the *West Virginia Code* and LEA purchasing policy.
8. The LEA is exempt from Federal and State taxes and will not pay or reimburse such taxes.
9. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and Policy 8200 shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

Disclosure Certification of Non-Conflict of Interest

According to W. Va. Code §61-10-15, It shall be unlawful for any member of a county commission, overseer of the poor, district school officer, secretary of a board of education, supervisor or superintendent, principal or teacher of public schools, or any member of any other county or district board, or for any county or district office to be or become pecuniary interested, directly or indirectly, in the proceeds of any contract or service, or in furnishing any supplies in the contract for, or the awarding or letting of, which as such member, officer, secretary, supervisor, superintendent, principal, or teacher, he/she may have any voice, influence or control."

Please disclose any and all past or current business and personal relationships with any current Braxton County Schools official or employee or any family member of a current official or employee of Braxton County Schools or Braxton County Board of Education.

| Name | Title | Signature | Date |
|------|-------|-----------|------|
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Proposer's signature: _____ Date: _____

No Debt Affidavit

Instructions

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than five thousand dollars in the aggregate.

Definitions:

"Debt" means any assessment, penalty, fine, tax or other amount of money owed to the state because of a judgment, fine, permit violation, license assessment, penalty or other assessment presently due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions;

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor, so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

The prohibition does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the West Virginia Code, worker's compensation premium, permit fee or environmental fee or assessment, and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause (above) apply.

Vendor's Name: _____

Authorized Signature: _____

Date: _____

