

REQUEST FOR PROPOSAL (RFP)

Security Camera Services for Erlanger-Elsmere Ind. School District

Release Date: Dec. 10, 2021

**Mandatory Pre-Bid Meeting &
Walk-through: Dec. 17, 2021
10:30a.m.**

RFP Response Deadline: Jan. 6, 2022 12:00 p.m.

**Proposal Evaluation and Interviews of Selected Candidates (if necessary): TBD
Award Notification: Jan. 14, 2022**

Erlanger Elsmere
School District
500 Graves Ave
Erlanger, KY 41018

859-727-2009

NOTICE TO BIDDERS

Erlanger Elsmere School District hereby invites the submission of proposals for:

Security Camera Services

Mandatory Pre-Bid Meeting and Walkthrough: Dec. 17 @
10:30 a.m. Miles Elementary and then to Lindeman Elementary
 208 Sunset Avenue, 558 Erlanger Rd.
 Erlanger KY Erlanger, KY

Proposal Submission Instructions:

1. All proposals shall be sealed and marked "**SECURITY CAMERA SERVICES BID**" in the lower left corner on the front of the envelope.
2. Submit three (3) copies of the signed proposal addressed to:

Matt Engel
Assistant Superintendent

Proposals will be received until 12:00 **p.m.** on Jan. 6, 2022 in our offices at:

500 Graves Avenue
Erlanger KY 41018

Erlanger Elsmere School District reserves the right to waive irregularities and accept or reject any or all proposals or any part of any proposal.

Dated: Dec. 1, 2021

Lisa Goetz
Finance Director

PROJECT DESCRIPTION

Erlanger-Elsmere Independent School District (EES) is seeking proposals for Security Camera services including installation and maintenance of cameras located at Miles and Lindeman Elementary Schools. Proposals will be judged based on price, a complete proposal, qualifications and references.

PROPOSAL REQUIREMENTS

Genetec Requirements:

Company must meet the following qualifications:

- Company must be unified Elite Partner with Genetec
- Company must be certified integrator with Genetec for at least 5 years.
- Minimum of 3 technicians in SC-OTC-001 and SC-STC-001 based out of local office
- Minimum of 1 technician certified in SC-ETC-001 based out of local office
- Local office no more than 30 miles from EES district

1. General

- a) Questions seeking clarification or technical information will be accepted in writing after the mandatory pre-bid meeting on Dec. 17, 2021 and should be submitted via e-mail to matt.engel@erlanger.kyschools.us by Dec. 23, 2021.
- b) Contractor's proposal shall clearly identify any deviations from the specifications listed in the RFP.
- c) Federal, state and local taxes are not applicable to Erlanger Elsmere School District and must be excluded from the bid cost.
- d) Contractor shall replace the existing cameras (internal/external) at both locations while also installing any new cameras (internal and external) as identified during the walk-throughs at each school. Existing and suggested camera locations will be identified on pre-planned maps of the schools. Addition of some cameras may require adjusting the field of vision of some existing cameras in order to maximize camera coverage. Contractor shall a) use existing Unshielded Twisted Pair (UTP) cable in each location OR b) use Shielded Twisted Pair (STP) cable in each location per camera specs., provide 10 feet of service loop at each camera location and 14 feet of service loop in the wiring closet. If new UTP cable is used, contractor can use existing modular Panduit Mini-Com® compatible patch panels and/or add an additional modular 48 port, 1U Panduit Mini-Com® compatible patch panel. If new STP cable is used, contractor may use a STP patch panel of their choice. The placement of any new equipment added to networking racks, as well as labeling standards and port locations, shall be determined by the Erlanger Elsmere Independent Schools Technology Department.
- e) Contractor will affix to each new and existing camera a large-print label (one able to be easily read by anyone standing beneath the camera) indicating the camera port's network closet (ex. "MDF" or "Trailer IDF") and port number (ex. F37, G12). Newly added biscuits or surface mount boxes above the ceiling should also be labeled with the same information.

- f) Contractor will provide “As Built” maps at the end of each project. The project will not be considered complete until the maps have been approved by the EES technology department.
- g) The bid submitted is to be on a cost per system installed for the work specified in this RFP. The contractor should also indicate on the bid form a cost per man-hour for additional work which may be required periodically. This additional work, classified as “extras” shall be on a time and materials basis with the contractor providing the cost information up front and in writing to Erlanger Elsmere School District. The contractor will not perform any work classified as “extra” unless authorized in writing to do so by Erlanger Elsmere School District.
- h) During the term of the agreement, and for a period of 12 months after the termination of all work performed by the contractor and its personnel, the contractor will, at all times, be subject to review and acceptance by Erlanger Elsmere School District who reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any. In this agreement, the contractor shall make available for the inspection, examination and audit by Erlanger Elsmere School District the records of all costs and disbursements.
- i) All invoices for installation and maintenance services are to be provided to Erlanger Elsmere School District by the fifth business day of each month for the previous month of service. Copies of the previous month’s time sheets and payroll records must be made available upon request.
- j) The contractor shall at all times exercise safety precautions for the benefit of all its employees, Erlanger Elsmere School District employees and students, tenants, guests, contractors and the general public.
- k) The contractor will report all defective or broken building equipment or fixtures, any unlocked doors, stains that are not removable, lost items found, or any other unusual events to Erlanger Elsmere School District on a daily basis.
- l) Contractor shall be responsible for careless workmanship. If a task is not performed so as to produce the specified standard result, it shall be re-done at the contractor’s expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular scheduled work.
- m) No work called for in this proposal is to be sub-contracted to another company, contractor or individual

2. Staffing

- a) The contractor shall provide qualified, competent and experienced employees who have passed a drug test and a police background check from the state of Kentucky (and the employee's home state, if different). The results of the background check and drug test shall be made available to Erlanger Elsmere School District upon request. Nationwide background checks may be required at the contractor's expense if requested by the Erlanger Elsmere School District.
- b) All supervisory and camera personnel are to be employees of the contractor but will be subject to the approval of Erlanger Elsmere School District. Erlanger Elsmere School District reserves the right to request a change in personnel if any member is not performing satisfactorily. Such requests shall be submitted in writing. The Erlanger Elsmere School District requires the contractor to provide a supervisor assigned to this project and made available to Erlanger Elsmere School District management upon request.
- c) Erlanger Elsmere Schools will not tolerate excessive employee turnover.
- d) The contractor shall notify Erlanger Elsmere School District immediately by phone (with a written follow-up notice) when an employee assigned to the district has been terminated.
- e) **APPEARANCE & CONDUCT:** Employees must project a professional image in both their work habits and personal hygiene and grooming. Employees are required to wear their designated uniform with their identification badge visible at all times while on district property.
- f) **WORK PERIOD:** needs preapproval and notification
- g) **SECURITY:** Employees and their personal items (i.e. purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving a district building.
- h) **EQUIPMENT AND PERSONAL PROPERTY:** Use of district property and equipment (phones, computers, copy machines, etc.) by employees is prohibited except in the case where required for telephone time tracking systems.
- i) **SMOKING:** Erlanger Elsmere School District is a smoke-free campus. Smoking is not permitted on district property at any time.
- j) **KEYS:** All keys will be issued to the camera crew must be returned
- k) **DISTRICT PROPERTY:** Employees are not allowed to remove any items from the buildings. This includes food, trashed items, etc.
- o) **THEFT:** An employee suspected of theft may be subjected to an interview with the district's human resource officer in the presence of contractor management. Any employee caught stealing will be prosecuted to the full extent of the law.

3. Contractor Qualifications

Company must meet the following qualifications:

- Company must be unified Elite Partner with Genetec
- Company must be certified integrator with Genetec for at least 5 years.
- Minimum of 3 technicians in SC-OTC-001 and SC-STC-001 based out of local office
- Minimum of 1 technician certified in SC-ETC-001 based out of local office
- Local office no more than 30 miles from EES district

4. Terms and Conditions

a) **Term** – The initial term of the Agreement shall be one year, commencing on July 1, 2022 and may be renewed for three 1-year consecutive terms upon agreement between Erlanger Elsmere School District and the contractor.

b) **Termination** – The Agreement may be terminated by either party only as follows:

- i. Effective upon thirty days advance written notice to the other party stating that such other party is in breach of any provisions of the Agreement, provided such breach (if able to be cured) is not cured within fifteen days after the notice is received;
- ii. Effective upon sixty days advance written notice to the other party given with or without reason; provided such notice is given after the initial Term;
- iii. By mutual written agreement of both parties.

c) **Insurance/Bonding/Licenses/Permits** - Contractor shall carry and maintain such liability insurance as will protect contractor and Erlanger Elsmere School District (specifically named as additional insured including completed operations) from claims under any workers' compensation acts and from any other damages from personal injury, including death, which may be sustained by contractor's workers, subcontractors, or any of their servants, agents or employees and the general public. Contractor shall furnish a certificate included with this proposal acceptable to Erlanger Elsmere School District that contractor has in effect the following minimum level of insurance:

- i. Workers' Compensation Insurance;
- ii. Comprehensive General Liability Insurance with limits of \$1,000,000 each occurrence and \$1,000,000 aggregate for bodily injury, personal injury and property damage combined;
- iii. Automobile liability insurance with limits of \$1,000,000 personal injury and property damage combined;
- iv. Commercial Umbrella Liability Insurance with limits of \$1,000,000 each occurrence and \$1,000,000 aggregate;
- v. All employees will be bonded in an amount not less than \$100,000 per occurrence, per employee;

- vi. Contractors shall furnish Erlanger Elsmere School District with proof that his insurer acknowledges and provides coverage for the contractual liability assumed by the contractor in this contract. A Certificate of Insurance meeting or exceeding these specified limits shall be included with your proposal;
 - vii. The contractor shall comply with all applicable laws, regulations and ordinances in its business conducted at Erlanger Elsmere School District and shall provide the district with copies of any and all permits and licenses required.
 - Viii Erlanger Elsmere School District shall be given thirty days notice of any material change or cancellation of/to insurance.
- d) **OSHA** - The contractor agrees that all work and materials hereunder shall be used and performed in compliance with the requirements of the Occupational Safety and Health Act of 1970 (OSHA), as amended, and related federal state and local requirements, that the contractor is fully responsible for the safety and health of all persons engaged in said work, and acknowledges that, with the respect to such persons, Erlanger Elsmere School District shall not be construed as, or be held liable for, any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow Erlanger Elsmere School District to terminate the agreement immediately without notice.
- e) **Advertising** – The contractor is specifically denied the right of using, in any form or medium, the name of Erlanger Elsmere School District, or any specific school or department therein, for public advertising unless express written permission is granted by the district.

5. Locations to be Serviced

Buildings

Miles Elementary
Lindeman Elementary

Bid Form

Company Name

Company Contact

Company Address

BID:

Authorized Signature

Date
