Video Management System Upgrade
Request for Proposal (RFP)

Muskegon Heights Public School Academy System (MHPSAS)

Relevant Dates

Release of Bid Document
December 1st, 2017

Intent to Bid Form Due
December 8th, 2017 3:00pm

Bid Due Date and Public Opening
December 21st, 2018 3:00pm
MAISD ESC North
630 Harvey Street
Muskegon, MI 49442

Bid Award
January 22nd, 2018

Installation Schedule
Work shall be scheduled in conjunction with District officials. Anticipated schedule of work is February, 2018 – May, 2018.

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SECTION 1.0 - General Bid Specifications

To facilitate the evaluation and comparison of bids, we require that all prospective vendors/contractors (vendors) prepare their bids to conform to the guidelines set forth in the following paragraphs.

BID SUBMISSION
All bids must be submitted as defined by MHPSAS. Vendors must return their bids in a sealed envelope. Submission of a bid is a conclusive presumption that the vendor is familiar with the RFP and Specifications and that the vendor understands and agrees to abide by each and all of the stipulations and requirements contained herein. Vendor must return bid intact. **DO NOT DETACH ANY PAPERS OR PAGES FROM THE BID**. Each bid should be prepared simply and economically, providing a straightforward concise description of the vendor's approach and ability to meet MHPSAS needs, as stated in this RFP.

BID FORMAT
To facilitate the comparison of vendor bids, it is ***required*** that each bid be organized into the following sections:

1. Company background and local branch organization support.
2. Detailed description of equipment, components and Bill of Materials.
3. Responses to all requirements as specified in this RFP.
4. Specific statements concerning those areas where the bid differs from the specifications should be presented.
5. Completed forms from the APPENDIX section of this RFP.
6. A minimum of five customer references and contacts, schools if possible.
7. Anticipated vendor contact and detailed schedule for installation of equipment.
8. Additional information may be provided at the vendor’s discretion.

BIDS
An authorized officer and/or employee of the company appearing on the RFP must sign the bid. The signature represents binding commitment upon the company to provide such goods and/or services offered to MHPSAS should it be determined the finalist vendor.

BID PREPARATION COSTS
The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this RFP, including reasonable product demonstrations.

BID MODIFICATIONS
Clarifications, modifications, or amendments may be made to the RFP at the discretion of MHPSAS. Should any such changes be made, all recipients of the RFP shall receive copies of the text of such changes. Bidders should submit bids that meet the bid specifications. Bids that do not meet specifications must be marked "Alternate" and the deviations from the specifications noted for the bid to receive consideration. Alternate bids will receive greater consideration when included with a bid that meets specifications.

STANDARD FORMS AND CONTRACTS
Any forms and contracts the vendor proposes to include as part of any agreement resulting from this bid between the vendor and MHPSAS ***must*** be submitted as part of the bid. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected by the

District. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements.

RECEIPT OF BIDS
It is the vendor's responsibility to insure that bids are received by MHPSAS prior to the date and time specified in the opening page of this RFP. This responsibility rests entirely with the vendor, notwithstanding delays resulting from postal handling or for any other reasons. Bids shall be accepted at any time during the normal course of business only, said hours being 7:30 a.m. to 4:30 p.m. Eastern Standard Time, Mondays through Fridays, up until the scheduled bid due date and time. **Late bids will not be accepted.**

AWARD
MHPSASS is under no obligation to accept the lowest bid, however, any bid that is accepted must be considered the lowest responsible bid as required by law. The "Lowest Responsible Bid" is determined by due diligence with consideration to the following:

1. Level of responsibility of vendor.
2. Ability of vendor to perform efficiently and effectively.
3. Performance and scalability of bid solution.
4. Annual and long term maintenance costs of bid solution.
5. Terms (including cost) that is most beneficial to MHPSASS.

MHPSAS reserves the right to award by item, group of items, or total bid. MHPSAS further reserves the right to reject any or all bids, or to accept any bid in part or reject it in part and to waive any minor informality or irregularity in bids received if it is determined that the best interest of MHPSAS will be served by doing so. MHPSAS shall not be obligated to award a contract solely on the basis of any response made to this Request for Bid, nor does MHPSAS intend to, nor will it be obligated to pay for the information solicited or obtained. MHPSAS retains the right to qualify or disqualify bidders on the basis of available information pertaining to their service and/or the suitability of the goods or services bid. No bid shall be accepted from or contracted to any person who is in arrears to MHPSASS upon debt through contract, or who is the defaulter of security or otherwise upon an obligation to MHPSASS or who shall in other respects be disqualified. The vendor to whom the award is made will be notified at the earliest possible date. **All prices proposed by the vendor must be firm for a minimum of 120 days from the due date of the bid, unless specified otherwise in the Bid Specifications Section of the Bid.**

QUALIFICATION
The selected vendor shall have a proven track record of performing work of a similar nature to the project described herein and have successfully completed projects of the type described here-in. The vendor shall submit the names of previous customers as references and include the name of the entity, contact person, telephone number, and a brief project description.

RIGHT TO REQUEST ADDITIONAL INFORMATION
MHPSASS reserves the right to request any additional information that might be deemed necessary after receiving vendors' bids.

INSURANCE
The finalist vendor, at its expense, must maintain during the term of this and any subsequent Contract the following insurance policies with MHPSAS named as the additional insured:

1. Professional Liability Insurance with minimum limits of $1 million dollars per occurrence and $1 million dollars aggregate.
2. Workers' compensation insurance that meets Michigan statutory requirements.

3. Comprehensive General Liability Insurance with minimum limits of bodily injury of $500,000 each person and $1 million dollars aggregate and with minimum limits for property damage of $500,000 each occurrence and $1 million dollars aggregate.
4. Comprehensive Automobile Liability (including hired and non-owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of $500,000 each person and $1 million dollars each accident and with minimum limits for property damage of $500,000 each accident.
5. Professional errors and omissions coverage with minimum limits of liability of $1,000,000.00.

If, during the term of any subsequent contract, changed conditions or other pertinent factors, should in the reasonable judgment of MHPSAS, render inadequate the insurance limits, the finalist vendor will furnish on demand such additional coverage as may reasonably be required and available under the circumstances. The insurance must be effected under valid and enforceable policies, issued by recognized, responsible Michigan insurers whom are well rated by national rating organizations. Insurance policies must name the finalist vendor as the insured, along with MHPSASS as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the vendor to MHPSASS. The vendor must submit certificates evidencing that the insurance to MHPSASS at the time the vendor executes the contract, and at least 15 days prior to the expiration dates of expiring policies. In addition to the above, the vendor shall to the fullest extent permitted by law defend, pay in behalf of, indemnify and hold harmless MHPSASS, its elected and appointed officials and employees against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from MHPSASS by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

WORK REQUIREMENTS

The vendor assumes full responsibility to carefully examine the work requirements before submitting a bid. All bids shall take into consideration all such conditions as may affect the work under this contract. The vendor shall verify all conditions, locations, etc., in order to achieve full understanding of the scope, nature, and character of the work. The submission of a bid automatically implies that the vendor is thoroughly familiar with the work to be performed and MHPSAS requirements and expectations.

WORKMANSHIP

All work and services provided under this agreement by the vendor shall conform to standard, state-of-art practices for this class and type of work. All services shall be performed in the best and most workmanlike manner by personnel skilled in their respective trades. The standards of the work required in all phases of this engagement shall be of such grade as will bring results of "First class" only. Once the project installation begins by execution of a purchase document all work by the vendor shall be completed in the most expedient manner possible.

SERVICE & WARRANTY INFORMATION

The vendor shall **fully** describe the terms of the warranty, for both parts and labor, to begin upon the product acceptance, including the following:

1. Customer Service Support
2. Warranty Period Maintenance
3. Extended Warranty
4. License Fees, if any

Information relating to parts availability and service facilities will receive consideration.

SPECIFIC WARRANTY
The warranty period shall start with the installation date, but not later than 60 days from receipt of equipment, or if the installation date cannot be established, with the date of shipment.

EQUIPMENT CONDITIONS
All equipment shall be new and free from corrosion, scratches, or other such defects that affect the functionality or present any other than new appearance.

EQUIPMENT DESIGN
All equipment shall be of current manufacture and design and shall reflect the latest advances in the state of the art to insure against early obsolescence. All equipment shall meet latest OSHA and MI-OSHA standards.

EQUIPMENT STANDARD &/OR EQUIVALENT
Where one certain kind, type, or brand of a manufacturer of equipment or materials is referenced; it is done to indicate the type of equipment desired and to establish the minimum acceptable standard of quality, performance, design, and efficiency. This shall not be construed to mean that the certain type or brand indicated is the only one acceptable.

DOCUMENTATION
The vendor shall, throughout the completion of the project, provide to the District a file storage system that shall include all necessary equipment (electronic documents, file drawers, folders, dividers, etc.), all as-built drawings, owners manuals of all equipment installed, warranty and maintenance information and other information the Contractor and District deem necessary.

Each Contractor shall be responsible for providing thorough, timely documentation on all hardware and software. The documentation shall include but not limited to:

- Equipment description, Equipment make and Model number
- Software release
- Date installed
- Manufacturer's warranty
- Maintenance contract terms
- Verification of maintenance contract engagement
- Telephone numbers for service and support throughout length of maintenance contract
- Photocopy of original invoice from manufacturer or distribution source listing make and model of equipment and warranty start date

SHIPPING OF EQUIPMENT
All shipping and insurance costs to and from the site shall be included in the Vendor’s bid. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The district shall make no payments to any firm concerning the shipment, installation and delivery of equipment which is not a part of this Agreement and for which exact payments are not described. Vendor shall be responsible for all arrangements for the shipment of equipment to MHPSAS and movement of the equipment from insured protective storage areas to the prepared site.

TRAVEL EXPENSES
The bid shall include anticipated travel time and expenses incurred by the vendor during the project.

SUBCONTRACTORS

Vendors may use subcontractors in connection with the work performed under this Agreement. When using subcontractors the Vendor must obtain written prior approval from the District for activities or duties to take place at the District site. In using subcontractors, the Vendor agrees to be the single point of contact and responsible for all their acts and omissions to the same extent as if the subcontractors were employees of the Vendor.

FEDERAL OR STATE SALES, EXCISE, OR USE TAXES
Every bid shall separately state and set forth therein the amount of any and all Federal or State sales, excise or use taxes included in bid prices. If any such taxes are included in prices bid, MHPSAS reserves the right in making an award to deduct any amount thereof for the payment of which MHPSAS will execute appropriate tax exemption certificates justifying any such tax deductions from bid prices. As a governmental entity, MHPSASS is exempt from taxes of all kinds.

CONTRACT DISPUTES
Any dispute arising out of the contract documents or their interpretation will be litigating only within the courts of the State of Michigan.

MHPSAS REPRESENTATIVES
The vendor shall allow during the term of this contract, and while work is in progress, MHPSAS representative(s) to view, inspect, or otherwise observe the work in progress.

PRIME VENDOR RESPONSIBILITIES
The selected vendor will be required to assume full responsibility for all services offered in their bid. Further MHPSAS requires that a vendor contact be assigned by the selected vendor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.

NON-COLLUSION
The bidder and the undersigned certifies that this bid has not been made or prepared in collusion or cooperation with any other bidder, or representative thereof, and the prices, terms, or conditions of the bid have not been communicated by or on behalf of the bidder to any other bidder or potential bidder and will not be so communicated to any other bidder or potential bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Also, it will be subject to the provisions of the USC Section 1001, relating to the making of false statements.

NON-DISCRIMINATION CLAUSE
In the performance of any contract or purchase order resulting here from, the vendor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions for privileges of employment, or any matter directly or indirectly related to employment, because of his race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, or handicap. The vendor **further** agrees that every subcontract entered into for the performance of any contract or purchase order resulting herefrom will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Act No. 453 of the Public Acts of the State of Michigan of 1976, as amended, and any breach thereof may be regarded as a material breach of the contract or purchase order.

INDEMNIFICATION

The vendor shall indemnify, save harmless and defend MHPSAS, and each member thereof individual, as their interest may appear, for and from all claims, demands, payments, actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said contractor, his agents, servants, or subcontractors in the performance of this work.

CANCELLATION OF CONTRACT

Cancellation of the contract by MHPSAS may be for (a) default of the contractor, or (b) lack of further need for the service or commodity. Default is defined as the failure of the contractor to fulfill the obligations of the bid, contract, or purchase order. In case of default by the contractor, MHPSAS may immediately cancel the contract or purchase order by providing the contractor with a written notice of such cancellation and beginning the procurement of the articles or services from other sources, and hold the contractor responsible for any excess costs occasioned thereby. In the event MHPSAS no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, MHPSAS may cancel the contract or purchase order, without further liability to MHPSASS, by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

FREEDOM OF INFORMATION ACT

Information submitted in vendor bids becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's bid, which is company confidential, must be clearly identified in the bid itself.

ADVERTISEMENT

The laws of the State of Michigan, MHPSAS purchasing policies and the legal advertisement for contractors and purchases, are made a part of any agreement entered into the in the same respect as if specifically set forth in that agreement.

COST QUOTATION

MHPSAS requires that bids include firm pricing for training, maintenance/licensing agreements, implementation/installation services, and modifications required to satisfy the RFP. Financing alternatives available from the vendor may be presented. All vendor bids are required to be offered for a term not less than 120 calendar days in duration unless specified otherwise in the Bid Specifications Section of the Bid.

TERMS

No prepayment of any kind will be made prior to shipment. The terms of this contract shall commence upon execution of a purchase order or contract by the authorized parties.

BID FORMS

The APPENDIX section contains various forms that should be prepared and submitted along with the bids. The intent of providing such forms is to ensure comparability between bids.

WORK SITES

Muskegon Heights Academy (MHA)
2441 Sanford Street
Muskegon Heights, MI 49444

Edgewood Elementary Academy (Edgewood)
3028 Howden Street
Muskegon Heights, MI 49444

Dr. Martin Luther King Academy (MLK)
55 E. Sherman Blvd.
Muskegon Heights, MI 49444

SECTION 2.0 - Instructions to Vendors

Responses to this Request for Proposal (RFP) must comply with the instructions that follow. Failure to do so may disqualify a bid response. **TWO COMPLETE COPIES OF PROPOSALS** should be returned to the following address:

Muskegon Heights Public School Academy System
Technology Services – MHPSAS VMSU RFP
Attn: Myles Sylva
MAISD ESC North
630 Harvey Street
Muskegon, Michigan 49442

All copies of completed proposals are due at the above address no later than **December 21st, 2017 - 3:00pm**. Late proposals will not be considered. Facsimile replies will not be considered. It is the responsibility of the Bidder to confirm that the bid was received on time. Proposals are considered firm for **120 days.** Vendors shall respond to all sections and subsections of the RFP.

Questions and Request for Clarification:

- Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be submitted via e-mail to Mr. Myles Sylva at msylva@muskegonisd.org or 231-767-7294 All bids and inquiries will be acknowledged within a timely manner.
- To schedule an onsite survey, please contact Mr. Keith Jelinek at kjelinek@muskegonisd.org or 231-767-7237.
- Direct contact with district or school personnel regarding this RFP is prohibited.

Key Decision Criteria

- **Pricing offered**
- **Overall solution and value the vendor provides to the District**
- **Vendor's strength and services**
- **Vendor's ability to fully satisfy each term and condition of the RFP**
- **Performance and scalability of proposed system**
- **Financial stability of company**
- **Maintenance and support program provided**
- **Vendors experience and reputation in educational environments**
- **Customer references**

Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support. Vendors should include any and all documentation to support the above points for evaluation in selecting a vendor. Any other factors arising in the evaluation process not stated above may be used in determining which proposal will be accepted. MHPSASS reserves the right to solicit additional information from the vendors to determine which vendor best meets the needs of MHPSAS. Additional information may include (but is not limited to) past performance records, list of available personnel, and any other pertinent information. Proposals and price quotations may be subject to public review after issuance of a final purchase order by the MHPSAS. Vendors responding to this proposal are cautioned to not include any proprietary information as part of their proposal unless such proprietary information is

clearly and carefully identified by page number in your bid response. Exclusion of entire bid document as proprietary material is expressly prohibited. **Vendors must include a detailed itemized bill of materials with itemized pricing for products and their respective configuration enhancements/options. Failure to provide this can result in disqualification of the bid.**

SECTION 3.0 – Video Management System Upgrade Requirements

Background:

- The district intends to upgrade or replace its current video management system (VMS) used for security purposes.
- The district intends to replace the aging fleet of analog DVR's with a server based approach for the recording and retrieval of video integrated with the proposed VMS..
- The district wishes to utilize its existing installed analog cameras with the proposed VMS.
- The district may consider upgrading some analog cameras with digital cameras. In addition, the proposed VMS solution should provide the district a migration path for adding digital cameras for future growth.

Existing Network Infrastructure:

All buildings within MHPSAS are connected via private fiber back to the District's head-end which is located within the Dr. Martin Luther King Academy MDF. The private fiber provides 10GB of throughput between building MDF back to the District's head-end.

Existing Video Management System

The current video management system consists of multiple manufacturers.

- MHA utilizes XTS IP cameras with PSS DVR's
- MLK and Edgewood have analog cameras with I3 DVR's

	MHA	MLK	Edgewood	Totals
Video Surveillance Cameras	86 - IP Based	10 - Analog	10 - Analog	***45***
Video Surveillance DVR's	2	2	1	***5***

Current Issues:

- The current analog DVR's in use are no longer supported and have reached end of life.
- The district would like the ability to convert existing DVR's to a centrally located server(s) based approach for live and recorded video.
- The district would like the ability to add digital cameras for future growth and may consider converting existing analog cameras to digital.
- The administrators would like to access the VMS using mobile phones, iPad/Android tablets, and Google chromebooks. The current system is currently only accessible via a MS Windows based desktop.
- The current system is only accessible from within the district's network. The administrators would like to access the system off campus utilizing mobile applications.

Video Management System (VMS) Requirements:

- Acceptable VMS Manufacturers
    - **Avigilon VMS Software**
- The VMS shall be a fully distributed solution, designed for a multi-site deployment with multiple server installations requiring 24/7 video surveillance with support for devices from different vendors.
- Multiple VMS servers shall be able to simultaneously provide live and/or recorded view to one or more client workstations.
- The VMS shall offer centralized management of all devices, servers and users, and offer a rule-based system driven by schedules and events.

- The VMS software shall have a client/server-based architecture that can be configured as a standalone VMS system with the client software running on the server hardware and/or the client running on any wireless or network-connected TCP/IP workstation.
- The VMS server(s) should be rack mounted and optimized for video (alternates such as NVR units may be considered). Server(s) should be configured for 30 days of storage utilizing 8FPS. Provide estimated server storage requirements for this.
- The district would like to consider using existing district owned HP server(s) for the proposed VMS solution. Provide pricing for manufacturers servers and district owned.
- The awarded vendor shall meet with MHPSAS staff prior to installation to discuss all aspects of the VMS and its storage component(s) (including recording, storage, archiving, retention, etc.)
- The VMS system should allow an authorized user to access the system through a web client interface. The web client interface shall allow authorized users to view live video, view recorded video, and control pan-tilt zoom (PTZ) cameras.
- The web client interface shall allow connections to multiple VMS servers simultaneously.
- The web client interface shall operate without requiring installation of any software.
- The web client interface shall support the following browsers:
    - Internet Explorer 6 and later
    - Firefox 2 and later
    - Opera 9 and later
    - Safari and later
    - Chrome
- The awarded vendor shall configure and setup a mobile application environment capable of viewing multiple simultaneous live video streams and playing a recorded video stream from within and outside the district network. Application shall be provided for both iOS and Android operating systems.
- The awarded vendor will work in conjunction with MHPSAS staff in setting up any firewall rules to accommodate the inbound and outbound network traffic.
- All permission levels, as directed by MHPSAS staff, shall be configured by the awarded vendor. In addition, the awarded vendor shall be required to link the owner provided Microsoft® Active Directory user groups within the VMS.
- Must provide the ability to integrate/convert existing analog cameras to the proposed VMS solution. All existing analog camera cabling in buildings connect to existing DVR's in each buildings single MDF location. The only exception is the high school which has two MDF locations.
- The VMS system shall be configured to provide future expansion that will allow each building the ability to add digital cameras. Provide 25% of existing building cameras for future camera growth in that building. *i.e., If the building currently has 16 cameras. Provide future expansion for 4 digital cameras.*
- Provide on-site training for district staff (up to 12 hours) as well as an additional ½ day of training within 6 months of system implementation.

(Optional) Digital Camera Requirements:

- Provide optional costs for the installation and purchase of indoor and outdoor digital cameras. Include cabling costs and any VMS licensing costs. MHPSAS will provide PoE network connections. Based on available funding the district may pursue replacing existing analog cameras especially existing PTZ cameras with fixed outdoor digital cameras.

SECTION 4.0 - Implementation and Project Management

- **Project Plan -** Bidders are required to supply a complete description of the key activities and time-lines required for the installation of the proposed solution.
- **Project Organization Chart -** In the project plan, the bidder will include a project organization chart with the reporting relationships of project team members and other key personnel. An escalation matrix should also be included.
- **Responsibility Matrix and Project Schedule -** A master project schedule must be included, along with a work responsibility matrix, identifying the tasks the vendor will perform and the tasks MHPSAS is expected to perform to successfully implement the new system.

SECTION 5.0 - Service, Support and Warranty

- Provide 1st year support and service agreement for the VMS covering software updates, hardware failure coverage, direct manufacturer and reseller technical support.
- Provide 2nd & 3rd year support and service agreement for the VMS covering software updates, hardware failure coverage, direct manufacturer and reseller technical support.
- Vendor service personnel must be accessible during normal business hours.
- Vendor service personnel must be able to be on site within 4 hrs to assist in isolating major system software or hardware problems during installation and until final acceptance.
- Clarify when warranty period begins. (Installation, delivery, final acceptance)
- All software and hardware that may be required to correct system anomalies or functional problems within one year from the date of final acceptance must be provided at no cost.
- MHPSAS staff should be trained on the installed system(s).
- The Vendor shall also explain the manufacturer's parts replacement program.
- Telephone engineering support to assist the District with current and future configuration and design support.
- Provide spreadsheet with inventory data.

SECTION 6.0 - Installation, Test and Acceptance

- The equipment will be installed and tested in a professional manner by manufacturer trained and qualified personnel.
- The vendor will be responsible to provide all required installation material. In the case that the successful equipment vendor is different from the installation vendor.
- The successful equipment bidder shall deliver equipment to the MHPSAS on the due date specified in the Relevant Dates section of this RFP.
- The vendor shall be responsible to provide "as built" maps/documentation within three weeks from the project completion date. Show servers/camera locations at all (6) sites.
- The vendor shall be responsible to acquire all test equipment(s) and miscellaneous installation material to bring the System "in service".
- The vendor shall install and test all components in accordance with the manufacturer's written policy and guidelines.
- All cabling is to be labeled according to industry standards and conform to National Electric Code standards
- Provide labor and materials for any additional cabling that is required
- Network PoE switches to be provided by the Owner
- All system hardware and software features and configuration shall be tested in conjunction with MHPSAS technical team.

- VMS hardware and software must be configured by authorized integrators/technicians with at least 5 years' experience in Video Surveillance systems. Installer or project supervisor must be Bicsi Certified. The Installer is responsible to follow industry standards of good practice for the listed items.
- The vendor shall keep the workplace clean and tidy. All disposable material, debris, etc shall be disposed, in accordance with manufacturer's, school and state guidelines.
- All system hardware and software features and configuration shall be tested in conjunction with MHPSAS technical team.
- MHPSAS shall provide 19" rack space in designated data closets for VMS server hardware and components. Contractor is responsible for installing and mounting all proposed equipment and any patch cables. Any additional rack shelving needed is the responsibility of the awarded vendor.
- Provide contact information of Installer's project manager and coordinate progress meetings on a regular basis with Owner or Owner's representative.
- Final acceptance of the system shall be in writing by MHPSAS Project Manager after 30 days of error free operation. Error free implies no outstanding issues, or downtime and full contract functionality.

APPENDIX A - Intent to Bid Form

Please submit the following form if you intend to bid. Forms must be received on or before **December 22nd, 2017 3:00 pm**. Only bidders which have returned the "Intent to Bid Form" will be notified of any addendum to this RFP.

Company Name: _____

Vendor System Proposed: _____

Address: _____

_____

_____

Contact Name: _____

Phone No.: _____

Fax. No.: _____

E-Mail Address: _____

Please submit form to:

Muskegon Heights Public School Academy System
Technology Services – MHPSAS VMSU RFP
Attn: Myles Sylva
MAISD ESC North
630 Harvey Street
Muskegon, Michigan 49442

APPENDIX B - Bid Signature Form

The undersigned declares that he/she has carefully examined all the items of the Request for Proposal (RFP) and that he/she fully understands the requirements of the same. Bids shall include installation as specified, and the successful bidder shall obtain all required permits.

Bids to include any shipping charges F.O.B. Muskegon Heights, Michigan.

Firm Name: _____

Date: _____

Address: _____

Telephone: _____

Signature: _____

(Person executing bid and official capacity)

APPENDIX C – Cost Analysis

Vendor may use a different format but costs must be detailed and calculated by building showing quantity and unit costs for each item. Grand total of costs for the district should be provided.

Building: MHA	Qty	Unit Cost	Total Cost
Video Management System Software		$	$
Manufacturers Server(s)/NVR(s)		$	$
Camera licenses		$	$
Analog camera to digital conversion		$	$
Support coverage (Show year 1 and subsequent years)		$	$
Installation & Labor		$	$
Sub Total		$	$
VMS expansion. Digital camera growth		$	$
Grand Total		$	$

Building: MLK	Qty	Unit Cost	Total Cost
Video Management System Software		$	$
Manufacturers Server(s)/NVR(s)		$	$
Camera licenses		$	$
Analog camera to digital conversion		$	$
Support coverage (Show year 1 and subsequent years)		$	$
Installation & Labor		$	$
Sub Total		$	$
VMS expansion. Digital camera growth		$	$
Grand Total		$	$

Building: Edgewood	Qty	Unit Cost	Total Cost
Video Management System Software		$	$
Manufacturers Server(s)/NVR(s)		$	$
Camera licenses		$	$
Analog camera to digital conversion		$	$
Support coverage (Show year 1 and subsequent years)		$	$
Installation & Labor		$	$
Sub Total		$	$
VMS expansion. Digital camera growth		$	$
Grand Total		$	$

District (Summary)	
Grand Total for District VMS Solution:	$

(Optional) Adding digital cameras	
Indoor camera - Include cabling costs and licensing	$
Outdoor camera - Include cabling costs and licensing	$

APPENDIX D - Vendor Background Questionnaire

Please state the date your company started in business. _____

Will your company agree to provide a 60 day time period from the date the equipment is installed to allow a trial period to ensure that the equipment is operational and compatible, before payment is rendered?

Yes: _____ No: _____

Where is your closest support facility/sales office? _____

Where is your headquarters office? _____

Is your company an equal opportunity employer?

Yes: _____ No: _____

How many total employees does your company have? _____

How many support staff available over the phone to troubleshoot problems? _____

How many field technicians available? _____

How many customers does your company currently service? _____

How many of these customers did your company install? _____

Please list your company's approximate annual sales for:

2016 $_____

2015 $_____

2014 $_____

Are all items quoted F.O.B. delivered Muskegon Heights, Michigan, freight prepaid and allowed?

Yes: _____ No: _____

Do you have a toll free support line?

Yes: _____ No: _____

Do you maintain a 24 X 7 call in center for problems?

Yes: _____ No: _____

What is your average response time (hours) for a telephone response to an initial service call?
_____

What is your guaranteed maximum response time (hours)? _____

Do you plan to install the system(s) or use business partners?

Yes: _____ No: _____

If yes, who are the business partners: _____

Please list any special skills or qualifications that you would like considered in evaluating your company.

_____
_____
_____
_____

APPENDIX E - Vendor References

All bidders must provide 5 project references of similar scope and size ***preferably public school installations***:

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of service: _____
_____
_____
Date of installation: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of service: _____
_____
_____
Date of installation: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of service: _____
_____
_____
Date of installation: _____
Customer name: _____
Address: _____

City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of service: _____
_____
_____

Date of installation: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of service: _____
_____
_____

Date of installation: _____

APPENDIX F - Affidavit of Bidder - Familial Statement Disclosure

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the MHPSAS (the "Owner") request for proposal, hereby represent and warrant, except as provided below, that no familial relationship exist between the Bidder or any employee of the Bidder, and any member of the MHPSAS Board of Education and/or the Superintendent of the School's District.

□ The following are the Bidder's familial relationship(s) with MHPSAS as noted above:

Bidder/Employee	Name Related To	Relationship

□ There is NO familial relationship that exists between the Bidder and/or any employee of the Bidder and any member of the MHPSAS Board of Education and/or the Superintendent.

Bidder: _____
(Company Name)

By: _____
(Authorized Signature)

_____
(Print Name)

_____
(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____, County of _____ on this _____ day of _____, 2014.

_____ SS: _____
(Notary Public Signature)

My Commission Expires: _____

Acting in the County of: _____

APPENDIX G - Statement of Origin and Trade Sanctions

All Bidders must complete and include this page with their proposal.

Per the "Iran Economic Sanctions Act" (P.A. 517 of 2012), I certify that
_____ □ IS or □ IS NOT an Iran-linked business.

The Bidding Company is located at _____

in _____, _____ _____.
(City) (State) (Zip)

_____ _____
(Authorized Signature) (Date)

_____
(Printed Name)

_____
(Title)