



KODIAK ISLAND BOROUGH SCHOOL DISTRICT

722 Mill Bay Road, Kodiak, AK 99615
Phone: 907-486-7592 - Fax: 907-481-6108
E-mail: purchasing@kibsd.org

**Request for Proposal (RFP)
FY20-12 KIBSD RECORDING SERVERS AND CAMERAS RFP
JANUARY 24, 2020**

The Kodiak Island Borough School District is soliciting proposals from interested professional organizations to address recording needs with existing and additional security cameras throughout the school district.

This Request for Proposal (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

All proposals must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, **by 12:00 PM on February 19, 2020** to be considered. Proposals will be opened at 1:00 PM on February 19, 2020 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFP, all vendors who intend to submit a response to this RFP should complete Attachment # 2 (Acknowledgement of RFP and Intent to respond) and return to purchasing@kibsd.org.

If you have any questions regarding this RFP please contact Ferlene Fuentes at (907) 486-7592 or Sandy Daws at (907) 486-7557.

Please mark your proposal envelope, fax or electronic proposal as follows:

**FY20-12 KIBSD RECORDING SERVERS AND CAMERAS RFP
Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
Attention: Purchasing Department**

This is not an order.

Ferlene Fuentes
Sincerely,
Ferlene Fuentes
Purchasing Supervisor



A. PROPOSALS

1. **Proposals must be received by 12:00 PM on February 19, 2020** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on February 19, 2020 at 1:00 PM in the KIBSD Finance Department RM F145.
2. Proposals, if mailed, faxed, or sent electronically must be clearly marked as follows:

**FY20-12 KIBSD RECORDING SERVERS AND CAMERAS RFP
Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
Attention: Purchasing Department**

3. Vendors must submit proposals on the enclosed attachments.
4. Proposals should include a requested timeline in regards to a site visit if necessary.
5. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the proposal document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the proposal document even when timely delivery of the proposal fails through no fault of the vendor. **Late proposals will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail proposals at least five (5) working days prior to the opening.

B. RECEIPT AND OPENING OF PROPOSALS

1. Proposals received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of proposals. All faxed or electronic proposals will be placed in a sealed envelope until the opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a proposal not properly addressed and identified in accordance with the instructions contained herein.



3. On the date and at the time and place fixed for the opening of proposals, the District's representative will open and record all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.

C. PRICES/DELIVERY

1. All proposals must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.
2. All proposals must be firm for eighty (90) days after the proposal opening date.

D. REQUIRED INFORMATION

Proposals must include:

- 1.) Company Profile
- 2.) Experience
- 3.) Credentials
- 4.) Proposed Rates
- 5.) References
- 6.) Warranty

E. MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS

Proposals may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Proposals may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of proposal modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the proposal not in compliance with these provisions may be construed as a lack of "Good faith" may be cause for rejection of the proposal.

F. EVALUATION CRITERIA

Proposals will be evaluated on many criteria deemed to be in KIBSD's best interests, including, but not limited to the following:



1. Price
2. Quality
3. Proposed Completion Date
4. Past Performance of Vendor
5. Available Funding
6. Warranty

A Local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the proposal items. If prices are based on total quantity only, please indicate.

G. CONTRACT DOCUMENTS

The final contract shall include:

1. This RFP, including attachments # 1 and #2.

Attachment # 1 Request for Proposal signed by both parties
Attachment # 2 Acknowledgement of RFP and Intent to Respond

2. Any purchase order in support of projects/equipment will be sent to the successful vendor.

H. AWARD OF CONTRACT (Purchase Order)

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive proposal as determined by the evaluation factors and complying with the requirements of this solicitation, provided the proposal is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the proposal, reject any and all proposals, consider alternates, and waive any informality or irregularity in proposals received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved.



I. COMPLIANCE WITH LAWS

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

J. CONFLICTING TERMS

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

K. PAYMENT

Payment of invoices will be made within thirty to forty-five (30 to 45) days after completion and inspection of work.

L. TERMINATION FOR CAUSE

If the vendor refuses or fails to deliver specified services the School District may, by written notice to the vendor, terminate the contract and award to the next lowest responsive vendor. If the vendor fails to comply with the insurance requirements the District may terminate the contract on ten (10) days written notice.

M. GENERAL INFORMATION & SPECIFICATION

KIBSD currently has an Ocularis 5.8 Enterprise Video Management System with a recording server with 36 TB of storage and two (2) 1 GbE network interfaces. It currently has 121 cameras configured to a single recording server. KIBSD is seeking Network Video Recorders (NVR) to accommodate the current and additional cameras. KIBSD is open to the possibility of changing Video Management Systems with a preference toward on-premise installations compatible with Axis and ACTII cameras.

Option A:

- Kodiak High School - 64 TB NVR with 10GbE network interface (Ocularis 5.8 or approved equal.)
- Kodiak Middle School – 24 TB NVR with at least 1GbE network interface (Ocularis 5.8 or approved equal.)

If proposal has an approved equal, price must include all software licenses for cameras (121 cameras) and training.



Elementary Schools

Option B: 64 TB NVR with at least 10GbE network interface (Ocularis 5.8 or approved equal.)

or

Option C: Quantity of 4 24 TB NVR with at least 1GbE network interface (Ocularis 5.8 or approved equal.)

Licensing for the additional cameras to the video management system if required.

Option B or C must include configuration of new cameras to local NVR.

Additional Cameras:

Option D:

30 or more exterior multisensor cameras for external use.

10 or more interior multisensor cameras for internal use.

Specifications:

- Multisensor cameras must have a minimum of 9 Megapixel resolution and provide either 180 or 360 degree views based on the installation location. All cameras must be ONVIF compliant.
- Price cameras by the each and indicate any price break by quantity.

N. INSTALLATION

Option E: Mounting of cameras priced in Option D. Price per unit.

Option F: Migration of 121 existing cameras to new NVR video management system if one is part of the proposal.

Provided by KIBSD:

- Switches/Ports/Rack/Cabling for Network Video Recorders
- Switches/Ports/Communication Pathways for cameras
- IP addresses for all devices



FY20-12 KIBSD RECORDING SERVERS AND CAMERAS RFP Attachment #1

Business Name/AK Business License: _____

Contact Name: _____

Contact Phone Number: _____

Contact FAX Number: _____

Mailing Address: _____

Location (Street address): _____

E-mail address: _____

Refer to Section M General Information & Specification:

Option A: _____ Option B: _____

Option C: _____ Option D: _____

Option E: _____ Option F: _____

Option G: _____

Proposed Completion Date: _____

Vendor Signature

KIBSD Signature

Title

Title

Date

Date



FY20-12 KIBSD RECORDING SERVERS AND CAMERAS RFP Attachment #2

Acknowledgement of RFP and Intent to Respond

All vendors who intend to submit a response to this RFP must complete this form and fax/email it to:

Ferlene Fuentes, Purchasing Supervisor
Kodiak Island Borough School District
purchasing@kibsd.org
(907)486-7592 phone
(907)481-6108 fax

Any vendor, who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name/AK Business License: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email address: _____

Mailing Address: _____

- I have reviewed the requirements of this RFP and intend to respond.
- I have reviewed the requirements of this RFP and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFP and do not intend to respond, please remove my company's name from your vendor list.

Signature/Title/Date