

**Charlotte County Public Schools
Safety & Security Equipment 2018-19
Request for Proposal
Door Access and IP Video Equipment**

Charlotte County Public Schools is requesting proposals from qualified, professional technology vendors for safety and security equipment. The ideal vendor will provide technical support, assistance, hardware and software troubleshooting, system maintenance and staff training.

Bid packages are due by January 25, 2019, at 5:00 p.m. at 250 LeGrande Avenue, Suite E, Charlotte Court House, Virginia 23923. Three (3) sealed copies of the proposal must be received by Charlotte County Public Schools prior to 5:00 p.m. on Friday, January 25, 2019. One copy should be submitted as a loosely-bound, reproducible version. All copies of the proposal must be under sealed cover (envelope or box) and plainly marked as "Safety & Security Equipment Proposal".

Proposals shall be mailed to:

Charlotte County Public Schools
Safety & Security Proposal
C/O Dr. Shep Critzer
P. O. Box 790
Charlotte C.H., VA 23923

Proposals shall be hand delivered to:

Charlotte County Public Schools
250 LeGrande Avenue, Suite E
Charlotte C.H., VA 23923

Any questions regarding this proposal are to be submitted to:

Charlotte County Public Schools
P. O. Box 790
Charlotte C.H., VA 23923

Charlotte County Public Schools will adhere to Charlotte County procurement policies and procedures throughout the bid process and awarding of the contract.

Services Required:

The vendor will install new, modern and appropriate safety and security equipment at Bacon Elementary School, Eureka Elementary School, and Phenix Elementary School as outlined below.

Bacon Elementary School

- 1) Door Entry System—Installation of one Airphone video door access system on the exterior entrance to the gymnasium area. All equipment and hardware must integrate with the existing IP Video System.
- 2) Access Control System—Installation of an RS2 electronic access control system on four (4) exterior doors to the gymnasium area. This access control system must integrate with the existing system, provide remote lockdown and scheduling capabilities.
- 3) IP Video System--Upgrade existing IP security video system with the addition of two (2) interior cameras in the following area: gymnasium. All equipment and hardware must integrate with the existing IP Video System.

Eureka Elementary School

- 1) IP Video System—Upgrade existing IP security video system with the addition of one (1) interior and one (1) exterior camera in the following areas: interior—computer lab, exterior--playground. All equipment and hardware must integrate with the existing IP Video System.

Phenix Elementary School

- 1) Door Entry System—Installation of two Airphone video door access systems on the exterior entrance to the annex wing of the building and to the gymnasium. All equipment and hardware must integrate with the existing IP Video System.
- 2) Access Control System—Installation of an RS2 electronic access control system on five (5) exterior doors. These doors will include the building annex and the gymnasium. This access control system must integrate with the existing system, provide remote lockdown and scheduling capabilities.
- 3) IP Video System—Upgrade existing IP security video system with the addition of thirteen (13) interior cameras and five (5) exterior cameras in the following areas: main hallway, gymnasium, breezeway, and building annex. All equipment and hardware must integrate with the existing IP Video System.

Proposal and Project Guidelines:

Proposals should be itemized by school with the following headings: Bacon Elementary Door Entry System, Bacon Elementary Access Control System, Bacon Elementary IP Video System, Eureka Elementary IP Video System, Phenix Elementary Door Entry System, Phenix Elementary Access Control System, Phenix Elementary IP Video System

All new equipment must be compatible and integrate with existing systems where applicable.

Vendors will have access to the 3 school buildings to determine volume and scope of equipment needed upon request. Appointments shall be made with Dr. Shep Critzer, at 434-547-7722 (cell phone) or 434-542-4111 (school phone).

Quotes must indicate equipment costs separately from installation/labor costs. Any building permits required must be procured by the vendor.

The vendor must ensure all employees who will be working at either of the two school sites will be bonded and have passed a criminal background check. In addition, the employees must have appropriate certifications and licenses to install electronic equipment.

Installation of the equipment cannot occur during the school day, Monday-Friday 8:00 a.m. – 3:00 p.m. when students are in the building and all work must be completed by May 10, 2019.

Payments to vendor will be provided in 3 installments, with one third payment rendered after one third of the project is completed, and another one third payment rendered after two thirds of the project is completed. The final payment, also totaling one third of the project, will be rendered when the work is completed and signed off on by school division personnel. Requests for payments must be received by the Charlotte County Public Schools' Finance Director by the last working day of the month so payment can be approved at the following school board meeting, scheduled on the second Tuesday of each month.

Charlotte County Public Schools requires information be provided that includes:

- a. Vendor name, address, telephone number(s), and website.
- b. Name, title, e-mail address, and telephone number of the person(s) to contact and who are authorized to represent the company and to whom correspondence should be directed.
- c. A statement must be signed by an authorized company personnel that binds the vendor to the proposal and cost schedule.
- d. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with Charlotte County Public Schools.

Charlotte County Public Schools reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, Charlotte County Public School's sole judgment, best meets the requirements of the program.

The RFP creates no obligation on the part of Charlotte County Public Schools to award a contract or to compensate the Bidder for any costs incurred during proposal presentation,

response, submission, presentation, or oral interviews. Charlotte County Public Schools reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

Charlotte County Public Schools further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as Charlotte County Public Schools may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why Charlotte County Public Schools should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes e-mail), and this information provided will be made available to all vendors at the discretion of Charlotte County Public Schools.

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