



TRINITY BASIN PREPARATORY

**Request For Proposals (RFP)
Competitive Bidding Method
For Security Camera Installation Services
RFP #SY22 – 1 Security Cameras**

General

1. Trinity Basin Preparatory, Inc. (“TBP” or “Owner”) is soliciting request for proposals for security camera installation services at three locations.
2. It is the intention of TBP to award the contract to bidder that provides the best value for TBP. TBP reserves the right to award multiple vendors if it determines that it is in its best interest.
3. **Proposals must be received NO LATER THAN 12:00 p.m. on Tuesday, November 2nd, 2021 in the administrative office of TBP, 2730 N Hwy 360, Grand Prairie, Texas 75050. If sent by mail or courier, please mark your proposal “RFP #SY22 – 1 Security Cameras” attention Brian Francis.**
4. For administrative questions regarding this RFP, please contact Chaz Munoz, Director of School Operations, at 214-946-9100 ext. 1060 or cmunoz1@trinitybasin.net.
5. **Proposals may be modified or withdrawn prior to the opening of the proposals.**
6. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

REQUEST FOR PROPOSALS

The purpose of this Request for Proposal (RFP) is to solicit proposals to obtain a turn-key, comprehensive physical security surveillance equipment and installation services to include the following: a) IP based video cameras and related installation services, b) Network cabling and related services to support camera installations, and c) On premise server-based Video Management and Storage systems with installation and configuration. The District intends to replace the current security camera system at 3 locations.

Proposals shall include the information requested in the sequence and format prescribed. In addition to the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed Proposals (three copies) are to be submitted to Trinity Basin Preparatory, Inc., 2730 N Hwy 360, Grand Prairie, Texas 75050 to the attention of Brian Francis, no later than **12:00 p.m. local time, November 2nd, 2021**. If proposals are sent by U. S. mail or courier, please mark it “RFP #SY22 – 1 Security Cameras.”

No proposal that is received by TBP after the due date and time will be considered for award. Any late proposals will be returned unopened to the vendor upon request only.

Within 14 days after the date of opening the proposals, TBP will evaluate and rank each proposal submitted in relation to the criteria set forth in the RFP.

If a bidder is selected, TBP will document the basis of its selection and make the evaluations public not later than the seventh day after the date the contract is awarded.

Questions about the project and the RFP should be addressed to:

Chaz Munoz, Director of School Operations
2730 N Hwy 360, Grand Prairie, Texas 75050
Phone: 214-946-9100 x1060
Email: cmunoz1@trinitybasin.net

PROJECT DESCRIPTION

The intent of this RFP is for TBP to obtain a turn-key, comprehensive physical security surveillance equipment and installation services to include the following: a) IP based video cameras and related installation services, b) Network cabling and related services to support camera installations, and c) On premise server-based Video Management and Storage systems with installation and configuration.

Potential bidders must contact Chaz Munoz by email at cmunoz1@trinitybasin.net before preparing a proposal. Questions regarding the RFP should be submitted to Chaz Munoz via email at cmunoz1@trinitybasin.net and responses will be sent to all potential bidders.

Trinity Basin Preparatory Locations:

- 1) Jefferson campus
855 E. 8th Street
Dallas, Tx 75203

**Needs: New Cameras, New Wiring, New Server*

- 2) 10th Street campus
831 W 10th Street
Dallas, TX 75208

**Needs: New Cameras, New Wiring*

- 3) Central Office
2730 N. State Hwy. 360
Grand Prairie, Tx 75050

**Needs: New Cameras, New Wiring, New Server*

Contract Form and Scope of Services

The following are the general conditions for the work to be performed.

Any work necessary to be performed after regular working hours shall be performed without additional expense to Owner.

All product and materials must meet any applicable health and safety codes, rules or guidelines.

Vendor Requirements

Vendor shall be available for an oral presentation. Presentations will be scheduled, if deemed necessary, by the TBP Coordinator after proposals are received. Vendors shall not rely on the possibility of such a request and shall submit a complete and comprehensive bid to this solicitation.

Vendor must contact Chaz Munoz to set up a walkthrough of the facilities before October 29th, 2021. No walkthroughs will be conducted after that date.

Vendors may partner with other provider(s) to supply a complete and turnkey solution. If your Response to the RFP contains proposed services or devices from multiple providers, all responding parties must be clearly identified and a synopsis of the partner relationship as well as the party that will serve as the prime Vendor/contact for the District must be detailed.

Timeline

Replacement, installation and invoicing of the new system must be completed prior to January 5th, 2022. The project must be done in such a way as to minimize the disruption of the education process of students and staff.

Project Outline Objectives

TBP is seeking to upgrade the security cameras on its locations with a single unified and scalable IP security camera system. System pricing should include everything necessary for the system to function properly upon project completion including all equipment, hardware (and servers), software, licensing, cabling, etc., as well as configuration and installation of all equipment and software (District to provide switches through District fiber lines). Pricing shall also include the removal and recycling/disposal of all existing cameras and associated cabling from the buildings. The project shall be bid for each building individually as well as a whole project so that the district can determine the number of buildings to move forward with based on cost. It is the responsibility of the vendor to clearly identify all costs associated with the proposal as well as any additional services or support included.

Installation and Configuration

TBP is looking for a “turnkey” solution. The vendor will be responsible for providing all camera hardware, servers, and necessary cable runs, as well as installation, mounting (where needed), and configuration of equipment and installation and configuration of software.

- A. All cable proposals must be a complete project proposal **per site**
- B. All cabling proposals must represent a manufacturer certified end-to-end solution; All cabling responses must include manufacturer and part number for all components
- C. All cabling must be installed to all relevant and applicable industry standards and best practices and must meet all local, state, and government regulatory code
- D. All cabling must be installed to the locations as provided within the RFP unless otherwise stated or approved.
- E. All CAT6a cable must be YELLOW
- F. All CAT6 general data cable must be BLUE

- G. All CAT6 intercom cable must be GREEN
- H. All CAT6 security camera cable must be WHITE
- I. All CAT6a cable must be tested and certified to 10 Gbps; all CAT6 cable must be tested and certified to at least 1 Gbps
- J. All fiber cable must be tested and certified to 10 Gbps
- K. All fiber shelves must be 1RU, modular enclosures (equivalent to Leviton 5R1UL-F03)
- L. All fiber panels must support MMF 12-strand OM3/OM4 (equivalent to Leviton 5R1UL-F03)
- M. All fiber terminations must be LC
- N. TBP Technology Department must be provided a printed and/or electronic copy of cable test certifications.
- O. TBP Technology Department must be provided an as-built building print at project completion detailing individual drop labels, rooms, and type of drop.
- P. All CAT6a (wireless access point), or any other ethernet drops above the drop ceiling, must be terminated in a modular jack ("biscuit") above the drop ceiling.
- Q. All data drops which cannot be run within a plenum, drop ceiling, or raised floor pathway, must be managed within existing or vendor provided conduit/surface mount pathway from the MDF/IDF to the end location.
- R. Vendors may propose new cable pathway solutions to provide a single solution for existing and new cable.
- S. All data drops must be provided a 10' patch cable for the station end to connect from the modular jack to the end point (wireless access point or terminal device)
- T. All patch cables must be the same category specification and color as the corresponding drop
- U. All cable as well as passive termination points must be labeled with securely affixed, clearly marked labels at each termination point (patch panel, keystone jack, face plate, etc)
- V. All station locations (CAT6 drops) must terminate in a BLUE modular keystone jack insert set in a WHITE single/double gang faceplate with label windows (equivalent to Leviton 42081-2WS)
- W. All faceplate labels must utilize the provided label windows
- X. All cable must be installed within the designed structured cable pathways as presented in the proposal unless prior written approval is provided
- Y. All structured cable pathways are the responsibility of the cable vendor. Cable pathways must be designed to provide support for all cable such that no cable sag occurs, no cable plant is adjacent to light ballast or other electromagnetic components, and no cable plant lies directly on any ductwork or other non-cable plant components; no cable plant is to be placed otherwise unsupported within red-iron construction.
- Z. All MDF and IDF patch cables will be 8", flex-booted cables of the same category specification as the drops
- AA. All cable must be installed in the wiring facilities (MDF/IDFs) in a combed, dressed manner utilizing cable ladder paths in the wiring facility to the racks in such a manner as to support the full weight of the cable plant
- BB. No cabling is to be installed anywhere throughout the cable pathway in such a manner as the cable is either not supported by the structured cable support system or such that any service coil or cable is not completely dressed and managed
- CC. *Trinity Basin desires to leverage this project to develop/begin developing cable pathways for future use. As such, any conduit or cable pathways proposed must be adequate for future growth of cable plant.
- DD. All cabling and work must be installed to all relevant and applicable industry standards and best practices and must meet all local, state, and government regulatory code.

- Vendor will be responsible for coordinating with the TBP's Network Administrator in configuring the equipment to work with the District's existing network.
- Cameras will use DHCP for addressing.
- Vendor shall supply camera specifications including the following: manufacturer, model, description, any special maintenance requirements, and warranty.
- Vendor shall provide, install, and configure VMS software (to tie into the district's preferred VMS software) - The District requires at least a 14-day retention policy for surveillance. The Vendor will provide the servers and storage for these needs. District would like one server location on each site for cameras.
- Vendor shall test the VMS with each camera to verify proper operation and compatibility.
- Vendor shall configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor shall configure the motion detection sensitivity (where appropriate)
- Vendor shall configure each camera's identification and description (using a naming scheme that incorporates building and location, scheme to be approved by District staff before setup begins).
- Vendor shall be an authorized seller or partner of their proposed solution.
- All penetrations and length and type of conduit on building exteriors will be District approved before being performed by vendor.
- Any visible surface-mounted interior conduit installed below the suspended ceiling will be painted to match. Any conduit in open ceilings such as gyms will be painted to match unless otherwise approved by the District.
- The field of view on all cameras is to be coordinated and confirmed with District staff.
- All exterior cameras will be provided with appropriate wall-mounted gooseneck and weather-proof mountings.
- Vendor will provide system check, test, and start-up of the new systems.
- Vendor will test each camera to verify proper operation and viewing angle
- Vendor will remove and recycle existing security camera equipment and associated cabling/wiring.
- Vendor will warranty all labor and equipment for a period of no less than 3 years (5 years preferred)

Cameras and Coverage Areas

The District desires:

Coverage of our campus interiors and exterior areas, including parking lots.

- Map with locations of cameras will be given for reference
- Complete coverage of each building's main entrances and front office areas.
- Each of these locations will include parking lot monitoring as well. Some locations have a front and rear and/or side parking lots.
- Vendors will be given building exterior and interior maps upon request.
- Existing IP cameras will be configured into campus VMS.
- All outdoor camera enclosures should be vandal-proof, anti-tampering, and anti-vibration compliant.
- All indoor and outdoor cameras should have the following specifications at a minimum:
 - PoE powered
 - Full High Definition (1080p) resolution strongly preferred
 - IP66 rating to protect against dust and environmental elements
 - IK10 rating for vandal resistant housing

- Infrared illumination for night visibility
- Capability to produce video at 30 FPS or more
- Image stabilizing to reduce blurring
- Day and Night viewing and recording capability
- Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power. Some cameras may be required to use PoE injectors.
- Motion detection either as a camera option or an option on the management interface

Warranty, Support, and Maintenance

- Vendor shall provide a written manufacturer warranty agreeing to replace any portion of the project that fails due to defect in materials or workmanship. Labor for repairs shall be covered by the manufacturer for a specified period. Warranty for all installations for this project must be a minimum of three (3) years, 5 years preferred.
- TBP requires an initial minimum of one-year licensing and support with onsite support, with the option to continue annual support after the three-year period has ended.
- The vendor should provide a detailed description of support offered, and the average response time for a support request.
- The vendor should provide firmware upgrades to camera hardware during the period of operation.

New Materials

- All equipment quoted by vendor shall be new. Solutions using equipment that has either reached or an announcement has been made for End-of-Life, End-of-Support, or End-of-Sales will not be entertained.
- Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor’s current product lifecycle?
- The latest released system software version must be installed at the time of delivery. In the event a new software version is released after a portion of the system has been installed, but before the entire system is deployed, the vendor shall upgrade the software at all other previously installed locations to the latest version. In short, at the time of final contract acceptance and final contract payment, all system components installed will have the latest release level of software.
- All products proposed in the response must be “customer shipping or production” status at the time of the bid response. The Vendor may not bid products based on future releases of hardware and/or software. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the District, at no additional charge to the District, including services required to implement the solution.

PROPOSAL RESPONSE GUIDELINES

A. Bidder’s response to this Request for Proposal shall include fully completed:

1. **Questionnaire** (enclosed)
2. **Certificate and Notification** (enclosed)
3. **Proposal for total cost of the project, as described herein.**

B. DISQUALIFICATION OF PROPOSALS

The Owner reserves the right to disqualify any proposal and bid without cause. By submission of a proposal, proposers waive any rights to make claim against the Owner, his employee, agents and consultants related in any way to the submission of the proposal or the Owner's disqualification of any proposal submitted.

C. MODIFICATIONS

No modification to this RFP or the resulting proposals will be considered bona fide unless in writing. Any oral modification must be followed in writing.

D. LIFE OF PROPOSAL

No proposals may be withdrawn for a period of sixty (60) calendar days after the submission date unless there is a material mistake. A bid that has been opened may not be changed to correct an error in the bid price, but a bidder may withdraw a bid due to a material mistake.

REQUEST FOR PROPOSALS-QUESTIONNAIRE

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm information

Name of firm:

Address of principal office:

Phone and Fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other):

Year founded:

Name and contact info for primary contact:

2. Organization

2.1 How many years has your organization been in business?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice President's name(s), Secretary's name, Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), and names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Personnel: For each provider, list:

3.1 Name and type of provider.

3.2 Years of experience.

3.3 Licenses.

3.4 Availability by day of the week and total hours.

3.5 Service fee.

4. Experience

- 4.1 List the categories of work that your organization normally performs with its own forces.
- 4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
- 4.3 Work over last five years:
List major projects (particularly projects of similar scope and size) handled by your organization over the last five (5) years. For each project, provide the name, nature of the project, size, location, cost, and owner.

5. Claims and Suits (If the answer to any of the questions below is yes, please attach details.)

- 5.1 Has your organization ever failed to complete any work awarded to it? If so, explain.
- 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
- 5.3 List any legal action or suits your organization has been involved in during the past five (5) years.

6. Insurance Information: Below are listed the insurance coverages which must be procured by the vendor at its expense. Once selected, proof of such insurance must be presented to Owner.

- 6.1 Workers' Compensation Insurance.
- 6.2 Liability Insurance.
- 6.3 Property Insurance.

Vendor MUST provide evidence of liability and workers compensation insurance with this proposal.

7. References

For three (3) of the projects listed above, identify a representative of the owner (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for projects of comparable scope.

8. All attachments (Exhibits 1–5) to this proposal must be included in order for the proposal to be considered.

EVALUATION CRITERIA

In determining the offeror that provides the best value, the following are key issues in the Owner's selection decision, in the specific weighting:

Max. Points:

- 50 Price.
- 15 Experience and reputation of the company.
- 10 Quality of materials and services.
- 10 Bidder's support/service
- 10 Bidder's warranty/maintenance
- 5 Prior experience with the company.
- 100 Total Maximum points**

INTERVIEWS

Proposals will be taken and reviewed immediately upon receipt. A short list of not more than three (3) contractors may be interviewed, but the Owner reserves the right to not conduct any interviews and to base the selection strictly on the proposals submitted.

Following an evaluation of the best offers, TBP will select the offer that provides the best value to TBP, considering price or cost and the evaluation factors in the RFP, and will attempt to negotiate a contract with the selected offeror. The selected offeror will be required to complete a Child Support Statement form, pursuant to Section 231.006 of the Texas Family Code.

TERMS OF PROPOSAL

CONFIDENTIAL INFORMATION

Vendors to the RFP are advised that material contained in their proposals is subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

TBP reserves the right to conduct clarifications to resolve minor issues.

TBP accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. TBP reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of TBP's official files. Retention of these proposals does not obligate TBP to any action. TBP reserves the right to reject any and all proposals received.

TAXES

TBP is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the company as a result of the contract resulting from this RFP.

EQUAL OPPORTUNITY

It is the public policy of TBP, at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. The term "minority business enterprise" means a business at least 51 percent of which is owned, controlled and managed by minority group members. TBP, therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy.

The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. District reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received