



# **Canton Public Schools**

## **RFP**

### **Request for Proposal (RFP)**

### **Video Surveillance and Security**

RFP Posted: 12/12/2022	
Deadline Date	Requirement
12/16/2022	Confirm attendance for site visit
12/19/2022	Site visit
1/30/2023 1:45 PM	Sealed proposals due

Inquiries, requests, and submission regarding this RFP should be directed to:

Jon Bishop  
Assistant Superintendent  
Canton Public Schools  
[jbishop@cantonschools.org](mailto:jbishop@cantonschools.org)

Canton Public Schools  
4 Market Street, Suite 100  
Collinsville, CT 06019

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP. Not all proposal information is considered public, and only the final contract and costs of award will be available to the public. No proposal information will be shared until after the award.

THE CANTON PUBLIC SCHOOLS RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.

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## SECTION 1: GENERAL INFORMATION

### Background

The Canton Public Schools is seeking to upgrade its current video surveillance system, analogue/IP video surveillance system to a Cloud Based video surveillance system which may include existing camera hardware and infrastructure. The cameras are to be installed in each of the four district school buildings.

Canton Public Schools is located in the town of Canton in Hartford County. The District services only the town of Canton. The District has an elementary school, Cherry Brook Primary School, an intermediate school, Canton Intermediate School and a middle/high school, Canton Middle/High School. Canton's central office is located in the town offices off campus from the three school buildings. The FY 2022-23 enrollment is approximately 1500 with approximately 330 professional employees.

### District Objectives:

Complete the replacement of all Canton Public Schools cameras by **April 14, 2023**.

Complete coverage of interior common areas with additional coverage as necessary in high-volume areas. The included locations will include parking lot monitoring as well.

Vendors will be given building maps at a **site visit on December 19 beginning at 76 Simonds Avenue, at 3:00 pm.**

### Locations

- |                               |  |
|-------------------------------|--|
| ● Cherry Brook Primary School | 4 Barbourtown Road, Canton               |
| ● Canton Intermediate School  | 39 Dyer Avenue, Collinsville             |
| ● Canton Middle High School   | 76 Simonds Avenue, Collinsville          |
| ● Canton Board of Education   | 4 Market Street, Suite 100, Collinsville |

## Current State

Canton High School/Canton Middle School Cameras:

NVR1-5 IP Exterior Cameras, 30 IP Interior Cameras, and 10 Analog Cameras  
NVR2-3 IP Exterior Cameras, 8 IP Interior Cameras to include 1 at Central Office

Canton Intermediate School Cameras:

4 Exterior Cameras and 20 Interior Cameras, All IP Cameras

Cherry Brook Primary School Cameras:

9 Exterior Cameras and 17 Interior Cameras, All IP Cameras

CURRENTLY RUNNING S2 Security Software

Any solutions must be able to integrate with current card readers and access control systems

## Intent of the RFP

It is the intent of this Request for Proposal (RFP) to provide proposers with sufficient information to prepare a proposal for a comprehensive cloud-based video surveillance system per the specifications of this document, including all labor, materials, equipment, disposal of equipment, training and service level agreement (SLA).

Any suggested options or alternatives that the District should consider for a surveillance system must be included in the proposal bid. The bid can also include any alternate technologies which may benefit the district.

## Contract Negotiation

The District reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

## Contract Award Process

The laws of the State of Connecticut shall prevail concerning all legal issues pertaining to this contract.

The District reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. There will be no best and final offer procedure.

The District reserves the right, at its sole discretion, to negotiate with the apparent best evaluated proposer.

Contract award shall be subject to the contract approval of all appropriate Board officials in accordance with applicable laws, policies and regulations.

## SECTION 2: TECHNICAL REQUIREMENTS

### System Requirements

#### *Capacity and Scalability*

- The Security solution should be able to integrate with the other cameras on site. The solutions' interoperability must be clearly stated.
- The solution should have the capability to add additional cameras on demand as deemed necessary by the District in the future.
- All outdoor camera enclosures should be vandal-proof, anti-tampering, and antivibration compliant.
- All indoor and outdoor cameras should have the following specifications at a minimum:
  - 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
  - Motion detection either as a camera option or an option on the management interface
  - Capability to record audio if desired by the district

#### *Administration and Management*

- Preference will be given to "cloud-based" camera systems that do not require the presence or management of any on-site hardware (other than cameras), the installation and maintenance of on-site software and/or proprietary software to manage cameras, or the configurations of firewall exceptions to allow off-site access.
- Provide multiple levels of system administration to accommodate different staff who will have varying roles viewing or managing cameras.
- Capability to audit account usage.
- Provide a system of "tagging" cameras in multiple categories. For instance, cameras may be tagged by the Canton Public Schools that can be assigned to different camera operators. Some examples of how these tags would be employed:
  - Authorized school personnel may view any camera tagged for their school; certain custodians may view cameras at multiple schools;
  - Authorized law enforcement may view all cameras tagged "outdoor" at any time, no matter what site;
  - An "emergency" account, audited for usage, given to authorized law enforcement that can view all cameras;
  - Authorized district personnel may view any camera tagged for any site.
- Provide email and SMS notification of critical system events (camera failure, etc.).
- Have the capability and capacity to view live video as well as the capability to review at least 30 days of historical video (historical footage may be limited to motion events only).

- Ability to identify and search “hot spots” in a camera’s field of view for motion.
- Have the ability to export industry-standard video formats of selected video footage that can be viewed on standard platforms without a proprietary viewer.
- System to have mobile client or mobile device accessibility to securely access and view footage both on and off site at any time.
- Strong preference will be given to RFPs that use a browser-based client that can be accessed across multiple platforms (to include HTML5) without using proprietary plug-ins.

#### *Support and Maintenance*

- The vendor should provide a detailed description in the form of a service level agreement which includes support offered, pricing, and the average response time for a support request.
- Please provide a technical roadmap for the proposed solutions.
- How does the proposed solution fit into the vendor’s current product lifecycle?
- The vendor should provide firmware upgrades to camera hardware during the period of operation.

#### *Installation and Configuration*

- The Canton Public Schools are looking for a “turnkey” solution.
- The vendor will be responsible for all camera hardware and necessary additional cable runs, as well as installation, mounting, and configuration of equipment.
- All wiring is to be Cat6 or better quality.
- All wiring is to be punched down and terminated following standard industry practices.
- Each site has wiring racks to be used for termination of needed cabling.
- The vendor will be responsible for coordinating with the Canton Public Schools Technology Director in configuring the networking equipment to work with the District’s existing networks. Cameras will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- The vendor will be responsible for coordinating with the Superintendent of Buildings and Grounds regarding installation practices.
- The vendor will be responsible for disposal of removed equipment
- Vendor shall supply camera specifications, including:
  - manufacturer, model, description, any special maintenance requirements and warranty.
- Vendor to configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor to configure the motion detection sensitivity (where appropriate).
- Vendor to 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 provide a table or drawing including network wire/jack assignment and device location.
- Vendor shall be an authorized seller or partner of their proposed solution.

- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal.
- 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 approved by the District.
- Any work deemed unsuitable per contract standards as determined by the District shall be corrected within 24 hours. Any corrected work shall be at no additional cost to 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 mounting.
- It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed. All fees imposed by The Town & District, for permits issued by the Town of Canton will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

### **SECTION 3: PROPOSAL PROCESS**

#### **Site Visit**

A pre-bid Site visit prior to submitting a bid is ENCOURAGED. Please contact Donna Miscikoski, Business Manager, to confirm your availability to attend the December 19, 2022 site visits.

#### **Proposals and Bid Documents**

Proposals are to be:

- Submitted in a sealed opaque envelope with the bidder's name and address in the upper left-hand corner.
- Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.
- Received no later than the time and date specified will not be considered.

Additionally:

- Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.
- The Canton Public Schools may require further information and references on any individual or company placing a bid prior to the awarding of a bid.
- The Business Manager reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.
- The Business Manager reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Canton Public Schools.
- A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or

contract, or who is in default as surety or otherwise by any obligation to the Town.

- All bid prices shall be complete and include all necessary equipment and supervision.
- All bid prices shall be for on-site service. No travel time will be allowed.

#### **Important Process Dates**

RFP Posted: 12/9/2022	
Deadline Date	Requirement
12/16/2022	Confirm attendance for site visit
12/19/2022	Site visit
1/30/2023 1:45 PM	Sealed proposals due

#### **Company Experience, Contractor License Information and/or References:**

The district reserves the right to fully investigate the qualifications of any Proposer(s) based on references supplied and publicly available information.

Proposer(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing:

customer name, address, contact names, and telephone/fax numbers. The proposer(s) may also supply third party ratings to demonstrate their success in the marketplace.

The winning respondent must provide: State of Connecticut Contractor Verification form along with the listing of approved employees and/or contractors.

#### **Mandatory Requirements**

Mandatory requirements for the acceptance of your proposal.

- Contractor must be licensed to perform all elements of this contract in the State of Connecticut.
- Contractor must not currently be suspended or debarred from any governmental contract or have been so within the past five years.
- Contractor must agree to hold all pricing firm for each phase of the bid as specified in this document.
- Company personnel working on-site must be identifiable, and will perform all services as according to all applicable laws, ordinances, rules and regulations.
- Contractor must be the Single Point of Contact (SPOC) relative to all equipment, services and support outlined and implicit in each phase outlined in this RFP. If Contractor utilizes equipment, services or support from another manufacturer or supplier, Contractor shall be responsible for managing all relations and communications with those manufacturers and suppliers. If Contractor utilizes equipment, services or support from another manufacturer or supplier, said utilization must be specifically noted in the RFP response. Contractor is

responsible for all required permits, permit fees, coordination of inspections, and certificates of occupancy/completion.

#### Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the District to the extent allowable.

#### Supplemental/Supporting Materials

Please include descriptive literature/brochures, if available, in the proposal. All user/owner, software installation instructions and/or technical reference manuals should be included with and submitted upon delivery of equipment.

### **SECTION 4: GENERAL TERMS AND CONDITIONS**

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

- Price: Bid prices will include delivery, F.O.B. destination, without extra compensation.
- Taxes: The Canton Public Schools Board of Education is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.
- Award: The Business Manager reserves the right to make an award which, in his/her judgment and recommendation from the department, following bid evaluations best meets the specifications and is deemed in the best interest of the District. The District reserves the right to increase or decrease all quantities indicated in this bid.
- The Business Manager further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in their judgment, the best interests of the Canton Public Schools School District will be so served.
- Demonstration may be required

#### Price Discrepancies:

- In the event there is a discrepancy between the unit price, extended price, written price and numeric price the lowest price will prevail in the interest of the District.
- Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

#### Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Canton Board of Education, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.



**AntiTrust Claim Assignment Clause:**

The contractor or subcontractor offers and agrees to assign to the Canton Public Schools, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the Canton Public Schools Board of Education awards or accepts such contract, without further acknowledgment by the parties.

**Non-Collusive Bid Statement**

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
- b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The bidder further certifies that this statement is executed for the purposes of inducing The Canton Public Schools Board of Education to consider the bid and make an award in accordance therewith.

**Non Discrimination Clause:**

The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a manner as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona-fide occupational qualification or need.

**Safety Standards:**

All contractors and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site. The Contractor and employees, agents and subcontractors found to be in noncompliance

may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The Town reserves the right to inspect the work site at any time for safety compliance. The Town may require the contractor as well as any agents and subcontractors to provide a copy of their OSHA 200 log for the three previous years for review.

#### Debarment:

The Purchasing office reviews any bid being considered to assure that neither the contractor nor any subcontractor being utilized is subject to state or federal debarment based on published debarment lists. Persons or firms currently debarred under the Federal Davis Bacon Act that are included on the State Debarment List pursuant to Connecticut General Statutes, Section 31-53a, as amended, shall not be awarded a contract. No contract shall be awarded to any firm, corporation, partnership or association in which such persons or firms have an interest until the expiration date listed has passed.

#### Toxic Substances:

In accordance with Section 31-40M of the General Statutes of Connecticut, any person who supplies any toxic substances as defined in 31-40J shall provide the following information:

- The genetic or basic chemical name of the toxic substance.
- The level at which exposure to the substance is determined to be hazardous.
- If known, the acute and chronic effects of exposure of hazardous levels.
- The symptoms of such effects.
- The appropriate emergency treatment.
- Proper conditions for safe use and exposure to such toxic substance.
- Procedures for cleanup of leaks and spills of such toxic substance.
- A label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information should be disclosed at the time of the bid opening and chemical data (M.S.D.S) sheets will also be required if the products meet the toxic substance criteria.

#### Payment Terms:

Payment terms will be considered in an award under the following conditions:

##### A) Preferred Payment Terms:

Full payment will be made when work is completed. The minimum payment time is 30 days from receipt of invoice.

#### Liability Insurance:

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured

the required insurance shall be filed with the Board of Education at the time of the execution of this contract. It is further required that the Canton Public Schools and any subcontractor be named as an additional insured. This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

#### Minimum Requirements for Certificate of Insurance

##### A. Commercial General Liability

- General Aggregate: \$ 2,000,000.00
- Product/Completed Operations Aggregate: \$ 1,000,000.00
- Occurrence Aggregate: \$ 1,000,000.00

##### B. Automobile Liability

- Liability Limit: \$ 1,000,000.00

##### C. Excess (Umbrella Liability) Liability

- The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

##### D. Worker's Compensation & Employers Liability

- Per Connecticut Statutes

#### Stipulations:

A contract issued as the result of a bid shall not be considered exclusive. The Board of Education reserves the right to contract with other vendors for similar services when deemed appropriate.

The Board of Education maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Board of Education may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice.

The Board of Education also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Board of Education reserves the right to cancel the contract at any time with no cost to the Board of Education. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Board of Education then the cancellation shall be upon thirty (30) days written notice.

The Board of Education reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.

#### [RESPONSES TO CLARIFYING QUESTIONS](#)

### **Proposal Requirements Form**

- Submit the proposal in a sealed opaque envelope with the bidder's name and address in the upper left-hand corner.
- Complete and submit the PURCHASE AND INSTALLATION OF CAMERAS AND VIDEO MONITORING SOFTWARE form
- Scheduled site visit by 12/19/2022
- Ensure submission by 1/30/2023 1:45 PM

## **PURCHASE AND INSTALLATION OF CAMERAS AND VIDEO MONITORING SOFTWARE**

The Canton Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education.

I have read and understand the bidding requirements and expected scope of work of this request for proposal, including:

- General Information section
- Technical Requirements section
- Proposal Process section
- General Terms and Conditions section

Signature of Authorized Representative: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Email Address: (Please print clearly or attach business card): \_\_\_\_\_

The undersigned, attesting to be a duly authorized representative of the Company, hereby proposes to furnish all services required to perform the scope of work in accordance with the project specifications of the RFP, for the price indicated herein.

Purchase and Installation of Cameras and Video Monitoring Software:

Total Bid Price: \_\_\_\_\_

Signature of Bid Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal Outline

### **Written Narrative of Overall Proposal (Please note section 2: Technical Requirements)**

☐ Additional documentation is attached

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**Recommended Initial Installation of Hardware, Software, Labor, Training, and Service Cost**

Quantity	Description	Unit Price	Extended Price

Written Narrative of Recommended Installation Proposal

☐ Additional documentation is attached

**Yearly License, Maintenance, Training, and Service Costs**

Quantity	Description	Unit Price	Extended Price

Written Narrative of Recommended Yearly License, Maintenance, and Service Costs

☐ Additional documentation is attached

**References**

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided in the past five (5) years (attach any other client references if desired).

Please Note It Is The District's Intent To Communicate With The References Listed Herein.

Client 1:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_ Project(s): \_\_\_\_\_

Client 2:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_ Project(s): \_\_\_\_\_

Client 3:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_ Project(s): \_\_\_\_\_