



## Request for Proposal

### Security Camera System Upgrade

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Responses must be received no later than 4:00 PM EST on May 5th, 2021.

Bids should be submitted electronically to the SIGMA VSS ([link](#)).

For inquiries regarding this RFP contact:

Brent Gustafson  
Technology Coordinator  
[bgustafson@springlakeschools.org](mailto:bgustafson@springlakeschools.org)  
616-422-5223

# 1 Statement of Work

## 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective qualified vendors to submit a proposal to supply and install a Security Camera Recording System to Spring Lake Public Schools (SLPS), located in Ottawa County in West Michigan.

## 1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of Spring Lake Public Schools. Spring Lake Public Schools reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

# 2 General Information

## 2.1 Original RFP Document

Spring Lake Public Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for disqualification.

## 2.2 The Organization

Spring Lake Public Schools is a K-12 public school district serving the Village of Spring Lake and Spring Lake Township in West Michigan. We have (4) physical school campuses with approximately (290) staff and (2500) students.

## 2.3 Existing Technology Environment

The current security camera storage solution consists of (2) NVR servers running in primary/secondary configuration. The primary NVR houses database management and recording storage for (62) AXIS IP cameras. The secondary NVR houses recording storage for (91) AXIS IP cameras. The NVRs are connected to the data network via two Gigabit Ethernet adapters. One adapter is used for management traffic and the other is used for camera communication.

All AXIS IP cameras are connected via Gigabit Ethernet. For models of cameras currently in use see Appendix D.

Camera footage is currently stored and managed by Milestone XProtect Enterprise 2016 R2 software. The current configuration has video recorded in native resolution with retention set to 30 days at 8 frames per second. Footage is only recorded when motion is detected.

Clients currently access live feeds and stored footage via XProtect Desktop Client and XProtect Web Client. Access control to XProtect clients is managed by on-site Active Directory.

## 2.4 Goals

SLPS is looking to replace the (2) existing NVRs with a new enterprise quality hardware solution to support future management and recording. SLPS is also looking to upgrade the current Milestone XProtect Enterprise software to the most current version. We are open to alternative software solutions that can provide similar features and capabilities.

Vendor of the awarded bid will provide and execute a project plan for the configuration and installation of all proposed hardware and software as part of implementation services. The vendor will be required to outline the upgrade or migration path from our current installation to the proposed solution.

Utilization of VM host resources is not preferred for this solution. Our goal is a stand-alone turnkey system. Please make any solution that utilizes VM resources an alternate option.

## 2.5 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated through the bid portal to all vendors.

RFP Released	April 21, 2021
Technical Questions/Inquiries Due	April 28, 2021 4:00 PM
Proposal Due	May 05, 2021 4:00 PM
Bid Opening (Private)	May 06, 2021 2:00 PM
Consideration of Recommended Bid by SLPS Board of Education	May 17, 2021
Bid Award Notification	May 19, 2021

## 3 Proposal Preparation Instructions

### 3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Spring Lake Public Schools as necessary to gain such understanding.

Spring Lake Public Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Spring Lake Public Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Spring Lake Public Schools..

### 3.2 Good Faith Statement

All information provided by Spring Lake Public Schools in this RFP is offered in good faith. Individual items are subject to change at any time. Spring Lake Public Schools makes no certification that any item is without error. Spring Lake Public Schools is not responsible or liable for any use of the information or for any claims asserted there from.

### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Applicable terms and conditions herein shall govern communications and inquiries between Spring Lake Public Schools and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed by email to:

Brent Gustafson  
Technology Coordinator  
bgustafson@springlakschools.org  
616-422-5223

#### 3.3.1 Errors and Omissions

Vendors shall recommend to Spring Lake Public Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Spring Lake Public Schools any enhancements, which might be in Spring Lake Public Schools' best interests.

### 3.3.2 Questions and Clarifications

Spring Lake Public Schools will make a good-faith effort to document answers to each question or request for clarification that was received. The document is available here:

[https://docs.google.com/document/d/1Lx12An-zlcWzu4QhBPCCsnW2U\\_KrzNp3hO8ikRKYd3Q](https://docs.google.com/document/d/1Lx12An-zlcWzu4QhBPCCsnW2U_KrzNp3hO8ikRKYd3Q)

### 3.4 Proposal Preparation and Submission

Bids must be submitted electronically to the SIGMA VSS ([link](#)).

Submission must be received by 4:00 PM on May 05, 2021, in response to the “Security Camera System Upgrade RFP”. No Bids will be considered after the appointed Bid end time. SLPS reserves the right to reject bids without a signed RFP Signature page (see “Appendix C”) as “not being submitted”.

#### 3.4.1

Any Bidder may withdraw its Bid by email notification to [bgustafson@springlakeschools.org](mailto:bgustafson@springlakeschools.org) at any time prior to the official Bid opening. Negligence or error on the part of the Bidder in preparation of the Bid confers no right for the withdrawal or modification of a bid after it has opened.

#### 3.4.2

Bids must remain firm and in effect for thirty (30) days from the due date of the Bid.

Bids should provide an estimate of normal delivery timelines once an order is placed. If supply shortages of any component are known, the bidder must disclose this information. Time to delivery is a consideration when evaluating bids.

Bids should fully disclose all known and potential charges for additional features and growth.

#### 3.4.3

All Bidders must provide a notarized Familial Relationship Affidavit for the purpose of disclosing any familial relationship between the owner(s) or any employees of the Bidder and any member of the SLPS Board of Education ([link](#)) or Superintendent (see “Appendix A”).

All Bidders must provide a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including officers, directors, and employees. (see “Appendix B”).

Bids should fully comply in all respects with the specifications provided. Any deviation which the Bidder suggests as an alternative to the specified product must be explained in writing. It is

the Bidders responsibility to identify how the substitution is of equivalent or superior quality to the stated specification. SLPS shall be the final judge of whether a substitution is equivalent to the originally stated specification for the purpose of Bid evaluation.

### 3.5 Criteria for Selection

The purpose of this RFP is to identify those vendors that have the interest and capability to supply SLPS with the Security Camera System Upgrade solution identified in the Scope of Work. The District shall consider the following criteria for all proposals:

<b>Point Categories</b>	<b>Max Points Available</b>
Pricing	40
Ability to meet district needs	25
Additional services	20
Vendor reputation	10
Past relationship with the district	5

Each proposal submitted in response to this RFP shall focus on the above criteria. The evaluation shall also consider those factors listed in the Vendor Qualifications and References listed elsewhere in this RFP. The district reserves the right to make additional inquiries and may request the submission of additional information.

## 4 Scope of Work, Specifications & Requirements

Spring Lake Public Schools is requesting proposals from qualified firms interested in providing an upgrade solution for current video management software and recording hardware, with support, maintenance, warranty, and options for training. The proposed solution is required, but not limited, to do the following:

1. Manage and record footage from the 153 existing AXIS IP cameras.
2. Retain video camera footage at native resolution for 30 days with minimum 8 FPS
3. Integrate with current AXIS IP cameras
4. Any necessary firmware upgrades should be incorporated into the overall solution provided by the vendor.

### 4.1 Recording Hardware

The proposed enterprise hardware solution should be capable of handling a logical maximum of 190 cameras. The solution should have the capability of adding cameras as deemed necessary by the school district. Additionally the hardware must have the following:

1. Redundant physical drives
2. Redundant power supplies
3. Logical drives should have a minimum configuration of RAID 6
4. Storage system should have automatic rebuild support
5. Physical drives should have a minimum one hot spare per type of drive
6. Physical drives should be hot swappable
7. Has the storage capacity to meet all current and logical future needs
8. Hardware should support built-in management with alert functionality

### 4.2 Video Management Software

The Bid should describe and outline the interface and feature set of the proposed software solution. Preference will be given to solutions that demonstrate software that is easy to use. Additionally the proposed solution must be able to do the following:

1. Has licensing for all (153) existing AXIS IP cameras.
2. Provide multiple levels of administrators that will have varying roles in the system
3. Provide email notification of critical system events
4. Has the capability to provide video monitors
5. Security footage must be accessible by both desktop clients and web based clients.
6. Has the capability to view live video and review historical video
7. Has support for Active Directory integration
8. Has the ability to record on alarm
9. Has support for video aging
10. Has support for thumbnail or rapid-video searching
11. Has full support for motion detection recording

## 4.3 Support, Maintenance and Warranties

Spring Lake Public Schools requires 5-year maintenance service/support for all software and 5-year NBD warranty support on all hardware as part of the proposed solution. The vendor should detail the options to continue annual support and warranty after the 5-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

All maintenance service/support and hardware warranty should commence on the date of final acceptance. The Bid response should clearly articulate the terms of all warranties

### 4.3.1 Service Provider

Vendor will confirm the name of the company which will be delivering proposed services and on-site support. If service has been outsourced to another firm, the vendor will detail how long this relationship has been in effect.

### 4.3.2 Product History

Vendor will provide a technical roadmap for the proposed solutions if possible.

Vendor will detail the policies on future software and firmware updates for the proposed solution.

Vendor will outline how software and firmware updates can/will be applied.

## 4.4 Installation

Installation and Migration plan must include, but is not limited to, the following:

Vendor will meet with SLPS to review and confirm implementation and migration plan.

Vendor will install hardware at SLPS data center.

Vendor will install software, provision cameras, configure retention policies and setup alarms

## 4.5 Training

Vendor will provide an optional alternate for end-user and administrator training.



## 5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
  - Full legal name of the company
  - Year business was established
  - Number of people currently employed
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach
4. Information on its current clients, including:
  - Total number of current clients
  - A list of clients who have received similar products and/or services
  - Examples of successful completion of a project of a similar size and complexity, preferably with K-12 schools
5. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

# Appendix A

## AFFIDAVIT OF BIDDER FORM

The undersigned, owner or authorized officer of \_\_\_\_\_  
(the bidder), pursuant to the familial disclosure requirement, hereby represent and warrant  
that no familial relationships exist between the bidder or any employee of the bidder, and any  
member of the Board of Education of Spring Lake Public Schools or the Superintendent of the  
district.

BIDDER:

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature)

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

STATE OF MICHIGAN                    )  
  ) SS.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_ County, Michigan

My commission expires: \_\_\_\_\_

Acting in the county of: \_\_\_\_\_

# Appendix B

## IRAN LINKED BUSINESS AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the Ottawa Area ISD Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an "Iran Linked Business" at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

There is not an "Iran Linked Business" that exists within the bidder and/or owner, officers, directors and employees.

Bidder: \_\_\_\_\_ (Company Name)

By: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ SS: (Notary Public Signature)

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

# Appendix C

## RFP Signature Page

Name/Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_  
Terms

Exceptions, additions or deviations of specifications:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Spring Lake Public Schools harmless should any judgment be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Appendix D

### **Current Camera Models**

AXIS M3105-L  
AXIS M3106-LVE MK II  
AXIS P3225-V MK II  
AXIS P3227-LV  
AXIS P3227-LVE  
AXIS P3367  
AXIS P3384-V  
AXIS Q1786-LE  
AXIS Q6055-E