

# **CHIPPEWA VALLEY SCHOOLS**

Request for Proposal

**Purchase and Installation of Mounted Cameras**

RFP No. 4.2122

Issue Date: May 5, 2021

Pre-Bid Meeting: May 17, 2021 at 2:30 p.m.

Due Date: May 28, 2021 no later than 2:00 p.m.

Tentative Award Date: June 2021

**CHIPPEWA VALLEY SCHOOLS  
19120 CASS AVENUE  
CLINTON TOWNSHIP, MI 48038**

# Chippewa Valley Schools

19120 Cass Avenue  
Clinton Township MI 48038

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## I. GENERAL BID REQUIREMENTS

### A. Project Description

Chippewa Valley Schools (herein known as "District") is seeking sealed proposals for the purchase and installation of 825 new Mounted Cameras in classrooms at 22 buildings. Cameras should be appropriate for classroom livestreaming and include, at a minimum, the specifications in Section II.

The District will base award on several evaluation factors, in no particular order, including but not limited to: meeting bid specifications, pricing, product selection and availability, references, sample evaluation, delivery time schedule and installation services provided.

Funding for this purchase is through ESSER grant funds. Awarded Vendor shall provide all documentation required by this authority to ensure District receives reimbursement for the expenses in this purchase.

### B. Bidder Pre-Bid Meeting

A pre-bid building walk-through meeting will be held for the dissemination of information, clarification of intent of the bid documents and preview of a variety of classrooms. Bidders are responsible for attendance at this pre-bid conference.

- C. A pre-bid conference will be held on **Monday, May 17, 2021 at 2:30 p.m.** at the following school. Enter through the main office at the East Side of the Building.

DATE TIME	BUILDING	ADDRESS
May 17 2:30 p.m.	Dakota High School	21051 Twenty-One Mile Road, Macomb, MI 48044 phone: (586) 723-2704

### D. Bid Submittal Deadline

Sealed bids must be delivered in person or sent by mail to: **Ms. Laura Harrington, Purchasing & Risk Management Supervisor, 19120 Cass, Clinton Twp., MI 48038. Bids must be received no later than May 28, 2021 at 2:00 p.m.** Bids received after this time and date will not be opened nor accepted. Faxed and/or emailed bids are not acceptable.

The words "Mounted Camera Bid, Date Due: May 28, 2021, Time Due: 2:00 p.m." must appear on the outside of the envelope in the lower left-hand corner. Bids must be signed by an authorized representative of the company submitting the bid. Bidders are to provide three copies and one original bid in the sealed envelope.

It is the Bidder's responsibility to obtain and verify all required information prior to submission of your proposal. Incomplete or missing requested information may be a cause for disqualification. The Bidder, in submitting his/her proposal, agrees to accept the decision of the District as final.

### E. Collusion/Good Faith

It is the intent of District that all Bidders act independently and in good faith by not soliciting one another or acting in any manner that might be viewed as collusion.

### F. Right to Reject

The Board of Education reserves the right to reject any or all bids, to award contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make award in any manner deemed by it, in its sole discretion to be in the best interest of the District.

### **G. Questions/Inquires**

The Bidder shall notify the District contact no later than five (5) business days prior to the date of the bid opening should a Bidder have questions, find discrepancies, errors, or omissions in the documents. All questions shall be sent to Ms. Laura Harrington, Purchasing & Risk Management Supervisor, 19120 Cass Avenue, Clinton Township, MI 48038, phone: (586) 723-2150, purchasing@cvs.k12.mi.us

### **H. Addenda**

Addenda will be emailed to all who are known by the District to have a set of bid documents. Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during the time of bidding shall become part of the RFP and contract documents and receipt thereof shall be acknowledged on the Bid Proposal Form.

### **I. Sample Camera Required for Testing**

Bidders must provide the District with three (3) cameras for testing purposes. Samples shall be the exact same camera proposed in every way. All accessories found on the sample camera shall be included in the bid unit cost or if omitted in the bid pricing, accessories shall be included at no extra cost to the District.

Bidder is solely responsible for the delivery of the samples by the bid opening date as required by the District. The samples shall be brought to the Board Office by the Bidder at no cost to the District. Bidder shall also be responsible for the timely return of the sample at no cost to the District. Any sample left after 14 days of notification will be considered a donation to the District. The District will be the sole judge of the sample cameras' performance and fit for our instructional and technological needs and requirements. Bidder agrees that District's decision is final.

Bidders MUST provide the following information, at a minimum, in order for the proposed camera to be evaluated by the District:

- (1) Include all the information on the Bid Proposal Form "Product Description" section (attached) for competitive evaluation analysis by the District.
- (3) Include literature with a picture and detailed specifications of the alternate product in the bid packet including the brand name, model number, and manufacturer's number. A marketing brochure is NOT sufficient.

**Failure to do any of the above may constitute a "No Bid" item by District, if solely determined by the District. District reserves the right to waive any irregularity in the bid responses.**

### **J. Pricing**

Bidders shall provide pricing in the format required in the Pricing Sheet, such as unit prices, extended prices (unit price x quantity) or lump costs. If a bidder intends to omit an item from their bid, they shall do so by typing "No Bid" in the column labeled "Price". Zeros are interpreted as "Zero cost". District reserves the right to increase or decrease up to 15% the number of items ordered, if needed, due to financial or other considerations, with no effect on the unit costs provided in the RFP Pricing Sheet.

## II. SPECIFICATIONS, WARRANTY AND COSTS

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### A. CAMERA SPECIFICATIONS

Specifications to include at the minimum:

- Quantity: 825
- All cameras must be the same manufacturer, model, and manufactured date
- PTZ Camera must be appropriate for classroom livestreaming with zoom capability.
- Minimum of three (3) preset views accessible with the remote control.
- Ability to turn off / black out camera when not in use.
- 1080p Resolution preferred.
- 12v DC power.
- Camera to be directly connected to desktop computers using USB (preferred) in classrooms in 22 buildings.
- Prefer Camera to be ceiling mounted, but system must offer versatility to meet the needs of individual classrooms having a variety of setups.
- Remote Control with installed batteries.
- Camera must integrate with Windows 10 and Microsoft Teams.
- Camera will NOT be connected to District network.

### B. HARDWARE COSTS

The Bid Pricing Form lists both unit pricing and extended pricing of cameras and remote controls. Bidder shall also provide manufacturer's user manuals at no charge to the District. Extended pricing is defined as a calculation (unit price x quantity). If there are any calculation errors, the unit price cost shall prevail. The District highly encourages Bidders to typewrite (not handwrite) their costs into the Bid Proposal Form. The District shall solely determine the figure / "number" of any illegible number.

### C. WARRANTY COSTS

Parts shall be warranted per the manufacturer upon the completion of a successful installation of the system. All warranty costs shall be included in the hardware pricing. Include warranty information as part of Bidder's proposal documents. Warranty period shall begin at the time the last camera is installed, not at the camera manufactured date.

### D. INSTALLATION COSTS

Installation of all listed equipment shall be listed as a lump sum pricing on the Bid Pricing Form. Cabling, extenders, and all necessary parts shall be included in the Bid Pricing Form as a lump sum cost. It is the Bidder's responsibility to have knowledge and experience securely installing the specified equipment, within District's deadline, and without damage to District property.

### E. SOFTWARE COSTS

Software must be provided by the manufacturer or Awarded Vendor at no cost to District. Special software shall not be required for successful installation of equipment.

### F. OTHER ASSOCIATED COSTS

All costs associated with the purchase, delivery and installation of the camera system are to be included in the above pricing. This is to include all charges, but not limited to, costs such as second shift labor costs, delivery charges, freight charges, packing, unloading and fuel surcharges. Any other charges to be for District's consideration must be asked by Bidder during Question/Inquiry time period and addressed via Addendum.

### III. AWARDED VENDOR REQUIREMENTS

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#### A. Assignment or Transfer

Vendor shall not during contract assign or transfer any part of agreement to any other supplier at any time.

#### B. Non-Compliance

The District's Board of Education reserves the right to cancel the bid award at any time that District staff feels the Awarded Vendor has not met conditions and requirements of such. Vendor will be given opportunity to meet with District staff to discuss such issues before any termination is made.

#### C. Product Delivery

Awarded Vendor will deliver product, FOB destination with inside delivery to 22 buildings located in zip codes 48036, 48038, and 48044 by the delivery date required by the District. All shipments will be accompanied by a packing slip. Awarded Vendor's delivery personnel will deliver to locations within the building as required by the District. Summer delivery shall be made between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, while fall delivery shall be made on second (2<sup>nd</sup>) shift Monday through Friday. No deliveries will be made on the weekend or holidays or on Fridays in the summer. Awarded Vendor is responsible for timely installation upon delivery. The District shall not be responsible for storing or insuring cameras prior to installation.

#### D. Product Installation

The installation of the Camera system shall be by the Awarded Vendor or manufacturer-approved service provider. Installation shall occur within District's deadline, and without damage to District property. Installation must be performed on site in each classroom at each building. Bidder must indicate, if any, need for weekend installation in their bid response. Summer installation shall be made between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, while fall installation shall be made on second (2<sup>nd</sup>) shift Monday through Friday. No deliveries or installation will be made on the weekend or holidays or on Fridays in the summer. Installation must be successfully completed no later than December 17, 2021.

#### E. Removal of Existing System

There is no existing equipment to be removed in this RFP.

#### F. Proof of Insurance Coverage

Bidders shall agree to provide the below insurance coverage upon award, and the cost of such insurance shall be included in their proposal costs as submitted in the attached Bid Pricing Form. Awarded Vendor shall then provide District, at the time the contracts are executed, certificates of Insurance and/or policies, acceptable to the District, as listed below:

Worker's Compensation covering Awarded Vendor's statutory obligations as required by the State of Michigan.

Employers Liability Insurance with limits of liability of \$1,000,000 per accident.

Automobile Liability insurance with limits of \$500,000 per accident covering Awarded Vendor's owned, non-owned and hired automobiles.

Commercial General Liability with limits of liability as follows:

General Aggregate \$1,000,000

Products-Completed Operations Aggregate \$1,000,000

Personal/Advertising Injury \$1,000,000

Each Occurrence \$1,000,000

This coverage shall include coverage for premises-operations, independent Awarded Vendor's protective, products and completed operations, personal injury and broad form property damage, and Contractual Liability protection with respect to Awarded Vendor's indemnification obligations under the

Contract documents. Products completed operations coverage must be maintained for at least two years after final completion of the project.

The District shall be endorsed as additional insured on the General Liability and Umbrella Liability policy form. If so requested, certified copies of all policies shall be furnished.

Insurance carrier shall be rated at A minus VII or better (Best's rating system). Issuing insurance company shall provide thirty (30) days written notice of cancellation to the certificate holder and the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" do not apply or have been removed.

#### **G. Indemnification**

To the fullest extent permitted by law, the awarded Vendor agrees to defend, pay on behalf of, indemnify and hold harmless the District, its elected and appointed officials, employees and volunteers and others working on behalf of the District against any and all claims, demands, suits, or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or the District, its elected and appointed officials, employees, volunteers or others working on behalf of the District, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, that arises out of or is in any way connected or associated with this contract.

#### **H. Sales Tax**

This is a sales tax exempt purchase. A sales tax exemption certificate will be provided upon request.

#### **I. Invoice and Payment**

The District will pay up to 90% of invoiced amount after completion of installation. Awarded Vendor shall comply with standard net 30 invoice terms. The District reserves the right to retain 10% of the invoiced amount until three weeks of utilization of the system is completed with normal operations and any and all issues are resolved to the District's satisfaction.

## IV. BID PROPOSAL FORM

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**SCHOOL DISTRICT:** Chippewa Valley Schools

**BID PACKAGE:** Purchase and Installation of Mounted Cameras RFP 4.2122

**DUE DATE:** **Friday, May 28, 2021, 2:00 p.m.** local time.

**DELIVERY TO:** Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038  
Attn: Ms. Laura Harrington  
Purchasing & Risk Management Supervisor

### LEGAL STATUS OF BIDDER

A Corporation organized and existing under the laws of the State of \_\_\_\_\_

### NAME OF BIDDER

Firm Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

### REQUIRED SUBMITTALS:

Three (3) copies and One (1) original of Bid Proposal Form and Pricing Sheet  
One (1) original of three (3) Affidavit Forms  
Detailed Specifications on the proposed Camera System  
Warranty Certificates

### AGREEMENTS

The undersigned understands that the District reserves the right to accept or reject any and all proposals, in whole or in part, and to waive any informality and irregularity in bidding. District also reserves the right to hold bids for a period of 90 days from bid opening date. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for quality of the supplies and services, delivery time, fill rate, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Chippewa Valley Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Chippewa Valley Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Chippewa Valley Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Chippewa Valley Schools.

I have read and understand the bid proposal, and any issued addendums, including bid requirements, terms and conditions, and vendor requirements and specifications, which are integral parts of the terms of this contract. The undersigned agrees to execute a Contract for work covered by this proposal provided that he is notified of its acceptance within ninety (90) days after date of Proposal.

I hereby certify that I am authorized to sign as a Representative for the Firm:

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

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

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

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

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

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**ADDENDA**

The undersigned acknowledges receipt of the following addenda, if issued by the District:

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_



**PRODUCT DESCRIPTION:**

List the brand name, model number and market implementation date of Camera(s) proposed. A maximum of two (2) cameras can be proposed, although the District prefers that Bidders only propose one (1) camera.

<b>Brand Name of Camera A:</b>	<b>Brand Name of Camera B:</b>
<b>Model Number Camera A:</b>	<b>Model Number Camera B:</b>
<b>Market Implementation Date:</b>	<b>Market Implementation Date</b>
<b>Lead Time from Date of Order:</b>	<b>Lead Time from Date of Order:</b>
<b>Camera Specifications:</b>	<b>Camera Specifications:</b>

Is Camera A equivalent in EVERY aspect to CVS's specification? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Camera B equivalent in EVERY aspect to CVS's specification? Yes \_\_\_\_\_ No \_\_\_\_\_

**EXCEPTIONS:** Bidder must detail any exceptions or deviations from bid requirements or any terms and conditions below:

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**Additional Information.** Bidder shall provide the following information:

1. How long has your company been in business full-time? \_\_\_\_\_ Yrs.
2. Can you install cameras on first shift during the summer and/or second shift during the fall? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Are you an authorized distributor of equipment? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Business Name of any Subcontractor to be Used on Project: \_\_\_\_\_

## BID PRICING SHEET

### Purchase and Installation of Mounted Camera Systems

Quantity	Item	Unit Price	Extended Price
825	Mounted PTZ Cameras (Camera A)	\$	\$
825	Remote Controls for Camera A	\$	\$
LUMP SUM	Shipping and Inside Delivery (lump sum to 22 buildings)		\$
LUMP SUM	Cabling, Extenders, and all necessary Parts for 825 camera systems		\$
LUMP SUM	Labor for Installation Services		\$
<b>TOTAL BASE BID COSTS FOR CAMERA A:</b>			\$

Quantity	Item	Unit Price	Extended Price
825	Mounted PTZ Cameras (Camera B)	\$	\$
825	Remote Controls for Camera B	\$	\$
LUMP SUM	Shipping and Inside Delivery (lump sum to 22 buildings)		\$
LUMP SUM	Cabling, Extenders, and all necessary Parts for 825 camera systems		\$
LUMP SUM	Labor for Installation Services		\$
<b>TOTAL BASE BID COSTS FOR CAMERA B:</b>			\$

**References:**

List at least three references, public schools preferably, with which you have installed the same exact model camera. Do NOT include Chippewa Valley Schools in this listing.

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

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_



**AFFIDAVIT OF BIDDER**

**FAMILIAL DISCLOSURE**

All Bidders shall complete the following familial disclosure form in compliance with MCL 380.1267 and attach this information to the bid.

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN )

COUNTY OF \_\_\_\_\_)

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

\_\_\_\_\_  
Notary Public

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

My Commission Expires: \_\_\_\_\_

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

<sup>1</sup>The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

<sup>2</sup>MCL 380.1535a(1).

**AFFIDAVIT OF BIDDER**  
**(COMPLIANCE WITH SCHOOL SAFETY INITIATIVE LEGISLATION)**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), certifies to Chippewa Valley Schools (the "School District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230 and have not been convicted of any "listed offenses".<sup>1</sup> The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 280.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. In this regard, Bidder agrees, without limitation, to report within 3 business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code<sup>2</sup> or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_