

Request for Quote

Kalkaska Public Schools

Kalkaska, Michigan

For

IP Cameras

BID PACKAGE

The deadline for sealed bids is **August 28th, 2017** at 10:00 AM at the following location:

Kalkaska Public Schools
315 South Coral Street
Kalkaska, MI 49646

Kalkaska Public reserves the right to accept and/or reject any and all bids, to waive any irregularity in a bid, and to accept that bid which, in the opinion of the Board of Education, is in the best interest of the District.

Bid Prepared by:
Matt Goodhue
Leelanau Professional Business Services
www.leelanaupbs.com
mattg@leelanaupbs.com
Office: 231-714-9586
Cell: 231-640-0044

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INTRODUCTION

1.1. DESCRIPTION OF KALKASKA PUBLIC

All of the buildings involved in this bid are located within Kalkaska, Michigan. This project includes work in the following District facilities:

- High School
- Middle School
- Birch Street Elementary School
- Cherry Street Elementary
- Rapid City Elementary

1.2. GENERAL BACKGROUND

This document is issued as a Request for Quote for the installation additional of additional IP cameras to supplement existing system.

1.3. INTENT

It is the intent of Kalkaska Public to solicit proposals from qualified vendors to:

- Install new IP cameras, NVR and licensing where specified.

1.4. CLARIFICATIONS

- All inquiries should be directed, in writing, to Matt Goodhue:
mattg@leelanaupbs.com
- All inquiries must be made by email.

1.5. TERMS AND CONDITIONS OF QUOTES

This is an invitation to submit a bid based on the materials and services described in this document. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by Kalkaska Public or Leelanau Professional Business Services in the form of website postings.

1.5.1. INSTRUCTIONS TO THE BIDDER

- Prices shall be quoted in US Dollars.
- Kalkaska Public is a tax-exempt institution.
- All times are local time: Kalkaska, Michigan.
- The Bidder is responsible for obtaining all necessary permits, permissions, and rights of way needed to complete this project.
- The Bidder shall consider the nature and amount of work to be done as well as the difficulties involved in its proper execution.
- The bid shall include all costs deemed necessary to cover all contingencies essential to the installation of the specified system.
- The Bidder is responsible for providing test results and as-built drawings of all work prior to final payment.
- Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing.
- No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the Bidder's failure to notice any existing condition which may cause the additional labor.
- Bid responses shall be concise following the format and numbering of this specification. Items not requiring responses shall be acknowledged by the bidder as being understood.
- The bid shall be considered good for a period of 90 days following bid opening.
- Bidders must notify Leelanau Professional Business Services, as soon as detected, of any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by Leelanau Professional Business Services by the deadline listed in the Schedule of Events.

1.5.2. RIGHTS OF KALKASKA PUBLIC

- Kalkaska Public reserves the right to accept any bid, in whole or part, or, at its discretion, reject any or all bids for whatever reason that is in the best interest of Kalkaska Public.
- Receipt of a bid response does not obligate Kalkaska Public to pay any expenses incurred by the bidder in preparation of the bid response or obligate Kalkaska Public in any other respect.
- Kalkaska Public reserves the right to modify the specifications contained in the Request for Quote anytime during the bidding period.
- Only changes issued as a written addendum will be binding upon Kalkaska Public. No verbal instructions or interpretations of requirements shall be honored.

1.5.3. NON DISCRIMINATION

The successful bidder must agree to comply with all applicable federal and state statutes, rules, and regulations regarding non-discrimination in hiring and employment.

1.6. PROPOSAL EVALUATION

Proposal responses will be judged on the following:

- Reference checks
- Price of the proposed solution(s)
- Vendor Qualifications
- Vendor Experience

1.7. SCHEDULE OF EVENTS

The schedule below indicates the critical dates that must be satisfied by the Contractor.

<u>Event</u>	<u>Date</u>
Release of this RFQ	August 8 th , 2017
Pre-Bid Walkthrough	August 16 th , 2017 9:00am
Final Date for questions	August 24 th , 2017
Proposals Due	August 28th, 2017 10:00 am
Bid Opening	August 28th, 2017 10:00am Board Office

1.8. PRE-BID WALKTHROUGH

- Walkthrough is optional. Walkthrough is planned for August 16th, 2017 at 9:00am. Meet at the entrance of Kalkaska High School. Please send me an email at mattg@leelanaupbs.com if you would like to attend the walkthrough. If we do not get any requests for a walkthrough it will be canceled.

1.9. CONTRACTOR QUALIFICATIONS AND TRAINING

The vendor shall be fully conversant and capable in the design, installation, and support of phone system. The vendor shall:

- Fill out the Bidder Qualification Form (Section 7).
- List all licenses and certifications held by personnel assigned to this project.
- Provide current liability insurance certificates.

2. PROPOSAL REQUIREMENTS

2.1. REFERENCES

- Please include references for other projects that were implemented similar in size and scope.

2.2. FORMAT OF PROPOSAL

- Only the specified sheets of this proposal must be included in the proposal. Please do NOT include a complete copy of this bid document as part of your proposal.
- Sections 6, 7, 8, 9, and 10 must be filled out completely and included in bid responses.
- Bids must be clearly marked: CAMERA BID on the outside of the sealed package.
- One copy submitted must have original signatures and be clearly marked "Original".
- Three additional copies must be submitted and be clearly marked "Copy".
- Bids must be sent or delivered to the following:
Kalkaska Public
Superintendent's Office
315 South Coral Street
Kalkaska MI, 49646
- Bids will be accepted by hand delivery, express delivery, or US mail.
- NO FAX or EMAIL COPIES WILL BE CONSIDERED.
- **Bids will be accepted until:**
10:00 AM August 28th 2017, 10:00am
- Bids received after this time will be discarded unopened.

2.3. PRICING

- All prices quoted must include all of the following:
 - Shipping/delivery
 - Insurance
 - Engineering/design
 - Installation/construction
 - Testing
 - Warranty

2.4. TIME FOR COMPLETION

- An estimated date for starting and a time for completion must be included for the specified work.
- Work will be scheduled with the school and winning bidder.

2.5. CONTRACT

A sample of any contracts required must be included with your bid response.

2.6. SPECIFICATIONS

- All proposals must detail specifics about brand, model, and specification of each component recommended.

2.7. WARRANTY

Warranties for all products must be specified, including:

- The warranty time period.
- Warranty limitations, if any.
- Minimum response time options.
- Warranty/service provider information if warranty/service is to be by other than the bidder.

3. GENERAL REQUIREMENTS

- The contractor will be responsible for all permits needed and coordinating with the District for the disposal of any trash.
- The contractor assumes all risk of loss or damage to the equipment and supplies in transit to the owner's facility.

4. INSTALLATION

4.1. SCHEDULING

Work will be scheduled by building. Work schedules will be approved by the District and Leelanau Professional Business Services. All work will be done in a manner that allows for the least possible disruption.

4.2. CODE COMPLIANCE

All work shall comply with the latest revision of codes and/or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.

4.3. SAFETY

The successful bidder shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed. The successful bidder shall at all times comply with the regulations set forth by federal, state, and local laws, including OSHA and MIOSHA, and all applicable state labor laws, regulations, and standards.

4.4. RESPONSIBILITY

- The successful bidder shall be the sole responsible party throughout the project as defined by this document. This includes responsibility for all subcontractors.
- Any subcontractor used must be identified in the Bidder Qualification Form (Section 13). Any change of subcontractors requires the written approval of the District.

5. Camera Requirements

5.1. EXISTING NETWORK AND CAMERA DESCRIPTION

Currently the Highschool, Birch Street Elementary, and the Middle School have IP cameras installed. They are all being recorded on two servers which are located in the High School MDF.

These servers are running Nuuo for the NVR. These servers were recently replaced in July 2017. These servers have adequate resources to record all the IP cameras on the network for Cherry Elementary, High School, Middle School, and Birch Street Elementary.

The network is connected via 10Gbe backbone with adequate 1gig PoE+ ports to end devices.

The cabling to support additional cameras is installed and will be ready when the cameras are to be installed.

5.2. CAMERA COUNTS PER BUILDING

High School

- 11 New Exterior Cameras
- 11 New Nuuo Licenses

Middle School

- 8 New Exterior Cameras
- 8 New Nuuo Licenses

Birch Street Elementary

- 16 New Exterior Cameras
- 4 New Interior Cameras
- 20 New Nuuo Licenses

Cherry Street

- 8 New Exterior Cameras
- 13 New Interior Cameras
- 21 New Nuuo Licenses

Rapid City

- 9 New Exterior Cameras
- 8 New Interior Cameras
- 1 NVR and Licenses to record cameras

Drawings are included at the end of the RFP for areas where camera coverage is to be added.

6. Additions

This completed sheet must be submitted, with all other required attachments as part of the bid response

Company Name: _____

Add Cameras

Cost to add a Single Exterior Camera: \$ _____

Cost to add a Single Internal Camera: \$ _____

Cost to Add a Single License to Nuuo NVR: \$ _____

Hourly Rate to install Additional Cameras: \$ _____

7. BIDDER QUALIFICATION FORM

This form, completely filled in and with requested attachments, shall be submitted by the bidder and received with the Letter of Intent to Bid. Failure to submit this completed form within the stated time frame listed under Schedule of Events (Section 1.7) may be considered grounds for the rejection of any bid.

1. Name of Bidding Organization _____
2. Type of Organization
(Corporation, Partnership, LLC, etc.) _____
3. Date of Organization/Incorporation _____
4. List three projects of similar size and nature, along with contact person and contact information.
5. Has the organization ever failed to complete any contract? NO YES
(If yes, list the details on a separate attachment.)
6. List the names of the Project Manager and the Project Superintendent proposed for the Project.

7. How many employees do you expect to dedicate to this project: _____
8. List all vendor certifications relevant to this project.
9. List all licensed or certified personnel that will be assigned to this project.
10. The personnel assigned to this project are knowledgeable
in local, state, and national codes and regulations. NO YES
11. List any subcontractors that are planned to be used and what part of the project they will be working on:

8. SIGNATURE AND CERTIFICATION SHEET

By my signature below, I certify that, should I be awarded this contract, I will abide by all the conditions and requirements listed in this document, and that all equipment and materials submitted by my firm or my affiliates meets all of the requirements of this document.

Signature of authorized agent

Date

Printed or typed name of authorized agent

Title of authorized agent

Company Name

Address

City

State

Zip

Voice telephone number

FAX telephone number

Business web address (URL)

E-mail address of contact person

9. FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Kalkaska Public School District, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Kalkaska Public School board shall not accept a bid that does not include this sworn and notarized disclosure statement.

I state that no familial relationship exists between the owner or any employee of the company and any member of the Kalkaska Public, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

If such a relationship exists, please explain:

By: _____
Signature

Title: _____
Type or Print

Subscribed and Sworn to Before Me:

This ____ day of _____, 2017, in and for the County of _____, Michigan.

My commission expires _____

Signature of Notary

10. IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Iran Business Relationship Affidavit

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business” as the term is defined in the Act.

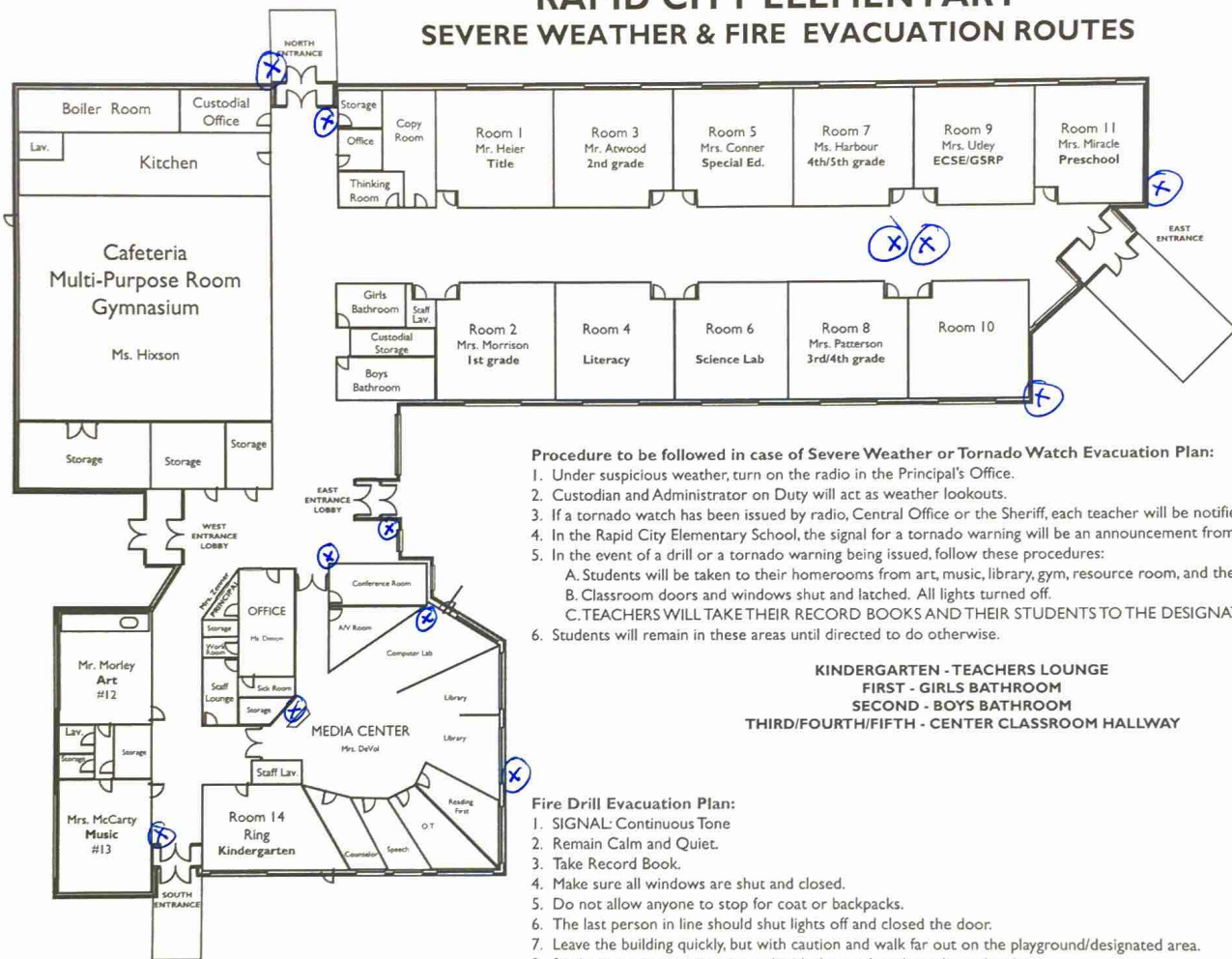
Signature

Title

Company

Date

RAPID CITY ELEMENTARY SEVERE WEATHER & FIRE EVACUATION ROUTES



Procedure to be followed in case of Severe Weather or Tornado Watch Evacuation Plan:

1. Under suspicious weather, turn on the radio in the Principal's Office.
2. Custodian and Administrator on Duty will act as weather lookouts.
3. If a tornado watch has been issued by radio, Central Office or the Sheriff, each teacher will be notified that this is not a drill.
4. In the Rapid City Elementary School, the signal for a tornado warning will be an announcement from the office.
5. In the event of a drill or a tornado warning being issued, follow these procedures:
 - A. Students will be taken to their homerooms from art, music, library, gym, resource room, and the extension rooms.
 - B. Classroom doors and windows shut and latched. All lights turned off.
 - C. **TEACHERS WILL TAKE THEIR RECORD BOOKS AND THEIR STUDENTS TO THE DESIGNATED AREAS.**
6. Students will remain in these areas until directed to do otherwise.

**KINDERGARTEN - TEACHERS LOUNGE
FIRST - GIRLS BATHROOM
SECOND - BOYS BATHROOM
THIRD/FOURTH/FIFTH - CENTER CLASSROOM HALLWAY**

Fire Drill Evacuation Plan:

1. **SIGNAL:** Continuous Tone
2. Remain Calm and Quiet.
3. Take Record Book.
4. Make sure all windows are shut and closed.
5. Do not allow anyone to stop for coat or backpacks.
6. The last person in line should shut lights off and closed the door.
7. Leave the building quickly, but with caution and walk far out on the playground/designated area.
8. Students are to remain quiet and with the teacher throughout the alarm.
9. No horseplay will be tolerated.
10. Teachers should take roll and raise their hand when their class is accounted for.
11. Remain in designated area until all clear signal is given (bell rings) students will quietly return to classrooms.

CHERRY STREET INTERMEDIATE CLASS MAP

TORNADO & FIRE EVACUATION ROUTES

In Case of FIRE:

All rooms should exit their classroom to the end hallway doors and walk to the back of the playground near the fence or cross the street for safe distance.

Fire Drill Procedures:

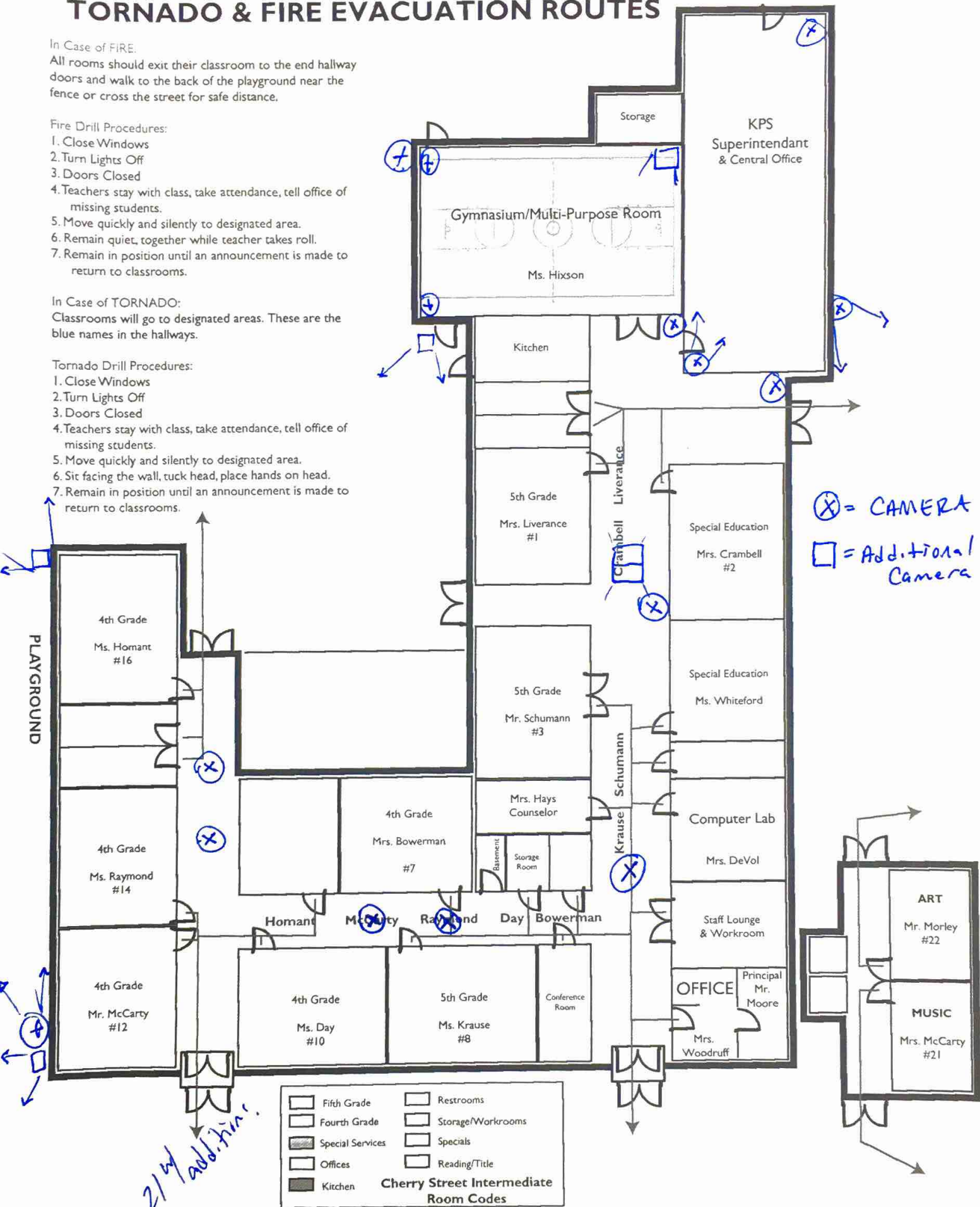
1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Remain quiet, together while teacher takes roll.
7. Remain in position until an announcement is made to return to classrooms.

In Case of TORNADO:

Classrooms will go to designated areas. These are the blue names in the hallways.

Tornado Drill Procedures:

1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Sit facing the wall, tuck head, place hands on head.
7. Remain in position until an announcement is made to return to classrooms.



ADD CAMERAS FOR THESE AREAS

Room 1 325

Director's Office

Coverage

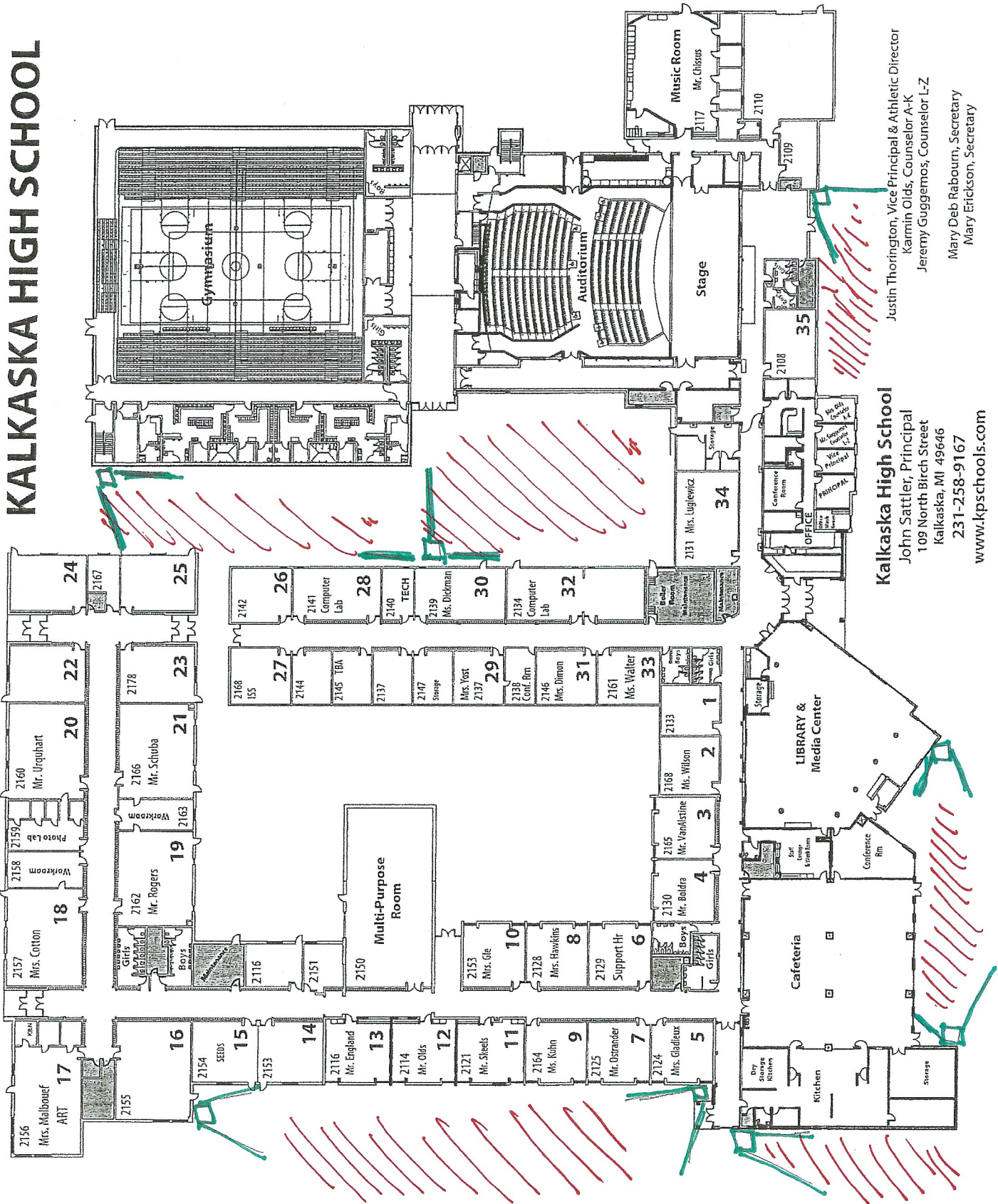
Coverage



1. Windows Secured/Closed
2. Turn Lights Off
3. Doors Closed
4. Stay with class
5. Move quickly and silently to designated area.
(Color coded thin line near classroom that leads to exit).
6. Remain quiet, together while teacher takes roll.
7. Remain in designated area until an announcement is made to return to classrooms.

1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Move quickly and silently to designated area
(Color coded thick line near classroom).
5. Stay with class,
6. Teachers take attendance, tell office of missing students.
7. Assume sitting position, knees up, head down.
Book may be taken and held over head.
8. Remain in position until an announcement is made to return to classrooms.

KALKASKA HIGH SCHOOL



Justin Thorington, Vice Principal & Athletic Director
 Karmin Olds, Counselor A-K
 Jeremy Guggemos, Counselor L-Z
 Mary Deb Rabourn, Secretary
 Mary Erickson, Secretary

Kalkaska High School
 John Sattler, Principal
 109 North Birch Street
 Kalkaska, MI 49646
 231-258-9167
www.kpschools.com

Cherry Street Intermediate:



BIRCH STREET ELEMENTARY CLASS MAP

SEVERE WEATHER & FIRE EVACUATION ROUTES

In Case of FIRE:

Rooms 1-18 should exit their classroom emergency doors and walk to the back of the playground near the fence.

Fire Drill Procedures:

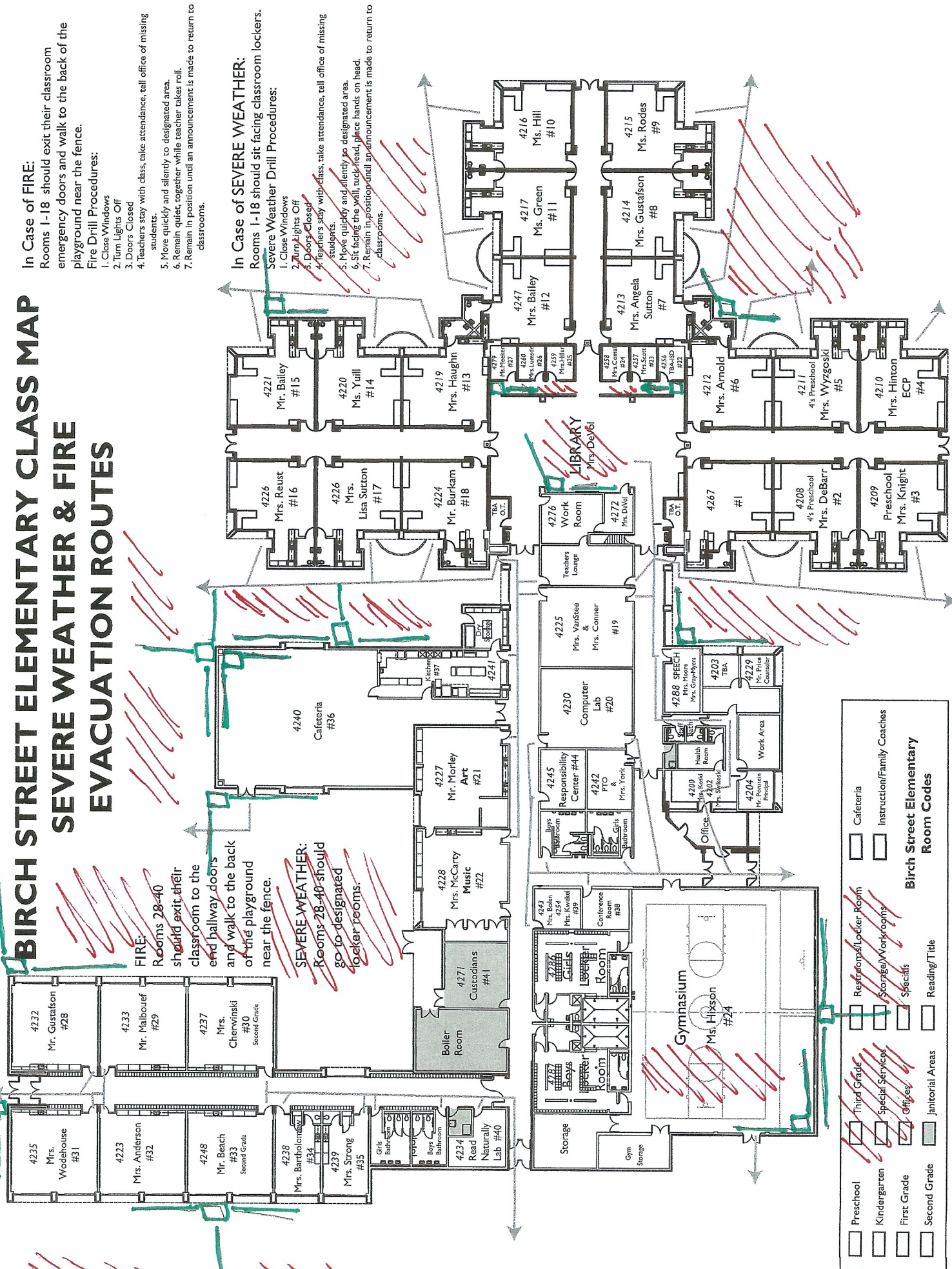
1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Remain quiet, together while teacher takes roll.
7. Remain in position until an announcement is made to return to classrooms.

In Case of SEVERE WEATHER:

Rooms 1-18 should sit facing classroom lockers.

Severe Weather Drill Procedures:

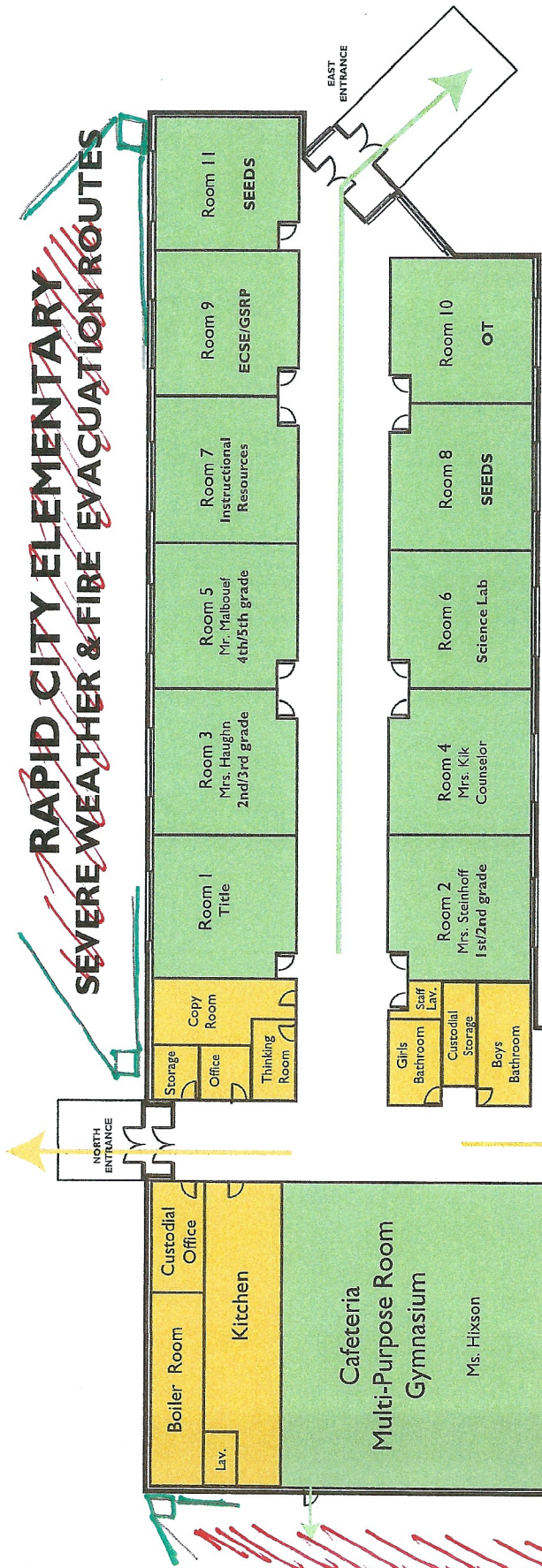
1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Sit facing the wall, tuck head, place hands on head.
7. Remain in position until an announcement is made to return to classrooms.



RAPID CITY ELEMENTARY
SEVERE WEATHER & FIRE EVACUATION ROUTES

ROOMS:

- Boiler Room
- Custodial Office
- Kitchen
- Lav.
- Cafeteria
- Multi-Purpose Room
- Gymnasium
- Ms. Hixson
- Storage
- Office
- Thinking Room
- Copy Room
- Room 1 Title
- Room 3 Mrs. Haughn 2nd/3rd grade
- Room 5 Mr. Malbousf 4th/5th grade
- Room 7 Instructional Resources
- Room 9 ECSE/GSRP
- Room 11 SEEDS
- Girls Bathroom
- Staff Lav.
- Custodial Storage
- Boys Bathroom
- Room 2 Mrs. Steinhoff 1st/2nd grade
- Room 4 Mrs. Kik Counselor
- Room 6 Science Lab
- Room 8 SEEDS
- Room 10 OT
- East Entrance
- North Entrance



Procedure to be followed in case of Severe Weather or Tornado Watch Evacuation Plan:

1. Under suspicious weather; turn on the radio in the Principal's Office.
2. Custodian and Administrator on Duty will act as weather lookouts.
3. If a tornado watch has been issued by radio, Central Office or the Sheriff, each teacher will be notified that this is not a drill.
4. In the Rapid City Elementary School, the signal for a tornado warning will be an announcement from the office.
5. In the event of a drill or a tornado warning being issued, follow these procedures:
 - A. Students will be taken to their homerooms from art, music, library, gym, resource room, and the extension rooms.
 - B. Classroom doors and windows shut and latched. All lights turned off.
 - C. TEACHERS WILL TAKE THEIR RECORD BOOKS AND THEIR STUDENTS TO THE DESIGNATED AREAS.
6. Students will remain in these areas until directed to do otherwise.

KINDERGARTEN - TEACHERS LOUNGE

FIRST - GIRLS BATHROOM
SECOND - BOYS BATHROOM

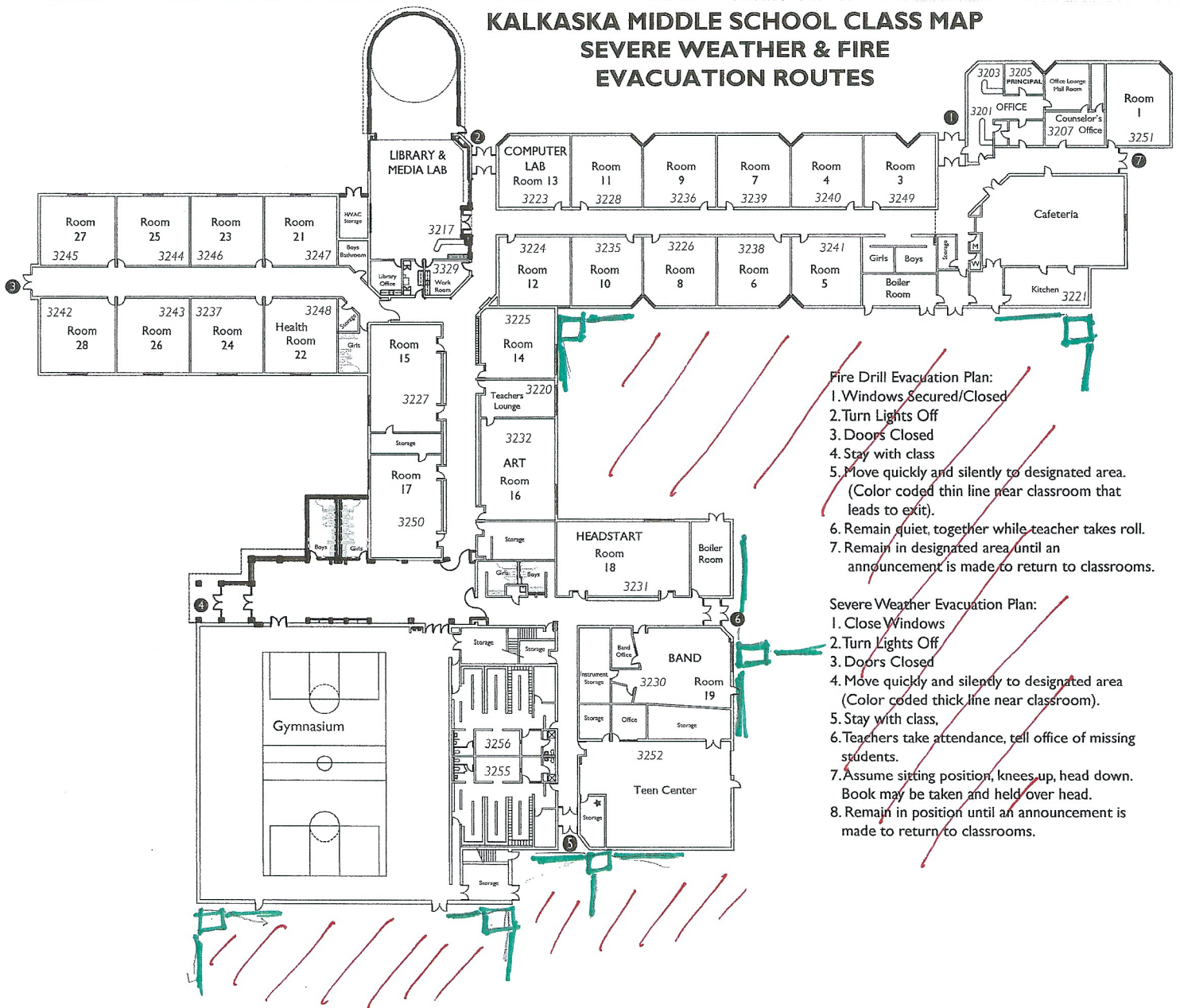
THIRD/FOURTH/FIFTH - CENTER CLASSROOM HALLWAY

Fire Drill Evacuation Plan:

1. **SIGNAL:** Continuous Tone
2. Remain Calm and Quiet.
3. Take Record Book.
4. Make sure all windows are shut and closed.
5. Do not allow anyone to stop for coat or backpacks.
6. The last person in line should shut lights off and closed the door:
7. Leave the building quickly, but with caution and walk far out on the playground/designated area.
8. Students are to remain quiet and with the teacher throughout the alarm.
9. No horseplay will be tolerated.
10. Teachers should takes roll and raise their hand when their class is accounted for.
11. Remain in designated area until all clear signal is given (bell rings) students will quietly return to

KALKASKA MIDDLE SCHOOL CLASS MAP

SEVERE WEATHER & FIRE EVACUATION ROUTES



- Fire Drill Evacuation Plan:**
1. Windows Secured/Closed
 2. Turn Lights Off
 3. Doors Closed
 4. Stay with class
 5. Move quickly and silently to designated area.
(Color coded thin line near classroom that leads to exit).
 6. Remain quiet, together while teacher takes roll.
 7. Remain in designated area until an announcement is made to return to classrooms.

- Severe Weather Evacuation Plan:**
1. Close Windows
 2. Turn Lights Off
 3. Doors Closed
 4. Move quickly and silently to designated area
(Color coded thick line near classroom).
 5. Stay with class,
 6. Teachers take attendance, tell office of missing students.
 7. Assume sitting position, knees up, head down.
Book may be taken and held over head.
 8. Remain in position until an announcement is made to return to classrooms.