REQUEST FOR PROPOSAL

RFP 2022-2023

NEW SECURITY CAMERA SYSTEM

1.0 Purpose and Background

1.1 Purpose
The purpose of this Request for Proposal (RFP) is to select a qualified vendor to provide, install, program, and train on a new and functional Security Camera System to Miles College located in Fairfield, Alabama.

1.2 Coverage & Participation
The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of Miles College. Miles College 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.

1.3 Original RFP Document
Miles College shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. A copy of the RFP and related documents are located at https://www.miles.edu/procurement. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

1.4 The Organization
Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church that motivates and prepares students, through committed faculty, to seek knowledge that leads to intellectual and civic empowerment. The Miles College education engages students in rigorous study, scholarly inquiry, and spiritual awareness enabling graduates and to become life-long learners and responsible citizens who help shape the global society. More information can be found at www.miles.edu

1.5 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. Official Changes will be communicated by e-mail to all invited bidders.

RFP Released: October 25, 2022

Pre-Proposal Conference – Mandatory: November 1, 2022 at 2:00pm in IT Office

RFP Closing Date: November 16, 2022 at 2:00pm in the IT Office

2.0 Proposal Preparation Instructions

2.1 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 Miles College Project Executive – Tim Lewis as necessary to gain such understanding and state their experience with similar installations. Miles College reserves the right to disqualify any vendor who demonstrates less than such understanding and experience. Further, Miles College reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding and experience. 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 Miles College.

2.2 Available Information
All information provided by Miles College in this RFP based on information available at the time of writing of the RFP. Individual items are subject to change at any time. Miles College makes no certification that any item and or quantity is without error. Miles College is not responsible or liable for any use of the information or for any claims asserted there from.

2.3 Communication
Verbal communication shall not be an accepted source of communications. All official instructions, information, and data must via written communications through the Miles Project Executive – Tim Lewis. In no case shall verbal communication govern over written communication.

2.3.1 Vendors' Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between Miles College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be emailed to: Tim Lewis, Miles Project Executive, tlewis@talapro.com with a copy to Cedric J. Norman, Manager of Information Technology Services at cnorman@miles.edu.

2.3.2 Official Communications shall be in writing and must be sent to the Miles Project Executive – Tim Lewis at tlewis@talapro.com with a copy to Cedric J. Norman, Manager of Information Technology Services at cnorman@miles.edu.

2.3.3 Formal Communications shall include, but are not limited to:
- **Pre-Proposal Conference will be held onsite at Miles on November 1, 2022 at 2:00pm in the IT Office, Ramsey Hall. This is a MANDORY Pre-Proposal Conference only vendors attending the conference will be accepted to submit proposals**
- Questions concerning this RFP must be submitted in writing and be received prior to November 7, 2022 at 5:00 p.m. (CST Time)
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to Miles College any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors can recommend to Miles College any enhancements, which might be in Miles College's best interests. These must be submitted in writing and be received prior to November 9, 2022 at 5:00 p.m. (CST Time).
- Inquiries about technical interpretations must be submitted in writing and be received.
- Verbal and/or written presentations may be requested by Miles

2.3.4 Addenda: Miles College will provide a written response to each question or request for clarification that requires addenda. All questions, answers, and addenda will be posted by Miles College. Miles College will not respond to any questions or requests for clarification that require addenda, if received by Miles College after November 7, 2022 at 5:00 p.m. (CST Time). All addenda will be posted to our Web site only: http://www.miles.edu/procurement..

3.0 SPECIFICATIONS FOR A NEW CAMERA SECURITY SYSTEM

MILES COLLEGE REPLACEMENT OF THE VIDEO SURVEILLANCE SYSTEM SPECIFICATIONS AND REQUIREMENTS

Video System:

1)   Network Video Recorder

2)   322 IP Cameras (estimated total – the actual number must be verified during site survey)

3)   1 Licenses Plate Capture Cameras and Licensing

4)   Enterprise Licensing

5)   Remote Monitoring Workstation Basic scope. The existing analog cameras will be

replaced with new IP cameras.

A.   All new cable, patch cables, licensing and miscellaneous hardware must be included to provide the above scope.

B.   Product training to be included with the purchase of the system. Ongoing support may be requested from the successful vendor.

Products herein are based on RFP Issuer standard and must be compatible for seamless integration with Systems and Software.

3.1 GENERAL

3.1.1 SUMMARY

A.   This Section specifies the minimum requirements for Miles College Security Camera System Project. This Security Video Camera System shall include but is not limited to the following:

1. Network Video Management Software (NVMS)
2. Network Video Recording Hardware (NVR)
3. Network Switches, may be required
4. Remote Monitoring Workstation
5. IP Video Cameras, interior and exterior
6. License Plate Capture Camera

B.   Related Requirements:
1.   All related sections must be:
   a. Able to function autonomously during a failure of one of the related sections
   b. Able to communicate bi-directionally
   c. Must be provided as a "turnkey" solution

3.2 ADMINISTRATIVE REQUIREMENTS

A.   Coordination

1. Coordinate with owner regarding camera network configuration and estimated bandwidth utilization prior to connection of cameras to owner's network. The vendor must provide in their proposal response an estimated amount of storage for onsite and cloud storage needed to maintain recording of all cameras for a 30 day period. The hardware and software required must be included with a description of how the storage will calculated. Vendor must provide number of ports needed per location to support the new cameras.

3.3 SUBMITTALS

Submittals described in this section shall be submitted by the Contractor with the original bid.

A.   Product Data

1. Submit manufacturer technical specifications, installation drawings, system overview drawings and sample images of items included in this section.

B.   Proposal Alternates and Recommendations

1. It is the duty of the vendor/contractor to provide a fully functional and operating system and network. Any omissions or errors or differences between this document and the contractor's submitted proposal shall be clearly outlined in a separate document labeled "Vendor / Contractor Proposal Alternates and Recommendations" and submitted with the original vendor / contractor proposal.

C.   Qualification Statements

1.   Contractor

a.   Submit confirmation (a copy of licenses) that contractor is licensed to install video surveillance and security equipment as required by the authority having jurisdiction and is a general contractor (has a general contractor license for the State of Alabama) for projects of $50,000.
b.   Submit five (5) references of similar project scope with contact information (name, email, phone number, and project description) where contractor has installed items in this section.
c.   Submit confirmation (a copy of certifications) that installer has received manufacturer training and is certified by the manufacturer on this equipment and that the training the installer received is current.

3.4 QUALITY ASSURANCE

A.   Qualifications

1. Installers

a.   All camera installation, configuration, setup, program and related work shall be performed by authorized integrators/electronic technicians certified by the manufacturer.
b.   Certification for authorized integrators/electronic technicians shall include at a minimum the installation and service of the equipment provided.

3.5 WARRANTY

A. Contractor shall provide any software maintenance patches and version updates or upgrades at no additional cost to Owner for a period of one (1) year or the manufacturer warranty period whichever is longer. A cost for 2nd and 3rd year cost for software patches and maintenance should price and included as line item the vendors proposal.

B. Contractor will provide a minimum complete 1-year parts and labor warranty for the products provided in this project. Contractor should submit a cost for 3 years of additional warranty coverage on parts and labor

PRODUCTS

3.6 NETWORK VIDEO MANAGEMENT SERVER(S)

A. Acceptable Manufacturer(s):

1.   Design based on AvigilonTM server Hardware and Storage

Expansions

a. Avigilon NVR5-PRM-160TB-S19

2.   Other Manufacturers accepted

a.   Dell
b.   HP
c.   Pre-approved equal

B.   The Video Management System shall allow the use of off-the-shelf computers, servers, storage and switches from manufacturers designated by the client / consultant or pre-approved manufacturer with components that meet the minimum requirements.

1. Contractor shall supply all 19" rack support rails, mounting kits, and cable management modules to install Video Management server.

2. The Performance requirements for the VMS Server are as follows:

    a. Form Factor: 1- 2U Rack Mounted
    b. Processor: Intel Xeon Processor (current generation)
    c. System RAM: 32 GB
    d. Nvidia P2200 GPU
    e. Perc H740P-8GBQ

3. Internal Storage Hard Drive(s): Hot swappable, RAID configuration

    a. Storage: the required amount for 30 days of storage of all cameras (To be calculated by vendor and submitted in the proposal)
    b. At least two Network Interface(s): minimum 1GbE per port
    c. Operating System shall be certified to work by the Video Management Software's manufacturer.

3.7 NETWORK VIDEO MANAGEMENT WORKSTATION(S)

A.   Acceptable Manufacturer:

1. Design based on AvigilonTM server Hardware with Internal Storage

a. Avigilon RM6-WKS-2MN-NA
b. Avigilon RM6-WKS-4MN-NA

2. Provide all technical data sheets and specifications documentation on products proposed within the proposal response

3. Other manufacturers may be considered and accepted

a. Dell
b. HP
c. Pre-approved equal

B.   The Performance requirements for the VMS workstation are as follows:

1. Processor- Windows 11th supporter
2. System RAM: 16 GB RAM or more (based on high performance needs)
3. Network Interface: 2 Gigabit Ethernet ports
4. Operating System shall be certified to work by the Video Management Software's manufacturer and be the following: Microsoft Windows (current version)

3.8 Monitors

A. All Commercial Monitors shall be a minimum 32" 1080p or HD 45" or larger monitors with proper inputs for the workstations output.

1. Must be commercial grade and operate 24/7.

3.9 NETWORK VIDEO MANAGEMENT SOFTWARE (NVMS)

A.   Acceptable Manufacturer:

1.   Design based on AvigilonTM Control Center 7 (or current version)
2.   Other Manufacturers accepted
   A. Pre-approved equal

B.   Contractor shall provide all applicable Network Video Management Software (NVMS) modules and licenses (Enterprise Level) required to provide a complete and fully functional integration.
C.   The NVMS shall be installed on hardware which meet or exceed the manufacturer's recommended requirements:
D.   The design and performance requirements for the NVMS software are as follows:
   1. The NVMS shall be available as a stand-alone software offering or pre-loaded on turn-key workstations and servers running Microsoft Windows with configurable storage.

2. The NVMS shall be available in a staged licensed software solution at the Enterprise Level.

3. The NVMS shall be an enterprise level software solution that shall be scalable from one client, server and camera up to:

   a. 100 servers per Site.

   b. 300 cameras per server or 10,000 cameras per site

4. The NVMS shall consist of server software applications and client software applications.

5. The NVMS shall include a gateway software application that connects mobile devices and other thin clients to the NVMS.

6. The Network Video Management Software (NVMS) shall support integration with iOS and Android mobile devices with the Mobile app installed.

7. The Mobile app shall provide the following functionality:

   a. Receiving push notifications for alarms:

      i) The Mobile device shall have the ability to receive alarm notifications on supported iOS and Android devices.

      ii) The Mobile device shall have the ability for personnel to receive instant alarm notifications.

8. The NVMS shall support High Definition Stream Management (HDSM)TM architecture which includes:

   a. Support for industry standard compression formats including but not limited to:

      i) JPEG2000

      ii) MJPEG

      iii) MPEG-4

      iv) H.264

      v) H.265

   b. High Definition Stream Management (HDSM) shall be supported for local users, remote users and mobile devices.

9. The Network Video Management Software (NVMS) shall support recording and management of video and audio sources including but not limited to:

   a. AvigilonTM IP Cameras and Encoders

10.   The NVMS shall support receiving digital input triggers and triggering digital outputs through an I/O board.

11.   The NVMS will provide the mechanism by which individual alarm(s) from a 3rd party system (access control, etc.) can be pre-selected and configured to be monitored, and in turn trigger event driven video operations.

12.   The NVMS shall support integration with the following systems:

     a.   Access System

     b.   Motorola Radio Alert

     c.   Motorola Orchestrate

     d.   Other 3rd Party systems as proposed by the client

13.   The NVMS shall run as a service configured to automatically start when the server or workstation is powered on, and automatically recover from failure or attempted tampering.

14.   The NVMS shall support receiving Simple Network Management Protocol (SNMP) messages from servers and alert users.

15.   The NVMS shall detect if the video or audio signal is lost and alert the system administrator.

16.   The NVMS shall perform motion detection on each individual video source with adjustable sensitivity, threshold and detection zones.

17.   The NVMS shall provide the ability to create and schedule alarms and corresponding actions including:

     a. Provide the ability to email users and system administrators when an   event or system health error occurs.

     b. Provide the ability to schedule when email notifications are sent.

     c. Provide the ability to include camera images in email notifications.

18.   The NVMS shall provide the ability to create customized on-screen messages and email notifications.

19.   The NVMS shall provide a maintenance log and audit trail of all system errors and events.

20.   The NVMS shall provide the ability to enable and configure PTZ control on the RS-485 interface of a video source.

21.   The NVMS shall support the use of uni-directional and bi-directional audio.

     a. The NVMS shall provide the ability to synchronize audio and video on playback regardless of video, audio, network, or storage parameters

22. The NVMS shall support live or recorded video monitoring in a customizable video display beyond the standard layouts.

23. The NVMS will offer a Matrix Application Module to provide remote control of multiple monitor displays, including video walls, that can be controlled by an unlimited number of users with appropriate rights and permissions.

 a. A monitor display connected to the Matrix Application Module shall be able to simultaneously display video streams from multiple sites.

24. The NVMS client software shall:

 a. Not limit the number of monitors used for monitoring video and audio streams connected to a single workstation.

 b. Support monitoring live and recorded video and audio streams simultaneously on the same monitor.

 c. Support viewing the same live or recorded video stream at different zoom levels and areas of interest.

 d. Support the ability to save views.

 e. Support the ability to cycle through views (guard tour) based on a specified interval.

25. Alarm and Digital Output Management:

 a. The NVMS shall support monitoring alarms.

 b. The NVMS shall support the ability to designate one or more regions/tiles in a window for displaying video directly linked to triggered alarms and rules.

 c. The NVMS shall support the ability to acknowledge alarms from the designated video display area.

 d. The NVMS shall support the ability to manually trigger digital output:

 i) Through the use of a pre-configured software "button".

 ii) Through the use of a hard-wired dry alarm contact connected to a supported input/output device.

 e. The NVMS shall support the ability to assign alarms to users.

 f. The NVMS shall support the ability to acknowledge alarms.

 g. The NVMS shall support the ability to bookmark alarms.

26. The NVMS shall support creating bookmarks for recorded video and audio. Bookmarks can be:

    a. Viewed from multiple sources

    b. Displayed on the timeline during playback

    c. The NVMS shall support protecting a bookmark so the video and audio data is never overwritten.

    d. The NVMS shall support private bookmarks that are only visible to the user who designated a bookmark as private, and the system administrator.

27. The NVMS shall support the ability to create a map that represents the physical location of cameras and other devices throughout the surveillance system.

    a. Maps shall support the ability to drag and drop a video source from the map into a window for live or recorded video and audio monitoring.

    b. Cameras in a map are highlighted when an alarm linked to the camera is triggered.

28. The NVMS shall support physical and digital zooming and panning on live and recorded video streams.

    a. The NVMS shall support controlling mechanical pan-tilt-zoom, iris, and focus as well as setting presets and patterns.

    b. The NVMS shall provide the ability to name pan-tilt-zoom presets.

    c. The NVMS shall support the ability to center a PTZ camera's field of view by clicking anywhere on the video image where the PTZ supports this function.

    d. The NVMS shall support the ability to click and drag to define an area for the PTZ camera to optically zoom and center on, where the PTZ supports this function.

    e. The NVMS shall support controlling mechanical pan-tilt-zoom camera on-screen display and auxiliary controls.

    f. The NVMS shall support control of a mechanical pan-tilt-zoom camera with a USB joystick.

29. The NVMS shall support the ability to create PTZ guard tours by combining a set number of presets that are run in sequence or random.

30. The NVMS shall support playback of recorded video and audio.

    a. Forward and reverse playback of recorded video and audio at variable speeds.

31. The NVMS shall support searching through recorded video and audio based on various search criteria. Including but not limited to the following parameters:

    a. Time & Date

    b. Video source

    c. Alarm(s) and/or Event(s).

    d. Motion in user defined areas (pixel search).

    e. License Plate detection events.

    f. Bookmarks

32. The NVMS shall support performing a search through a series of thumbnail images.

    a. Thumbnails can be based on the entire image region or a pre-selected area.

    b. Thumbnails can be stacked to support an automatic secondary search when looking at a large timespan of video.

33. The NVMS shall support the ability to take a snapshot of a live or recorded image and export it from the system.

    a. Enterprise Level Camera Licensing will be provided for all cameras as needed.

3.10 Video Cameras

A. Manufacturers

    1. Avigilon Indoor Fixed Dome Network Camera

        a. Avigilon H5 Indoor Day/Night IP Dome Camera with Self Learning Analytics model - Avigilon 2.OC-H5A-D1-IR

        b. Or pre-approved equivalent

    2. Avigilon Outdoor Bullet Network Camera

        a. Avigilon H5 Outdoor Day/Night IP Bullet Camera with Self Learning Analytics model - Avigilon 5.OC-H5A-BO1-IR

        b. Or pre-approved equivalent

    3. Avigilon Multi-sensor Network Camera

        a. Avigilon H4 Multi-sensor Day/Night IP Dome Camera with Self Learning Analytics model - Avigilon 24C-H4A-3MN-270, 9C-H4A-3MH-270

        b. Or pre-approved equivalent

    4. Avigilon Dual Head Network Camera

        a. Avigilon H5 Dual Head Day/Night IP Dome Camera with Self Learning Analytics model - Avigilon 6.OC-H5DH-D1-IR

        b. Or pre-approved equivalent

    5.   Avigilon Video Intercom Network Camera
        a. Avigilon H4 Video Intercom Camera with Self Learning Analytics model - Avigilon 3.0C-H4VI-RO1-IR

        b. Or pre-approved equivalent

   6.   Avigilon License Plate Capture Network Camera

        a. Avigilon H4 Licenses Plate Capture Camera with Self Learning Analytics model - Avigilon 3.0C-HD-LP-B1 IR

        Or pre-approved equivalent

B.   ACCESSORIES

    1.   The camera shall be supplied with the following accessories as identified:

        a. Model "H4A-MT-WALL1" - Indoor/Outdoor Pendant Mounting Bracket

        b. Other Mounting Hardware that may be required based on the location

        of the camera

C.   Additional Manufacturers Accepted-must be approved equal:

**   1.   Pre-approved equivalent**

D.   New cameras added into the system as part of this project will require Cat 6 cable needed to provide full camera functionality. Any existing cabling must be tested and certified to meet industry standards before it is used with the new cameras. Should the existing cabling not past testing it must be replaced with new cabling. The cabling shall be installed based on low voltage cabling installation standards and must meet all local government codes for installation. A separate line item cost must be included in the proposal with materials and labor details. Proper termination, labeling, and installation must be followed applicable industry standards for cabling.

4.0 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 5 clients with similar needs using similar products and/or services.

   Evidence of successful completion of a project of a similar size and complexity for colleges and other Higher Ed organizations.

5. References: Contact information for five references from projects similar in size, application, and scope and a brief description of their implementation.

6. Should contract be awarded, vendor must acquire and provide a copy of all necessary permits and licenses from the City of Fairfield, Jefferson County and the State of Alabama, as required.

5.0 QUOTE CONTENT

5.1 General Directions

This RFP and spreadsheet contain the information necessary to complete and submit a formal quote. If more information is needed then the contractor must follow the procedures outlined in this RFP to request the information. All responses and accompanying documentation submitted will become the property of Miles College at the time responses are opened.

5.2 Required Response Content

Miles will receive and open Vendor Proposals at 2:00pm on November 16, 2022 in the IT Office, Ramsey Hall on campus. Responses can be delivered to the Attn: Tim Lewis, Miles College, IT Department, 5500 Myron Massey Blvd, Fairfield, Alabama 35064 or hand delivered to the same address or emailed to tlewis@talapro.com and copied to cnorman@miles.edu .

Please use the subject line **"New Security Camera System – 2022-23 RFP"** so emails can be identified and label the outside of the envelope with the same title: **"New Security Camera System – 2022-23 RFP"**. If you do not receive a confirmation that the proposal was received before the submission deadline, please reach out to Tim Lewis at 205-369-3406 or Cedric Norman at 205-929-1888. Bids will be accepted by the due date indicated in Section 1.5 of this RFP. To assist in the evaluation process, Miles College requests all quotes include the information listed below. Vendor must provide 3 complete printed copies of their RFP response. Quotes lacking one or more of the following items may be considered non-responsive and may be rejected.

> **Price –** Vendors must submit a single price all of the equipment, software, licenses, and maintenance agreements. Provide line item cost and quantities for all major hardware, software, installation labor, services, and support including taxes.

> **Unit Pricing –** Provide a unit price per major items and also include the labor cost for installation of interior camera, exterior camera, Cat. 6 cabling (approx. 200 feet run), software setup total (also include hourly rate), configuration and programming total (also include hourly rate), and additional training sessions – cost per session.

> **Primary Contact Information –** Quote should include vendor, key staff contact names, email addresses, and phone numbers.
> **Installation Process –** Vendors' quotes must include a thorough description of the installation process, timeline with milestones, vendor project manager and

installation team members and any information / support required from Miles to complete the project.

6.0 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP, related documents, and calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP for **New Security Camera System** issued by Miles College. The undersigned is a duly authorized officer, hereby certifies that:

_____
(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of one hundred eighty (180) calendar days from proposal due date.

The undersigned further certify that their firm (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Miles College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____   Title: _____
Signature: Date: _____

Name: _____   Title: _____
Signature: _____   Date: _____

Signature of Authorized Officer: Name: _____   Title: _____
Signature: Date: _____