



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
75 NORTH PACE BLVD.
PENSACOLA, FL 32505**

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGMENT

POSTING DATE:
January 29, 2018

PURCHASING CONTACT & TELEPHONE:
KRISTIN SMITH, PURCHASING AGENT (850-469-6203)

RFP TITLE:
VIDEO SURVEILLANCE SECURITY SYSTEMS

RFP NUMBER:
180206

RFP OPENING DATE & TIME:

March 9, 2018 2:00 pm CENTRAL TIME

NOTE: PROPOSALS RECEIVED AFTER THE RFP OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Escambia County, Florida, solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Proposals will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, by the "RFP Opening Date & Time" referenced above. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Opening Date & Time". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Responder. Proposals may not be withdrawn for a period of sixty (60) days after the opening date unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDER.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER: (EXT:) FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS RFP? SCHOOL DISTRICT WEBSITE___ BIDNET___ DEMAND STAR___ PRIME VENDOR___ OTHER___ (PLEASE SPECIFY___)

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE RESPONDER. SIGNING THIS ACKNOWLEDGEMENT ALSO AFFIRMS THAT THE ORIGINAL REQUEST FOR PROPOSAL DOCUMENT HAS NOT BEEN ALTERED IN ANY WAY.

AUTHORIZED SIGNATURE:

TYPED OR
PRINTED NAME:

TITLE:

DATE:

I. INTRODUCTION & GENERAL INFORMATION

This purpose of this Request for Proposal (RFP) is to solicit sealed, written proposals for up to a five (5) year contract, in one (1) year increments, to maintain, integrate, and upgrade existing March Network Command Software digital IP video surveillance systems. All new and upgraded systems must be able to integrate with the existing central platform.

A non-mandatory pre-bid meeting will be held on Thursday, February 8, 2018 at 9:00 am. The pre-bid meeting will consist of visiting Warrington Elementary School, located at 220 North Navy Blvd. Pensacola, FL 32507 to provide an example of a school with a current video surveillance system. A maximum of two (2) representatives per company may attend. Please notify the Purchasing Agent referenced on page 1 a minimum of one (1) business day in advance if you plan to attend. All responders must check-in at the front office with a valid driver's license. Please be advised this meeting will be recorded. Attendees will not be allowed to take pictures or record videos. Answers to all questions from the meeting will be posted on the District's website no later than Thursday, February 15, 2018 (refer to Section II. Paragraph V on pages 5 and 6).

Calendar of Events	
RFP Posting (See Page 1)	Monday, January 29, 2018
Non-Mandatory Pre-Bid Meeting (See Page 2)	Thursday, February 8, 2018, 9:00 am CST
Deadline for Questions (See Pages 5 and 6)	Monday, February 12, 2018, 5:00 pm CST
Answers to Questions and any Addendum Posted	Thursday, February 15, 2018, 5:00 pm CST
RFP Opening (See Page 1)	Friday, March 9, 2018, 2:00 pm CST
RFP Evaluation (Subject to change)	Monday, March 19, 2018, 2:00 pm CST
Agreement Start Date (See Page 6)	Sunday, July 1, 2018

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Responder" as used within this Request For Proposal (RFP) refers to the person, company or organization responding to this RFP. The Responder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon an RFP award, the terms and conditions of this RFP or any portion thereof, may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this RFP, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **RFP OPENING AND FORM:** Proposal openings will be public on the date and time specified on the Proposal Acknowledgement form. All proposals received after the time indicated will be rejected as non-responsive and retained by the District. Proposals by email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the Proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date

whichever occurs first. To protect any confidential information contained in their Proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

- C. **WARRANTY:** All goods and services furnished by the Responder, relating to and pursuant to this RFP will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Responder will take all necessary action, at Responder's expense, to correct such breach in the most expeditious manner possible.
- D. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales Taxes.
- E. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Responder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- F. **TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Responder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.
- G. **PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- H. **INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this RFP. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Responder's risk. Such inspection, or the waiver thereof, however, will not relieve the Responder from full responsibility for furnishing goods or work conforming to the requirements of this RFP or the RFP Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- I. **STOP WORK ORDER:** The School District may at any time by written notice to the Responder stop all or any part of the work for this RFP award. Upon receiving such notice, the Responder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFP terms and conditions.
- J. **INSURANCE AND INDEMNIFICATION:** The Responder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Responder, its agents, employees, or representatives, or are arising from any Responder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Responder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Responder will, at the request of the School District, supply certificates evidencing such coverage.

K. **RISK OF LOSS:** The Responder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Responder or held by the Responder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Responder until redelivery thereof to the School District.

L. **LAWS AND REGULATIONS:** Responders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Responders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.

All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.

M. **PUBLIC ENTITY CRIMES:** A Responder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

N. **PATENTS:** Responders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this solicitation, and will assume the defense of any and all suits and will pay all costs and expenses thereto.

O. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Responders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent (5%) or more of the company.

P. **TERMINATION: DEFAULT.** The School District may terminate all or any part of a subsequent award by giving notice of default to Responder, if Responder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this RFP or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School District's sole obligations will be to reimburse Responder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Responder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Responder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit nor will reimbursement exceed the RFP value.

- Q. **DRUG-FREE WORKPLACE:** Whenever two (2) or more proposals are equal with respect to price, quality, and service, a proposal received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- R. **PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Responder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the proposal of the next highest ranked Responder or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Responder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two (2) years; (3) any other remedy available to the School District in tort or law.
- S. **AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Responder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Responder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Responder.
- T. **SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expects to receive as a minimum. Responders offering equivalents or superior products to the brand/model referenced will: (1) reference in their proposal the manufacturer's name, brand name, model and/or part number; (2) next to the price Responder will indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the proposal, Responders will enclose sufficient technical specification sheets and literature to enable the School District to reach a preliminary evaluation; (4) the School District may request and Responder agrees to submit a sample or to provide its product on-trial or demonstration, whichever the School District may deem appropriate, at no charge to the District; (5) the School District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES.** Any sample requested by this RFP or to be provided at the Responder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the School District. The package or envelope will reference the RFP Number, RFP Title, and RFP Item Number and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Responders are responsible for notifying and making arrangements for pick up from the School District if a return of samples is expected. All samples unclaimed for thirty (30) days will be disposed of at the discretion of the School District.
- U. **EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, vendor experience, references, and responsiveness. Other factors that may be used in the evaluation of proposals received will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Responder's past performance. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any proposal in its entirety or in part, and to waive minor irregularities if the proposal is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.
- V. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Responder to withdraw items with obvious mistakes. Any

questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on page 1. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing by Monday, February 12, 2018 at 5:00 pm CST. Failure to do so, on the part of the Responder will constitute an acceptance by the Responder of award outcome. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this solicitation. It is the Responder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the RFP. Therefore oral statements given before the RFP opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the School District's Purchasing website address at <http://ecsd-fl.schoolloop.com/purchasing/bids> by Thursday, February 15, 2018, 5:00 pm CST. The Responder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

- W. **RFP TABULATIONS, RECOMMENDATIONS, AND PROTEST:** RFP tabulations with award recommendations are posted for seventy-two (72) hours in the Purchasing Office and are also posted to the School District's Purchasing website address at <http://ecsd-fl.schoolloop.com/purchasing/bids>. Failure to file a protest within the time prescribed in Section 120.57(3) Florida State Statutes will constitute a waiver of proceedings under Chapter 120, Florida State Statutes and School Board Rules. RFP tabulations, recommendations or notices will not be automatically mailed.
- X. **CONTACT:** All questions for additional information regarding this RFP **must be directed to the designated Purchasing Agent noted on page one (1)**. Prospective Responders shall not contact any member of the Escambia County School Board, the Superintendent, or staff regarding this solicitation prior to posting of the final tabulation and award recommendation on the District's website and in the Purchasing Office. Any such contact shall be cause for rejection of your proposal.
- Y. **PROPOSAL PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.
- Z. **AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.
- AA. **ADDITIONAL TERMS AND CONDITIONS:** The School District reserves the right to reject offers containing terms and/or conditions contradictory to those requested in this solicitation.

III. SPECIAL CONDITIONS These "SPECIAL CONDITIONS" are in addition to or supplement Section II. GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **TERM OF AGREEMENT:** The District seeks to enter into an annually renewable Agreement for up to five (5) years, in one (1) year increments, with advance written approval and funding availability beginning July 1, 2018. Each renewal shall begin on July 1st. Following the five (5) years, the Agreement may be extended for another five (5) years, in one (1) year periods, under the same terms and conditions and subject to the then-current statues and laws governing Agreement renewals and extensions.
- B. **COMMUNICATION:** All inquiries regarding this RFP should be addressed to:
Kristin Smith, Purchasing Agent
Purchasing Department
Escambia County School District
75 N. Pace Blvd
Pensacola, FL 32505
850-469-6203
Email: ksmith7@escambia.k12.fl.us

- C. **INVOICES:** Upon completion and inspection by the District Point of Contact (“POC”) listed on the Purchase Order, a detailed invoice will be submitted for approval by the District POC to Accounts Payable, 75 N Pace Blvd, Pensacola, FL 32505. All invoices must reference the appropriate Purchase Order. No invoice will be paid until work is completed per the appropriate quote and this RFP and signed off by the POC.
- D. **PAYMENT METHODOLOGY:** The method of payment will be at the District’s sole discretion using either of the following methods: by warrant (check) or by “P-card” (the District’s Visa credit card). The pricing submitted by the Responder and accepted by the District is inclusive of and accepting the above payment methods. No additional fee or charge to the District shall apply, unless otherwise pre-approved by the District.
- E. **LICENSE:** The successful Responder must have a current, valid, appropriate electrical contractor license in the State of Florida and a business license in the county of primary business operations, if applicable.
- F. **EMPLOYEE SCREENINGS:** All employees that will service the District account will be fingerprinted with a criminal background check conducted. Vendor will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the school in advance of the vendor providing any services on campus while students are present. The vendor will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees. The vendor will follow the procedures for obtaining employee background screening as outlined on the Escambia County School District Website: <http://www.ecsd-fl.schoolloop.com>. Vendor will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. Vendor employees will be required to wear security badges at all times while performing district services.
- G. **CONFLICT OF INTEREST:** The Responder affirms that, to the best of its knowledge, there exists no actual or potential conflict between the Responder’s family, business, or financial interests and its services under this Agreement; and, in event of change in either its private interests or services under this Agreement, the Responder will raise with the District any questions regarding possible conflict of interest which may arise as a result of such change.
- H. **THE RESPONDER AS INDEPENDENT CONTRACTOR:** The Responder will have sole control over the manner and means of providing the services performed under this Agreement. The Responder relationship to the District under this Agreement will be that of an Independent Contractor. The Responder will not be considered an agent or employee of the District for any purpose.

As an Independent Contractor, the Responder is responsible for all taxes incident to payments for services herein, including without limitation, all state and federal income taxes payroll and other taxes, and Workers’ Compensation.

- I. **COMPLIANCE WITH LAWS:** The Responder agrees to comply with all applicable laws, statutes, regulations, rulings, or enactments of any governmental authority. The Responder will obtain from third parties, including State and local governments, all licenses and permissions necessary for the performance of the work. In the event that any changes or updates to the laws, regulations, statutes, rulings or enactments of any applicable governmental authority resulting in additional administrative, reporting or documentation costs will not be charged to the District during the term of this Agreement, including any additional renewals.

- J. **GOVERNING LAWS:** This Agreement is to be governed and construed in accordance with the laws of the State of Florida. The parties agree that jurisdiction for the resolution of any legal issues arising out of this Agreement will be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.
- K. **COVENANT AGAINST CONTINGENT FEES:** The Responder(s) warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingency fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Independent Contractor for purposes of securing business. For breach or violation of this warranty, the District will have the right to terminate this Agreement without liability, or, in its discretion, to deduct from will have the right to terminate this Agreement without liability, or, in its discretion, to deduct from percentage, brokerage or contingent fee.
- L. **EX PARTE COMMUNICATION:**
1. Ex parte communication, whether verbal or written, by any potential Responders or representatives of any potential Responders to this solicitation with District personnel involved with or related to this RFP, other than as expressly designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Responders' offer.
 2. Ex parte communication whether verbal or written, by any potential Responders or representative of any potential Responders to this solicitation with District Board members is also prohibited and will result in the rejection/disqualification of the Responders' offer.
 3. Any current meetings the Responder has with District staff and administration, or instructional personnel, shall at no time include any conversation regarding the RFP.
- M. **EXAMINATION OF RECORDS:** The Responder agrees that the District, the Comptroller General of the United States of America and/or the Inspector General of the Federal Sponsoring Agency, and the Auditor General of the State of Florida or their duly authorized representatives shall have access to, and the right to examine, any directly pertinent books, papers, and records of the Responder involving transactions related to this Agreement until the expiration of five (5) years after final payment under this Agreement or such longer period as required by law.
- N. **FORCE MAJEURE:** A "Force Majeure Event" means fire, flood, earthquake, acts of God, wars, riots, civil unrest, vandalism, acts of terrorism, or any other similar cause beyond the reasonable control of either Party (the District or Responder) except to the extent that the non-performing Party at fault in failing to prevent or causing or delay and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of the alternative source, workaround plans or other means.
- O. **DISCONTINUED ITEMS, DEAD ON ARRIVAL ITEMS AND INSTALLATION FAILURE:** In the event the manufacturer/supplier replaces the specified products with a new product, the Responder will notify the Purchasing Agent indicated on page 1 in writing, and will apprise the District of product replacement options at the RFP price, and/or any cost reduction available for the specified product(s). The District reserves the right to authorize such product replacement and/or cost reduction on any specified product(s). Dead on Arrival (DOA) is defined as when a product arrives at the District's designated location nonfunctioning and/or not performing per Manufacturer's specification. DOA must be reported in writing by the Responder to the POC listed on the Purchase Order within thirty (30) calendar days. DOA includes any damages caused by the Responder during installation. The Responder is responsible for freight or any additional cost incurred with DOA products. The Responder must replace all DOA products within thirty (30) calendar days of written notice.
- P. **PROPOSAL DOCUMENTATION AND REQUIRED ENCLOSURES:** Proposals may be subject to disqualification from further evaluation, at the sole discretion of the District, if the Responder does not

comply with the instructions provided herein. Proposal submissions must be in hardcopy format. Fax and/or email submissions will be considered “non-responsive”.

1. **Failure to return the following items WILL result in your proposal not being accepted:**

- a. Request for Proposal (RFP) & Proposal Acknowledgement: This form, located on page 1 of this document, must be completed with an ORIGINAL, manual signature (blue ink preferred) and returned with the proposal.
- b. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions: This form, located on pages 17 and 18 of this document, must be completed with an ORIGINAL, manual signature (blue ink preferred) and returned with the proposal.

2. **Failure to return the following items MAY result in your proposal not being accepted, at the sole discretion of the District:**

- a. The entire RFP document (pages 1-23).
- b. Escambia School District Risk Management Addendum: This form, located on page 15 of this document, must be completed with an ORIGINAL, manual signature (blue ink preferred) and returned with the proposal.
- c. Escambia School District Public Records Addendum: This form, located on page 16 of this document, must be completed with an ORIGINAL, manual signature (blue ink preferred) and returned with the proposal.
- d. Conflict of Interest Disclosure: This form, located on page 19 of this document, must be completed with ORIGINAL, manual signature (blue ink preferred) and return with the proposal.
- e. Drug Free Workplace: This form, located on page 20 of this document, while not required, will be a determining factor in award between two (2) proposals equal in price, quality, and service. If submitting, the signature must be an ORIGINAL manual signature (blue ink preferred).
- f. Documentation in format requested in Section V. Evaluation Criteria.
- g. The proposal must include either a license number or copy of a license for either a Florida Certified Electrical Contractor License or Escambia County, FL Registered Electrical Contractor License. All licenses will be verified by the Florida Department of Business and Professional Regulations (DBPR). A license must be current and active per DBPR website. No other status will be accepted.

Q. MISCELLANEOUS:

1. The District will not be liable for any cost incurred in the preparation of the proposals.
2. The submission of a proposal shall be prima facie evidence that the Responder has full knowledge of the scope, nature, quantity of work to be performed as well as the requirements of the specifications and the conditions under which the work is to be performed.
3. The Responder shall furnish the District any additional information needed for evaluation and/or clarifications purposes.
4. The District will not be liable for any costs not included in the proposal and subsequent contracted-for-costs.

5. The District reserves the right to reject any and all proposals and to seek new proposals when it is in the best interest of the District.
6. The District reserves the right to waive any of the conditions or criteria set forth in this RFP.
7. The Agreement cannot be assigned to a sub-contractor without the prior written approval of the School District of Escambia County, Florida.

IV.SCOPE OF WORK OR SERVICES

A. The District currently has fifty (50) schools and several additional administration locations. Ten (10) schools currently do not have any video surveillance systems. The District reserves the right at its discretion to add or remove any location to the scope of this RFP. The current video surveillance systems are a mix of digital and analog cameras. All current and future systems must meet the outlined minimum requirements as described further.

B. Minimum Requirements:

1. Compatible and integrable with existing and future March Networks Command software.
2. **Cameras:**
 - a. All cameras (fixed, multi-imager and PTZ) are ONVIF S compliant
 - b. All cameras (fixed, multi-imager and PTZ) Outdoor with high temperature rating to at least 50 degree C (122F)
 - c. All cameras and related equipment must be UL Certified
 - d. All cameras (fixed, multi-imager and PTZ) must have anti-vandalism impact resistant enclosure or dome with humidity control
 - e. All cameras (fixed, multi-imager and PTZ) must have option for HTTPS encryption
 - f. All cameras (fixed, multi-imager and PTZ) must have motion detection to be set to record on motion and ability to set to record 3 seconds prior and 5 seconds post motion
 - g. All cameras (fixed, multi-imager and PTZ) must have Motion JPEG/H.264 video compression
 - h. All cameras (fixed, multi-imager and PTZ) must be PoE
 - i. All cameras (fixed, multi-imager and PTZ) must have minimum resolution of 720p
 - j. All cameras (fixed, multi-imager and PTZ) must have at least the following frames per second at full resolution:
 - (i) 1-3MP cameras minimum 30 fps
 - (ii) 3-5MP cameras minimum 15 fps
 - (iii) 5-10MP cameras minimum 10 fps
 - (iv) 10MP and above minimum 5 fps

3. **Camera Security:**

- a. All cameras must have the latest firmware applied at time of installation by the installer.
- b. Only services/ports required for normal operations will remain active on cameras. Ports may be temporarily opened for the purposes of initial configuration but must be tightened down to least required upon completion of setup and prior to being placed into normal operation
- c. Default and manufacturer backdoor passwords are a security risk and will be deleted at time of installation by installer. The new passwords will be chosen by the District's POC.
- d. If a separate configuration tool is needed to update firmware/change camera passwords and other management tasks, the associated software and software licensure to manage camera firmware and passwords is provided to the District at no cost for life of the product purchased.

4. **Telecommunication Design Standard:** The District's Telecommunication Design Standard regarding Camera Surveillance Systems (Attachment A) is located on pages 22 and 23 of this document.

V. EVALUATION CRITERIA

A. Experience and Qualifications (Maximum – 30 points)

1. Company Background and Experience:

- a. Provide a brief company biography, two (2) pages maximum. Include general information on the company, number of years the company has been in business, the location of corporate headquarters, and the number of branch offices.
- b. Provide the address(es) of the company's office from which the services for the District will be provided. State the number of administrative personnel staffing the servicing office. Provide the local or toll-free telephone number for on-call emergency service call requests.
- c. State the names of the technicians that will be providing service under this Agreement. List each technician's years of experience, current Florida Electrical Certifications, and manufacturers' certifications. Provide a copy of all certifications listed or license number.
- d. Provide a copy of your current State of Florida business license; pending licenses will not be accepted. If applicable, provide a copy of the county business license of primary business operations. If not applicable, please provide a statement that a business license is not required and provide the city, county, and state of your primary business operations.

2. Priority Level and Response Time:

- a. Describe how the District is prioritized among your clients and what priority level the District would be upon award.
- b. State the Responder's response time to provide a technician onsite when service is requested by the District.
- c. State the Responder's preferred method of accessing a full stock of equipment and supply parts. (For example, Responder maintains limited quantities of specific, high-volume models; turn-around time to obtain, etc.)
- d. State the method(s) of communication between the technician(s) and the District representative

for reporting the need for repairs and for providing work status updates. The District's preference is for the awarded Responder to work within the District's Information Technology Help desk software. Currently, identified as Zendesk. The cost to obtain any necessary licenses to utilize Zendesk will be borne by the awarded Vendor. The District reserves the right at its discretion to change this software at any time.

3. **References:** Complete the Reference Form located on page 21 of this document. Provide a list of professional references (other than the Escambia County School District) in which you have provided similar services proposed in this RFP within the last five (5) years. References must be from at least three (3) different entities. The Reference Form must be signed in order to be awarded any points.

B. Scope of Services (Maximum – 30 points)

1. **March Networks:** Provide documentation from March Networks that states the Responder has authorization to sell and service March Networks products in Escambia County, Florida and is in good standing.
2. **Other Manufacturers:** State all product lines other than March Networks that are relevant to the RFP that the Responder can sell and service in Escambia County, Florida.
3. **Installation:** Describe the level of work that the District should expect from the Responder. If the Responder cannot provide total installation, delineate the services of the Responder and any subcontractor(s). For example, the Responder can lay the necessary cable for an installation but would need to utilize a subcontractor to bury the lines.
4. **Maintenance and Warranty:** State the Responder's warranty that is in addition or separate from the manufacturers' standard warranty. Provide the standard warranty for manufacturer(s) listed in Section V. Paragraph B.2.
5. **Value Added Services:** Describe any additional services that the Responder can offer to the District that are directly related to this RFP that do not have a specified monetary value. Describe how this service could impact the response time in Section V. Paragraph 2.c. For example, is the Responder willing to keep a limited numbers of camera models in stock that could be used for repairs? Other examples include, but are not limited to; monthly reporting, online portal access, etc.

C. Cost of Services (Maximum – 40 points)

1. Cost of Services must be in a **separate sealed envelope**. No pricing will be given consideration until all proposals are evaluated based on the items in Section V. Paragraphs A and B.
2. **Cost Plus a Percentage of Cost:** Any proposal using a "Cost Plus a Percentage of Cost" pricing method will not be accepted. Any Responder using "Cost Plus" pricing will receive zero (0) points for this Section.
3. **Time and Material:** All services provided will be priced according to a time and material method. Provide the rates for services performed, for the following: (1) 7:30 am to 4:30 pm Central Time Zone Monday through Friday, (2) 4:30 pm to 7:30 am Monday through Friday, and (3) Weekends. State the minimum hours charged for worked performed outside 7:30 am to 4:30 pm Central Time Zone Monday through Friday. The District desires that the minimum time invoiced will be in increments of thirty (30) minutes.
4. **Percentage Discount from Catalog or Category:** All Responders will be required to submit "Primary Pricing" for material in the form of "Percentage Discount from Catalog or Category". All pricing documents should include an effective date, preferably in the top right corner of the first page of each pricing document.

- a. A specific “Percentage Discount from a Catalog or Category” is defined as a published Manufacturer’s Suggested Retail Price (“MSRP”) for the products/equipment or related service being proposed.
 - (i) Individual percentage discounts can be applied to different manufacturers, product lines, products subcategories or models or;
 - (ii) A single overall percentage discount from MSRP may be applied to all elements identified in MSRP including all Manufacturer Options applicable to the equipment/products or related services.
 - b. Awarded Responder will be responsible for verifying and maintaining current published MSRP for the District which must be included in the Proposal and provided throughout the term of any Agreement resulting from this RFP.
5. **Total Cost of Acquisition:** The Total Cost of Acquisition includes any associated costs for services outlined in Section V. Paragraph C.3 and products outlined in Section V. Paragraph C.4 necessary for the District to fully utilize these products/services as intended. All freight (including liftgate and inside delivery when applicable) must be included in the pricing provided in Section V. Paragraphs C.3 and C.4. Any vehicles, tools or equipment, such as a manlift, necessary for the delivery or installation services outlined in Section V. Paragraph C.3 and products outlined in Sections V. Paragraph C.4, will be provided by the Responder. All “Value Added Services” outlined in Section V. Paragraph B.5 should be incorporated in the Total Cost of Acquisition. An additional cost cannot be added to the price outline in Section V. Paragraphs C.3 and C.4 for providing any “Value Added Services” outlined in Section V. Paragraph B.5.
6. **Sources Product/Equipment/Open Market Items:** A Sourced Good or Open Market Item is a product that the District wants to buy under contract that is not currently available under this Agreement. This method of procurement can be satisfied through a contract sourcing process. Sourcing options serve to provide a more complete contract solution to meet the District’s needs. Sourced items are generally deemed incidental to the total transaction or purchase of contracted items.
- (i) The District may request product/equipment and/or related services that are within the related scope of this RFP, which are not included in an awarded Vendor’s line-item product/equipment and related service list or catalog. These items are known as Sourced Product/Equipment or Open Market Items. An awarded Responder resulting from this RFP may “Source” equipment/products and related services for the District to the extent they:
 - (1) Identify all such equipment, products, and services as “Sourced Products/Equipment” or “Open Market Items” on any quotation issued to the District and obtain confirmation from the District that the price for the sourced products is accepted/approved.
 - (2) The District reserves the right in its discretion to purchase any Open Market Item and provide the Open Market Item to the Responder for installation. The Responder will have the same warranty obligations for any item purchased directly by the District pertaining to this RFP as outlined in Section V. Paragraph B.4.
7. **Labor Price Increases and Product Deletions and Additions**
- (i) **Annual Labor Price Increase:** Beginning on the second Agreement year, and each Agreement year thereafter (including additional renewal terms), adjustments to labor rates will be negotiable and limited to the appropriate [Consumer Price Index for All Urban Consumers \(CPIU\): Selected areas, all items index for South urban: Size B/C](#) as published by the US Department of Labor, Bureau of Labor Statistics in December of each year. Any requests for

adjustments must be submitted in writing to the Purchasing Department no later than April 1st of each year. Rate adjustments will not be automatic; current year pricing will be retained for an additional, successive year if the successful Responder fails to submit by the deadline. If there is a decline in the CPI-U for any given year, compensation will not be reduced lower than the initial Agreement year rate. If a rate adjustment is requested, the Purchasing Department will provide notification of the allowable increases, if applicable, by May 1st.

- (ii) **Deletions:** Equipment/products and related services may be deleted from the Agreement if an item is no longer available and no longer relevant to the Agreement, as an example, products are end of life, no longer compatible, etc.

- (iii) **Additions:** New equipment/products and related services may be added to an Agreement resulting from this RFP at any time during that Agreement to the extent those equipment/products and related services are within the scope of this RFP. Those requests are subject to review and approval of District. Allowable new equipment/products and related services generally include new updated models of equipment/products and related services and or enhanced services previously offered which could reflect new technology and improved functionality.

VI.EVALUATION AND AWARD

A. Proposal Evaluation Process:

1. Proposals are received and publicly opened. Only the names of the Responders are read at this time.
2. An Evaluation Committee will review all proposals submitted based on the factors set forth in the RFP. All proposals will be evaluated in accordance with the evaluation criteria specified in this document. Purchasing personnel will participate in an administrative and advisory capacity only.

B. District's Rights and Reservations

1. The District reserves all rights, in its' sole discretion, not to issue an award to any Responders, to cancel this RFP at any time for any reason, or a combination of any of all of the above. The District will not be liable to any Responder for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District. The District reserves the right, prior to its Board approval, to cancel the RFP or portions thereof, without liability to any Responders or the District.
2. The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request clarification or other information to evaluate any or all proposals.
3. The District reserves the right, before awarding the Agreement, to require Responder(s) to submit additional evidence of qualifications; including insurance, or any other information the District may deem necessary.
4. The District reserves the right to accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District or to reject any and/or all items proposed.
5. The District reserves the right to further negotiate any proposal, including price, with the highest rated Responders. If an agreement cannot be reached with the highest rated Responder(s), the District reserves the right to negotiate and recommend award to the next highest ranked Responder or subsequent Responder(s) until an agreement is reached.
6. The District reserves the right to purchase unlimited quantities of services under this Agreement for any facilities operated by the District.

ESCAMBIA SCHOOL DISTRICT RISK MANAGEMENT ADDENDUM (REGULAR)

Anything in the foregoing agreement to the contrary notwithstanding, each Signer thereof (other than the School Board, the Superintendent of Schools, the School District, their officers, agents and employees) hereby agrees to:

A. HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

1. Save and hold harmless, pay on behalf of, protect, defend, and indemnify the School Board, (including the Superintendent of Schools, the School District, their officers, agents, and employees) from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of , or in any way related to, any action or inaction of the Signer (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. The obligations of the Signer pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Signer.

B. REQUIRED INSURANCE:

- 1. **Maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000 with an insurance company rated not lower than "A" by A. M. Best and Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Signer and a copy thereof shall be delivered to the undersigned before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with 45 days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.**
- 2. **If this RFP involves performance by officers, employees, agents or sub- contractors of the Signer, the Signer shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of workers' compensation insurance in the amount required by Florida Statutes Chapter, 440, and Employer Legal Liability Insurance in the amount of \$100,000.**

Approved:

Signer:

Initials of each

Signer:



Kevin T. Windham, CFE, CSRM, Director-Risk Management Escambia School District

75 North Pace Boulevard Pensacola, FL 32505

ESCAMBIA SCHOOL DISTRICT PUBLIC RECORDS ADDENDUM

CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES.

Pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

A. Keep and maintain public records required by the School Board to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)

2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the School Board. Contractor's records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board's request for records, School Board shall enforce the provisions in accordance with the contract.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.

D. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the SCHOOL BOARD.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF ESCAMBIA COUNTY, CUSTODIAN OF PUBLIC RECORDS AT (850)469-6131, NROSS@ESCAMBIA.K12.FL.US, OR 75 NORTH PACE BLVD., PENSACOLA, FL 32505.

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved:

Initials of Each Signatory:

Donna Sessions Waters
General Counsel
Escambia County School Board
75 North Pace Blvd.
Pensacola, FL 32505
02/21/2017

Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-00014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete)

CONFLICT OF INTEREST DISCLOSURE

Conflict of Interest and Ethical Considerations. The Responder affirms that, to the best of his or her knowledge, there exists no actual or potential conflict between the Responder's business or financial interests and its services under this RFP. In the event there may be an actual or potential conflict, the Responder will notify the Purchasing Agent on page 1 of the possible conflict(s) of interest which may arise as a result of such change.

Examples of potential conflicts of interest are listed below:

1. Recent hiring or in-progress consideration for employment of persons that are currently or have been with the District (last three (3) years) in connection to the Information Technology Department.
2. Recent termination (voluntary or otherwise) of Responder's employee(s) to be gainfully employed by the District in connection with the Information Technology Department.
3. Current RFP submission directly or as a sub-contractor with the District.
4. Holding a consulting, advisory, or other similar position with the District outside of direct correlation of authorized work.
5. Holding any current membership on a committee, board, or similar position with the District.
6. Having a relationship with District personnel specifically connected to Information Technology or Purchasing Departments. Additionally, having a relationship specifically connected with School Board personnel or School District Administration, inclusive of the Superintendent, Deputy Superintendent and Assistant Superintendents. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Responder's Printed Name _____

Responder's Signature _____

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more RFPs which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a RFP received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie RFPs will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under RFP a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under RFP, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature _____

The Escambia County School District
RFP-180206 References Form

Responder's Name: _____

Reference 1			
Name of Company			
Address			
Contact Name		Phone Number	
Email Address		Fax Number	
Length of Customer Relationship			
Description of Work Performed			

Reference 2			
Name of Company			
Address			
Contact Name		Phone Number	
Email Address		Fax Number	
Length of Customer Relationship			
Description of Work Performed			

Reference 3			
Name of Company			
Address			
Contact Name		Phone Number	
Email Address		Fax Number	
Length of Customer Relationship			
Description of Work Performed			

By signing below you are giving the District authorization to contact the companies listed above to obtain opinions of work performed by the Responder.

Authorized Signature: _____

Print Name: _____

Date: _____

17125/CAMERA SURVEILLANCE SYSTEMS**Revised 05/01/2015**

Attachment A

1. INTRODUCTION

This section is intended to provide the A/E guidance in the design of infrastructure and related equipment for camera surveillance systems (CCTV)

1.1 DESIGN REQUIREMENTS

1.1.1 The surveillance systems system shall be a March Networks CCTV system with high-resolution color cameras using Category 6 cabling. Specific equipment needed shall be coordinated with ECSD IT.

1.1.2 The system shall be designed in conjunction with the structured cabling system infrastructure and shall utilize the same communications closets and backbone conduits for distribution.

1.1.3 All exposed cabling shall be installed in conduit. No camera cables shall be run exposed on any interior or exterior of any building.

1.1.4 The end result from the contractor shall be a complete and warranted system ready for operation. The installation shall include all accessories and appurtenances required to provide a complete and fully operational system. Any materials not specifically mentioned in these specifications, but required for a finished installation shall be furnished and installed at no additional cost to the Owner.

2.0 HEADEND AND CAMERA EQUIPMENT

2.1 The proposed CCTV system shall be a complete and functional digital video surveillance system. The system shall include all required cameras, lenses, cabling, conduit, power supplies, camera enclosures, support brackets, network video recording servers, control enclosures, surge protection, and all other device, equipment, and appurtenances not specifically listed herein.

2.2 All set-up and system programming to suit ECSD's requirements shall be included. System shall include anti-virus software in accordance with current district policies. Anti-virus software must be installed, configured and current before the system can be connected to the district network. ECSD IT shall be provided with complete administrative access to system. Coordinate with school technology coordinator as appointed by principal.

17125/CAMERA SURVEILLANCE SYSTEMS**Revised 05/01/2015**

Attachment A

3.0 CABLING INFRASTRUCTURE

- 3.1 The facilities existing cabling infrastructure shall be used whenever possible.
- 3.2 The camera shall be connected via existing and new twisted pair infrastructure (Category 6 or higher) and Ethernet network. The systems shall be designed so that adequate spare cables remain on existing cabling systems.
- 3.3 Lightning protection shall be provided on any exterior cabling.
- 3.4 The system shall be designed alongside the structured cabling system infrastructure and shall utilize the same communications closets and backbone conduits for distribution.
- 3.5 All exposed cable cabling shall be installed in conduit. No camera cables shall be run exposed on any interior or exterior of any building.

4.0 LAYOUT

- 4.1 Coordinate the layout of cameras and placement of the headend with ECSD IT. Coordinate site specific requirements with a school technology coordinator assigned by the Principal. Coordinate throughout the design process.
- 4.2 Based on budget and need, each school will have different coverage requirements. Coordinate with ECSD IT for budgeting and design systems as allowable.

5.0 CONTRACTOR'S RESPONSIBILITY

- 5.1 The contractor shall deliver, install, program, test, start-up, checkout and otherwise provide a fully operational and warranted system in accordance with the A/E design.

6.0 TRAINING

- 6.1 The contractor shall provide a minimum of four hours training for the system. Additionally, the contractor shall be available for periodic additional training as required to keep personnel up to date on the use of the system.

END OF SECTION 17125