



RFB for  
Security Camera System Addition  
Wentzville R-IV School District

RFB-T-JAN1918-56

Release Date **January 19, 2018**

**To Receive A Copy of this RFB:**

**Contact:** Greg Lawrence

**Title:** Director of Technology

**Phone #:** (636)-327- 3800 ext. 22335

**E-mail:** greglawrence@wsdr4.org

**RETURN BID NO LATER THAN: **Wednesday – February 21, 2018 at 10:30 A.M., CST****

**RETURN BID AND ANY ADDENDA TO:**

Wentzville School District

ATTN: Greg Lawrence, Director of Technology

Berrey Place Center

One Campus Drive

Wentzville, Missouri 63385

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Bid (RFB) and as modified by any addendums thereto. All Bids must be complete and properly executed by the vendor and received by the date and time noted above to be considered.

This **REQUEST FOR BID** contains the following:

**GEN – “GENERAL INFORMATION FOR VENDORS/BIDDERS”** -- The section referred to as "General Information for Vendors" contains general information about the District's business and Bid procedures. Some items may not apply to all RFB's. Please keep this section for future reference.

**SPEC – “SPECIFICATIONS FOR RFB”** -- The section referred to as "Specifications for RFB" contains information specific to the goods and/or services in the Request for Bid. Specifications may be more detailed than the "General Information for Vendors" and therefore may be controlling.

## **GENERAL INFORMATION FOR VENDORS/BIDDERS**

### **GEN-1 GENERAL INFORMATION**

1. Listed under "Specifications for RFB" are items for which Wentzville School District is seeking Bids for a specified period of time.
2. Sealed Bids must be received at the Technology Office only (no other location permitted), One Campus Drive, Wentzville, MO 63385, no later than the date and time of the Bid opening, at which time all Bids will be publicly opened and read. No exceptions. The outside of sealed envelope shall be clearly marked: Attention Technology Department, with Bid number, name of Bid, and due date and time of Bid. Late Bids will be rejected and returned unopened to the vendor. If the District is unexpectedly closed on the scheduled Bid opening date due to weather or other unforeseen circumstances, the Bid opening will automatically occur on the next regular working day at 11:00 A.M. prevailing Central Time.
3. It shall be the vendor's sole responsibility to insure their RFB envelope has been received by the District prior to the deadline date and time. It should not be assumed that their Bid sent by US mail, UPS, FedEx or any other courier will be in the correct hands by the opening deadline.
4. Bids may not be withdrawn after scheduled closing time for the receipt of Bids. Errors or omissions can be corrected by a telephone call with a follow-up in writing until the time of Bid opening. Bids shall then be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.
5. Vendor will enter into an agreement with the District made under the laws of the state of Missouri, and for all purposes shall be construed in accordance with the laws of said state without regard to principles of conflicts of law. The agreement will also require that venue for any disputes arising out of the agreement will be in the Circuit Court of St. Charles County, Missouri.
6. Throughout this document the terms "RFB", "RFQ" and "RFP" are to be used interchangeably.
7. Throughout this document the term "District" refers to the Wentzville RIV School District.

### **GEN-2 LENGTH OF AGREEMENT**

1. Acceptance of a Bid by the District and subsequent execution of a written agreement shall create an agreement for the vendor to sell and the District to purchase, under the terms and conditions of the Specifications and Bid Form, the services, equipment and/or supplies specified in the vendor's Bid and the District's acceptance of the Bid amount. Agreements can be for a specific time to complete a service project, or up to a five year period as deemed by the RFB.

### **GEN-3 AGREEMENT MODIFICATION**

1. Vendors taking exception to any clause, in whole or in part, should do so by listing said exceptions on company letterhead and submitting them as an alternate Bid. Said exceptions may or may not be honored by the District, and the District reserves the right to reject any alternate Bid. Alternate Bids should be clearly marked "Alternate Bid" and submitted on vendor letterhead.
2. Should the vendor need clarification on stated specifications or has questions of interpretation of any specifications, the vendor may e-mail Greg Lawrence by the "Additional Information Date" stated in the RFB and all information will be provided by an addendum. See GEN-6 Addendum.
3. The Specifications and Bid Form expresses the conditions under which Bids are solicited. Any modification thereto by the District shall be in writing and posted on the District website up to the "Additional Information Date". See GEN-6 Addendum.
4. Should the vendor fail to accurately respond to the specifications of an RFB and/or omit required RFB information, the District reserves the right to disqualify the RFB based on irregularities. It shall be each vendor's responsibility to obtain and verify all the information required on RFB held within, prior to the submission of stated RFB. No objections with regard to the application, meaning, or interpretation of any or all of the specifications and/or the general information will be considered after the closing date and time of this RFB.

## **GEN-4 FINANCIAL ABILITY**

1. The District reserves the right to require the successful vendor to file proof of his ability to properly finance and execute the agreement, together with his record of successful completion of similar agreements. The District reserves the right to defer the acceptance of any Bid and the execution of an agreement for a period not exceeding ninety (90) days after the date of opening the Bids.

## **GEN-5 COMPANY REFERENCES, SUBCONTRACTING AND WARRANTIES**

1. The District may request at least three (3) references, preferably educational institutions, whom you have supplied similar equipment and services. The names, titles and telephone numbers of contacts for each reference should be given. Unless you specify otherwise, District officials will be free to contact these references.
2. Please attach a statement indicating whether your company proposes to use subcontractors for any aspect of the contract and identifying the proposed subcontractor in detail. No subcontracting shall be permitted without prior written approval by the District. In addition, no changes in subcontractors will be permitted without prior written approval by the District.
3. Please attach a copy (or detailed description) of all warranties on the equipment to be supplied, plus the cost to the District of maintaining such warranties after the expiration of this agreement.

## **GEN-6 ADDENDUMS**

1. As with any RFB there may be added information, deleted information, clarification of information or specifications or any questions a vendor may have in reference to the RFB. All Addendums will be posted on the District's website: <http://wentzville.k12.mo.us>. Go to Departments/Business/Purchasing/Open Bids. If the District is aware of vendors that are to participate in the RFB, every effort will be made to send them by e-mail each addendum/s; but ultimately, it is the vendor's responsibility to verify if any addendums have been brought forth. Initialing each addendum will be required by the vendor in the sealed envelope. Vendors will propose under the same terms and conditions of the original Bid. Thereafter, all addendums will become part of the original Bid process. All clarifications must be received by the "Additional Information Date" stated in the RFB.

## **GEN-7 EVALUATION**

1. Upon receipt and after opening, all Bids will be evaluated by the District. No decision as to vendor recommendation will be made at the scheduled opening. Additional information necessary to the evaluation process will be requested from the vendor, where appropriate.
2. The District may inspect the vendor's facilities to ensure that the vendor can provide the necessary services specified under this agreement.
3. Sufficient inventory of specified items may be required to be maintained by the vendor during the agreement period in order to meet the requirements of the District. Vendor's commitment to maintain a supply of items currently used by the District may be a consideration when evaluating the Bid.

## **GEN-8 BASIS OF AWARD**

1. The District's policy is to award a Bid based upon the "lowest and best" Bid. However, the District will also strive to select equipment, supplies and services, which best fulfill the District's overall needs. In making the award, the District will take the following factors into consideration:
  - Extent to which the services and/or items proposed meet or exceed specifications and function;
  - Vendor's ability to supply all or most items/services required;
  - Vendor's commitment to maintain a sufficient supply of items needed by the District;
  - Any prior experience or history between the District and vendor;

- Financial strength of the company;
  - Prices proposed by the vendor;
  - Other factors deemed significant by District officials.
2. The District reserves the right to reject a Bid for any reason; to accept any Bid which it deems to be in its best interest; and to reject all Bids and solicit new Bids. The District reserves the right to waive any technicalities and requirements in this Specifications and Bid Form.
  3. The District also reserves the right to award various portions of the contract to different vendors. In other words, the District shall have the discretionary right to select any or all of the items in the Bid at the Bid price. Vendors may exclude items listed when submitting their Bids. However, favorable consideration will be given to those vendors, which can supply all, or most of the items listed. However, if the RFB specifications call for a PRIME vendor, only one vendor will be selected.
  4. The Bid constitutes an offer to the District to supply some or all of the items included in the Bid. Absent acceptance of part or all of the Bid and execution of a written agreement by the District, the District is in no way obligated to the vendor. The District will promptly notify all successful vendor/s of any action to be taken. Others should contact District officials for information about the award.
  5. The District reserves the right to discontinue any agreement with the vendor by giving written thirty-day notice if circumstances warrant such action. Examples of such circumstances include, but shall not be limited to: budget/financial considerations; vendor service/product no longer required; and unsatisfactory vendor performance (see GEN-9), etc.

## **GEN-9 POOR OR NONPERFORMANCE**

1. During the term of the contract, the District may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the District and/or its duly appointed representative. In the event of termination, the District shall give the vendor written notice thirty (30) days prior to termination. The District may thereafter procure products or services from other vendors.
2. The vendor takes all responsibility for substandard or defective materials and will replace all items as requested.

## **GEN-10 DOMESTIC PRODUCTS PROCUREMENT**

1. The District encourages its staff to purchase or lease products manufactured, or produced in the United States and for contractors and subcontractors of the District to do the same when providing goods and services to the District.
2. It is also the policy of the District to give preference to commodities manufactured, mined, produced or grown within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality, price and delivery are approximately the same. (Legal Reference Section 171.181 RSMo.)
3. The Board of Education may make awards to local businesses located within the Wentzville School District and paying property taxes received by the Wentzville School District. The Board of Education may grant such local businesses a 2% advantage not to exceed \$500 per invitation. (Financial Operation - Board Policy 3180)

## **GEN-11 BILLING AND PAYMENT**

1. All shipments must be accompanied by a packing list giving a complete description of items, total quantity of items, and total number of containers in the shipment. Packing list should also show District purchase order number, quantity and item(s) shipped along with proper shipping address. The invoice should be sent to One Campus Drive, Wentzville, MO 63385 and show the purchase order number, quantity and item(s) shipped with price(s).
2. Payments will be made in accordance with Wentzville School District payment cycles.

## **GEN-12 DELIVERY**

1. All equipment, supplies, or services shall be delivered as specified on the District's purchase order or in the RFB. The vendor and the District will agree on delivery.

### **GEN-13 PRICE**

1. Price(s) will be mandated by the RFB specifications and the length that prices will stay in effect will be mandated by the RFB specifications.
2. Deletion of Items - The District reserves the right to delete any or all escalated items from the agreement if the item(s) can be purchased more economically from another source.

### **GEN-14 COLLUSION CLAUSE**

By submission of this Bid, each vendor, anyone signing on behalf of a vendor, and in the case of a joint Bid, each party thereto, certifies under penalty of perjury, that to the best of his knowledge and belief:

1. The prices of this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or competitor; Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and no attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

### **GEN-15 TAX EXEMPT STATUS**

1. The vendor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the vendor which are legally enacted when Bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
2. As set forth in 144.062 RSMo and 144.030 RSMo, contractors who purchase materials and/or supplies "for the purpose of constructing, repairing, or remodeling facilities for" the District are exempt from paying sales tax. The official State Tax exemption certificate will be furnished to the contractor. The quoted phrase was taken directly from the statute.

### **GEN-16 "OR EQUAL"**

1. Whenever material, article or piece of equipment is identified in the specifications by reference to manufacturers' trade name(s) etc., it is intended merely to establish a standard; and any material, article, or equipment of other manufacturers and vendors which will perform the duties imposed will be considered equal provided the material, article or equipment so proposed is, in the opinion of the Technology Office or using department, of equal substance and function. However, in some instances, the District will insist on specific brand names to meet District needs and requirements and will not permit "substitutes" or "or equals."

### **GEN-17 TOBACCO FREE ENVIRONMENT**

1. Wentzville School District has adopted a tobacco free policy effective July 1, 1997. No tobacco products may be used in the facilities or on the grounds.

### **GEN-18 INDEMNIFICATION**

1. To the fullest extent permitted by the law the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District, its Board of Education, Board Members, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible

property, but only to the extent caused by the acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.

2. **By responding to this RFB, all vendors acknowledge and agree that the District cannot and will not agree to indemnify, defend or hold harmless the vendor in any manner.**

## **GEN-19 SECURITY IDENTIFICATION BADGES (as related to on site work with services and construction)**

1. All vendor employees servicing, repairing, delivery within the school buildings will be required to sign in at the front office and receive a temporary security badge.
2. Construction contractor or subcontractor employees working on project sites will be required to obtain security identification badges before coming to the project site. Badges may be obtained by the District's Project Manager, the District's architectural firm or the general contractor. For questions concerning security badges contact John Blanton, Project Manager at 636-327-3800 ext. 20329.
  - a. To obtain a construction security identification badge, the contractor or subcontractor employee shall be required to give their full name, present personal identification verifying their name (e.g., driver's license), give their employer's company name, and present documentation verifying their employment with the company (e.g., business card, identification letter on company letterhead, etc.). During normal working hours, employment confirmation may be made by a confirming telephone call to the company.
  - b. Security identification badge must be kept with the contractor or subcontractor employee and prominently displayed while they are on the project site. The security identification badge may be temporarily removed from prominent display if the security identification badge will pose a safety threat to the contractor or subcontractor employee as the employee carries out the work.
  - c. If the contractor or subcontractor employee temporarily removes the security identification badge from prominent display for safety purposes, the contractor or subcontractor employee shall promptly present the security identification badge to any employee of the District that requests to see the security identification badge. Failure to promptly present the security identification badge shall be grounds for instant removal of the contractor or subcontractor employee from the project site until the security identification badge can be presented. If the contractor or subcontractor employee fails to present the security identification badge a second time, the District may request the contractor or subcontractor employee to be removed from the project site permanently.
  - d. **No employee of the vendor shall be authorized to have contact with or otherwise be in the presence of District students without a District employee also being present.**

## **GEN-20 REQUIRED E-VERIFY COMPLIANCE**

1. Vendors will be required to comply with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program. The vendor represents and warrants that it is in compliance with Section 285.530 at the time of award of this RFB. Vendors will be required to provide a sworn affidavit and supporting documentation affirming participation in a qualified federal work authorization program and that vendor does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to any agreement entered into with the District.
2. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") must be filled out and sent in the sealed envelope.
3. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT must be filled out and notarized and sent in the sealed envelope.

## **GEN-21 CONSTRUCTION PROJECTS – CONTRACTORS & SUBCONTRACTORS**

1. Pursuant to Section 292.675 RSMo the construction contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project.

2. It shall be mandatory upon the contractor and any subcontractor under him/her to pay not less than the specified rates to all workmen employed by them in the execution of the contract, (see 290.250, RSMo).
3. Contractors and subcontractors shall forfeit as a penalty to the state, county, city and county District or other political subdivision on whose behalf the contract is made or awarded one hundred dollars for each workman employed, for each calendar day, or portion thereof, such workman is paid less than the said stipulated rates for any work done under said contract, by him/her or by any subcontractor under him/her, and the said public body awarding the contract shall cause to be inserted in the contract a stipulation to this effect, (see 290.250 RSMo).
4. Contractor must post a legible list of all prevailing wage rates in a prominent and easily accessible place at the worksite by each contractor and subcontractor on the project. Notice must be posted during the full time that any worker is employed on the job, (see section 290.265, RSMo).
5. The Wentzville School District will make final payment only after the vendor has filed an affidavit of Compliance with the contracting public body, (see section 290.290 and 290.325, RSMo). Before final payment will be made, the contractor and all subcontractors must file an Affidavit of Compliance with the contracting public body. No payment can be legally made by the public body (Wentzville School District) to the contractor(s) until this affidavit is filed in proper form and with the public body (Wentzville School District).
6. All workmen must be experienced in this line of work, the job site must be left in a clean first-class condition, and free of debris.
7. The Contractor shall comply with all applicable state laws, municipal ordinances and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Worker's Compensation Law. The Contractor shall save and hold harmless the District from and against all liability, claims and demands on account of personal injuries, property loss or damage of any kind whatsoever connected with the performance any agreement entered into with the District.
8. Only Missouri laborers from nonrestrictive states are allowed by law to be employed on Missouri's public works projects when the unemployment rate exceeds 5% for two consecutive months. (See Sections 290.550 through 290.580 RSMo). Therefore, this statute is in effect and will remain in effect as long as this notice is posted. For questions call (573) 751-3403. View the Frequently Asked Questions at [http://www.dolir.mo.gov/ls/faq/faq\\_PublicWorksEmployment.asp](http://www.dolir.mo.gov/ls/faq/faq_PublicWorksEmployment.asp) or view the statute 290.550 – 290.580 RSMo, at <http://www.moga.mo.gov/statutes/C290.HTM>. Nonrestrictive states, which includes the District of Columbia and the territories, and the words "United States" includes such District and territories, as of January 2008 are: Alabama, American Samoa, Arkansas, Georgia, Guam, Hawaii, Indian, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Nebraska, New Hampshire, New Mexico, New York, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and Wisconsin.
9. *Current Prevailing Wage Order* issued by the Missouri Division of Labor Standards will apply to all construction projects.

## **GEN-22 VENDOR REQUIREMENTS**

1. The vendor shall possess all current permits and licenses for operation.
2. No vendor staff will not be under the influence of alcohol and/or drugs in the performance of their duties with the District. Rudeness, vulgar or obscene language or inappropriate physical contact will not be tolerated.
3. All employees, contractors and subcontractors working for or associated with the vendor, who will be on any school premises, must have cleared both a Missouri Highway Patrol and a FBI background check. No vendor employee, contractor or subcontractor will be allowed on any District premises who is a registered sex offender. Should services require vendor's staff to interact with students:
  - a. All vendor staff will have an FBI/Highway Patrol Background Check which includes fingerprints. The charge for this process will be paid by the vendor for all staff who will be in District Facilities. Vendor staff who have been convicted of a felony or misdemeanor may not be allowed to provide services to the District.
  - b. All vendor staff who provide services to the District will have a TUBERCULIN PPD (Tuberculosis) test performed prior to being scheduled to work. This will be at no charge to

- the District. Vendor staff who test positive for Tuberculosis may not be allowed to provide services to the District.
- c. All vendor staff will have their name run through the Missouri State Highway Patrol/Missouri Department of Social Services Child Abuse or Neglect Criminal Records check. There is no charge for this service.
  - d. It is the total responsibility for the vendor to insure that their above paperwork mentioned is on file. If it is found that a vendor staff does not have the appropriate forms on file, they will be asked to leave the District premises until all forms are on file with the District Human Resource Department.
4. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the school board: including any committee member for the purpose of influencing consideration of this RFB.
  5. It shall be each vendor's responsibility to obtain and verify all the information required on this bid, prior to the submission of the bid. No objections with regard to the application, meaning, or interpretation of any or all of the specifications and/or the general information will be considered after the closing date and time of this bid. No claims of misinterpretation or lack of understanding of any information relating to this bid will be accepted after to closing date and time.
  6. Vendors are expected to utilize Greg Lawrence as the sole representative for ALL information regarding this RFB. Vendors, who contact any other District employee or representative of the District regarding the subject of this RFB, are subject to disqualification.
  7. The vendor must have been in business for a minimum of five years.
  8. The vendor will not assign any of the rights, duties, or payments arising under any agreement to any third party without the consent of the District.
  9. The vendor will disclose if any of the owners of their company are employed by the Wentzville School District, including persons who may sub for the District or have retired from the District.
  10. It is the intent of this RFB and specifications to select a vendor or vendors to create a working agreement between all parties. The District however is under no obligation to assign, reward or select any vendor for the fulfillment of this RFB.
  11. By submitting a RFB, the vendor specifically agrees that the decision of the Wentzville School District is final and binding and agrees to all contents of this RFB.
  12. The vendor will comply with the Fair Labor Standards Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Missouri Human Rights Act and all other applicable Federal and State laws, as well as the applicable Policies and Regulations of the District's Board of Education.
  13. Every provision of law and clause required by law to be inserted in any agreement with the District will be deemed to be inserted and the agreement will be read and enforced as though it were included.
  14. No vendor will perform service or deliver product without a District purchase order.
  15. It is expected that the vendor will provide their best pricing and services on this RFB. The District will not negotiate with any vendor after the Bids have been read publicly.

## **GEN-23      INSURANCE REQUIREMENTS**

Vendors, contractors and/or sub-contractors (used interchangeably) shall, at its expense, procure and maintain at a minimum for the duration for any service or project and through the correction period stated in the agreement, except as otherwise set forth herein, the types and amounts of insurance described below or as otherwise required by law on all of its operations, in companies registered to do business in the State of Missouri and having an A.M. Best Rating or A-IX or higher:

1. Workers' Compensation and Employers Liability Insurance: Shall carry Workers' Compensation Insurance as required by any applicable law or regulation. Employers Liability Insurance shall be in amounts no less than \$1,000,000 each accident for bodily injury, \$1,000,000 for bodily injury by disease and \$1,000,000 each employee for bodily injury by disease. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's and Harbor Workers compensation act, the Jones Act or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims. If the contractor's Employers Liability limits are below those stated above an umbrella liability policy may be used to the requested limit.
2. Commercial General Liability Insurance: Shall carry Commercial General Liability Insurance written on ISO occurrence for CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for



bodily injury liability and property damage liability for the limits indicated below and for the following coverage:

- a. Premises and Operations
  - b. Products and Completed Operations
  - c. Contractual Liability insuring the obligations assumed by the Contractor under this Contract
  - d. Personal Injury Liability and Advertising Injury Liability
  - e. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by any agreement with the District.
3. Limit of Liability: The Commercial General Liability policy limits shall not be less than:
    - a. \$1,000,000 Each Occurrence (Combined Single Limit for Bodily Injury and Property Damage)
    - b. \$2,000,000 Aggregate for Products/Completed Operations
    - c. \$1,000,000 Personal Injury/Advertising Injury
    - d. \$2,000,000 General Aggregate (provide endorsement to apply the General Aggregate per project, if available. If not, see Umbrella Liability section).
  4. Additional Insured: The District, all of its officers, directors and employees, shall be named as Additional Insured under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 or substitute providing equivalent coverage. If additional insured status is required for a correction period then CG 20 37 or equivalent should also be used. These endorsements must be stated on the Insurance certificate provided to the District and a copy of the endorsements confirming coverage should accompany the insurance certificate.
  5. Primary Coverage: Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Architect (if applicable) or the District shall be excess only and will not contribute with vendor's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.
  6. Business Automobile Liability Insurance: The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA 0020 or a substitute form providing equivalent coverage and shall be at least \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the District and all of its officers, directors and employees as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the District shall be excess only and will not contribute with Contractor's Insurance. To confirm coverage, a copy of the Additional Insured Endorsement and the Primary Insurance Endorsement should accompany the Insurance certificate.
  7. Umbrella Excess Liability: Should provide an umbrella excess liability policy that will provide a minimum of \$2,000,000 per occurrence/ \$2,000,000 aggregate over the above listed coverages. This policy should "follow-form" of the underlying policies and comply with all insurance requirements of those policies. If the General Aggregate of the Commercial General Liability policy does not apply per project, the limits should be \$3,000,000 per occurrence/ \$3,000,000 aggregate.
  8. Waiver of Subrogation: The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the District and its officers, director and employees.
  9. Certificates of Insurance: As evidence of the Insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the vendor to the District and Architect (if applicable) before any work is commenced by the vendor. The District shall have the right, but not the obligation, to prohibit vendor, contractor or any subcontractor from entering the project site until such certificates are received and approved by the District. With respect to insurance to be maintained after final payment, an additional certificate (s) evidencing such coverage shall be promptly provided to the District as a precondition to final payment. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the District. Failure to maintain the insurance required herein may result in termination of any agreement at District's option. In the event the vendor does not comply with the requirements of this section, the District shall have the right, but not the obligation, to provide insurance coverage to protect the District and Architect (if applicable), and charge the vendor for the cost of that insurance. The required insurance shall be subject to the approval of the Architect (if applicable), but any acceptance of insurance certificates by the Architect (if applicable) or District shall in no way limit or relieve the vendor, contractor or any subcontractor of their duties and responsibilities in the agreement.
  10. Copies of Policies: Shall furnish a certified copy of any and all insurance policies required under this Contract within ten (10) days of the District's written request for said policies.

11. Subcontractors: Vendor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each subcontractor, subcontractors' commercial/general liability and business automobile liability insurance shall name the District and its Architect (if applicable) as Additional Insureds and have the Waiver of Subrogation endorsement added.
12. Other Insurance: The District may require insurance coverage in excess of the types and amounts required in this Exhibit. Vendor shall attempt in good faith to obtain quotes for such additional coverage and provide them to the District for review. Vendor shall purchase any such additional insurance as may be requested by the District in writing. The District shall pay any additional premium for such additional coverage.

## **GEN-24 GOVERNING LAW, JURISDICTION AND VENUE**

1. The agreement shall be governed and interpreted in all respects according to the laws of the State of Missouri. In the event either party must bring a legal or equitable action to enforce any of its rights under the agreement, the venue for such actions shall be the Circuit Court of St. Charles County, Missouri.

## **GEN-25 CONFIDENTIALITY**

1. To the extent that is applicable, the vendor will observe the confidentiality of and protect student information in accordance with applicable law, including but not limited to the Family Educational Rights and Privacy Act, (FERPA), 10 U.S.C. § 1232g, and the Health Insurance Portability and Accountability Act (HIPAA), and will indemnify the District for any damages suffered by it, by reason of vendor's failure to do so.

### SPECIFICATIONS FOR RFB

<b>RFB NUMBER:</b>  RFB-T-JUNE817-39	<b>RELEASE DATE:</b>  <b>January 19, 2018</b>	<b>RFB NAME:</b>  RFB for Security Camera System Addition
<b>DUE DATE &amp; OPENING:</b>  Date: <b>February 21, 2018</b> Time: <b>10:30 AM CST</b> Location: Berrey Place Center (Old Central Office) One Campus Drive Wentzville, MO 63385	<b>Additional Information date:</b>  <b>February 9, 2018 9:00 AM CST</b>  <b>Mandatory Walkthrough:</b>  <b>Wednesday, January 31, 2018 9:00 AM</b>	
<b>ADDRESS INQUIRIES TO:</b>  <b>Greg Lawrence, Technology Department</b> PH: (636) 327-3800 ext. 22335 greglawrence@wsdr4.org	<b>RETURN BID TO:</b>  WSD Berrey Place Center Technology Department One Campus Drive Wentzville, MO 63385	

## **SPEC-1 SCOPE**

1. This is a formal Request for Bid (RFB) for soliciting a qualified company that will provide Security Camera Additions with the specifications provided.
2. This is for a one (1) year agreement beginning June of 2017, with the potential to extend for an additional two (2) years, should both parties agree.
3. ADDITIONAL INFORMATION DATE (SEE GEN-3 .2) All questions or clarifications must be made to Greg Lawrence at [greglawrence@wsdr4.org](mailto:greglawrence@wsdr4.org) by February 9, 2018 by 9:00 AM CST.

## **SPEC-2 REFERENCES**

1. Provide a minimum of three (3) references, preferably school districts.
2. Include name, address, contact information and phone

## **SPEC-3 SCOPE OF WORK AND SPECS**

1. Locations

Holt High  
600 Campus Drive  
Wentzville, MO 63385

Liberty High  
2275 Sommers Rd.  
Lake St. Louis, MO 63367

Timberland High  
559 East Highway N  
Wentzville, MO 63385

Barfield Early Childhood Center  
2025 Hanley Road  
Dardenne Prairie, MO 63368

Pearce Hall  
317 W. Pearce Blvd.  
Wentzville, MO 63385

Boone Trail Elementary  
555 East Highway N  
Wentzville, MO 63021

Crossroads Elementary  
7500 Highway N  
O'Fallon, MO 63368

Discovery Ridge Elementary  
2523 Sommers Road  
O'Fallon, MO 63367

Duello Elementary  
1814 Duello Road  
Lake St. Louis, MO 63367

Green Tree Elementary  
1000 Ronald Reagan Dr  
Lake St. Louis, MO 63367

Heritage Primary / Intermediate School(s)  
612 Blumhoff Avenue  
Wentzville, MO 63385

Lakeview Elementary  
2501 Mexico Road  
O'fallon, MO 63366

Peine Ridge Elementary  
1107 Peine Rd.  
Wentzville, MO 63385

Prairie View Elementary  
1550 Feise Road  
Dardenne Prairie, MO 63368

Stone Creek Elementary  
1850 Highway Z  
Wentzville, MO 63385

Wabash Elementary  
100 Golden Gate Parkway  
Foristell, MO 63348

Frontier Middle  
9233 HWY DD  
O'Fallon, MO 63368

South Middle  
561 E. Hwy N  
Wentzville, MO 63385

Wentzville Middle  
405 Campus Drive  
Wentzville, MO 63385

Berrey Place Center  
1 Campus Drive  
Wentzville, MO 63385

Harris Building  
719 W. Pearce Blvd.  
Wentzville, MO 63385

Support Services Building  
101 Support Service Drive  
Wentzville, MO 63385

2. Elementary and Middle School SOW

This project scope of work will include the purchase of the security cameras, CAT6 cable runs (no longer than 300 Feet), the installation of those security cameras, and the configuration of those security cameras into the existing school's NVR. With the exception of Heritage Elementary Schools (states in points 3 and 7, High School SOW).

3. High School SOW

This project scope of work will include the purchase of the security cameras, NVR, CAT6 cable runs (no longer than 300 Feet), the installation of those security cameras, and the configuration of those security cameras into the school's NVR.

ADDITIONAL NETWORK OPTION:

The ADDITIONAL NETWORK project scope of work will include the install of fiber, conduit, and a network cabinet at the athletic field at each high school. Additionally it will include the purchase of security cameras, CAT6 cable runs (no longer than 300 Feet), the installation of those security cameras.

Holt High School - Fiber, network cabinet and camera purchase/install

Liberty High School - Fiber, conduit, network cabinet and camera purchase/install

Timberland High School - Network cabinet and camera purchase/install

ADDITIONAL WIRELESS CAMERAS OPTION:

The ADDITIONAL WIRELESS CAMERAS project scope of work will include the install of security cameras on the parking lots at each high school. A wireless solution will need to be used. Additionally it will include the purchase of security cameras, wireless point-to-point technology, electric (they will be mounted on light poles), and the installation of those security cameras and wireless. Wireless specification listed in point 9.

4. Support Buildings SOW

This project scope of work will include the purchase of the security cameras, CAT6 cable runs (no longer than 300 Feet), the installation of those security cameras, configuration of those security cameras into the school's NVR, and the configuration of the NRV (moved from another building (model: WJ-ND400).

Additional cameras types are noted on the spreadsheet (PTZ and 360 cameras).

5. IP Camera Power Sources:

Vendor will not be providing Powered (PoE) Switches. WSD will be responsible for and provide PoE switches for this project. These switches will provide the network connectivity and power for the IP cameras in the scope of this project. The PoE switches provided by WSD are HP ProCurve 2920 PoE+ switches and/or Aruba 2920 PoE+. WSD will have the switches configured, and will provide the vendor with the static IP addresses which the vendor will configure into the NVR's and/or cameras.

6. IP Cameras:

Cameras for this project will consist of the following ("As Equal" does not apply to the camera specifications)...

Panasonic Super Dynamic HD Vandal Resistant Indoor/Outdoor Network Camera WVS2511N

Panasonic Super Dynamic HD Network Outdoor PTZ Camera WV-SW397B

Panasonic Super Dynamic HD Network Outdoor 360 Camera WV-SW458MA

Vendor will provide and install in each camera a 2GB SD card. IP Cameras are to be mounted by vendor to the ceiling requiring any ceiling mounting kits as part of this scope of work and CAT6 network cable run (no more than 300 feet).

7. Network Video Recorder (NVR) and Upgrade ("As Equal" does not apply to the Network Video Recorder (NVR) specifications):

This project will include the purchase of the Panasonic WJ-NX400 NVR's (High Schools and Heritage Elementary School) with 9 1Tb hard drives in each NVR, network key to include 128 channels/cameras, and the installation and configuration of the NVR's.

If the NVR (specifically WJ-ND400) needs a Firmware update due to camera type, the vendor/installer will perform the update.

8. Network Cabling and Supplies:

The scope of work will include necessary network cabling, supplies and installation in schools specified. Vendor, or subcontractor for network cabling, must be a Leviton Strategic Certified Partner. Vendor will install network cable runs to wiring closets as specified by the building diagrams and spreadsheets identifying the locations of building MDF and IDF wiring closets. Vendor will purchase and use Superior Essex Category 6 data cable. Vendor will supply in locations as needed at the AP's cable run end the necessary data jacks, wall boxes, and/or faceplates as needed. Vendor will terminate the cable in the identified MDFs and IDFs to existing district provided Leviton patch panels and with district provided Leviton data jacks. Acceptable parts list to be used with installation of Cat6 Cable are:

- Superior Essex 66-240-2B
- Leviton CAT6 jack: 61110-RL6
- Leviton 1 port wall plate: 41080-1IS
- Panduit raceway: LD model EI
- Panduit Surface Mount Box: JB1EI-A
- Use of any other materials, must be approved by the District Technology Department prior to installation.

9. Wireless camera solution will be installed for point 3 (High School SOW). Acceptable parts list to be used with installation are:

- Aruba Networks Wireless system (preferred solution, current wireless hardware)

10. Fiber, Conduit, and Network Cabinet install:

Fiber, conduit, and network cabinet will be installed for point 3 (High School SOW). Acceptable parts list to be used with installation are:

- Chatsworth Cabinet - 12419-724
- Chatsworth Dry Block, Sunlight Resistant, Indoor/Outdoor, Tight Buffer, OFNP, W40066G01, TeraGain 62.5
- Premier-Plenum Duct
- Leviton Flat QuickPort® Patch Panels 49255-H48
- Leviton Opt-X 1000i Rack-Mount Enclosure, 5R1UM-S03
- Leviton 49253-LPM

11. Scope of Work Installation and Labor:

- Delivery and installation of all materials outlined in Scope of Work.
- Vendor will coordinate the delivery of all the equipment in scope of work and items needed for installation to be shipped directly to the installation team. Installers will in turn bring these items to the installation location at time of installation.
- Running all cabling above ceiling and behind walls to terminate on wall plates. In the absence of drop/spline ceiling or drywall, secure cables within Wiremold or Panduit surface raceway, with no excess cable visible. Installation of Panduit raceway to be installed and permanently fastened following the EIA/TIA installation procedures (mounting via adhesive backing on the raceway will not be utilized). Color of Wiremold or Panduit raceway to match color of walls.

- Installers must leave at least 10 feet of service coil close to the location of camera installed.
- Provide and install proper cable support along all cable pathways to meet all applicable EIA/TIA Wiring Standards and all applicable local, County, State and Federal requirements, codes and regulations. All cable support shall be properly supported. Cables shall not be tied-off to existing conduit, flex or ceiling grid support.
- The Contractor shall be trained and certified by the equipment manufacturer (Leviton). A copy of the Leviton Strategic Partner Certification documents shall be submitted with the bid.
  - Furnish and install a 4 pair, 24 AWG solid copper, Category 6, Unshielded, Twisted Pair, Plenum rated cable to each data location indicated under the Building Diagrams & Spreadsheets section of this RFP. Terminate one end of cables at outlet and the other end at the patch panel or other designated locations. Wire map to be in accordance with EIA/TIA 568 PIN pair designation T568B Cable jacket color shall be blue
  - Cables shall not exceed 90 meters from termination location to wall outlet.
  - Cable shall be manufactured by Superior Essex Data Gain Cat 6+ Part #66-240-2B.
  - Cables shall be installed in their permanent supports and not temporarily supported by structure or other means.
  - Cables and supports shall be installed above ceilings at a readily accessible location.
  - Furnish, install, and terminate a Leviton 61110-RL5 for each data cable at the outlet
  - Furnish and install a Leviton 42080-1IS faceplate at each outlet.
  - Patch Panels and Jacks for the IDF/MDF ends will be provided by the District.
  - Provide typewritten labels at outlet faceplates and patch panels and label cables at the outlets and other termination location in accordance with the following building standards.
    - Verify with owner - Rack Letter+Jack# - Room # - HALL
      - (Example A003-A1HALL at the jack, A3A1HALL at the patch panel.
  - Field test all cables after installation. The results of all tests for each cable will be documented in a printout from the test instrument and provided to the owner. Any cables which fail will be corrected and re-tested with the new test results provided to owner.
  - The Contractor shall test and certify the communications cable plant to meet or exceed Category 6 specifications set forth in TIA/EIA-568-B.1 cabling standard using a Level III or IV qualified tester. The test criteria shall be as follows:
    - Insertion Loss (IL) / 33 dB
    - Near End Crosstalk (NEXT) / 38 dB
    - PowerSum NEXT (PSNEXT) / 37 dB
    - Attenuation Crosstalk Ratio - (ACR) / 7 dB
    - PowerSum ACR (PSACR) / 6 dB
    - Attenuation Crosstalk Ratio Far End - (ACR-F) / 20 dB
    - Power Sum Attenuation Crosstalk Ratio Far End - (PSACR-F) / 18 dB
    - Return Loss (RL) / 12 dB
  - Test equipment shall provide an electronic and printed record of these tests.
- Provide as-built drawings indicating cable routing and cable/jack/patch panel identification. Installation labor cost to be on a prevailing wage scale.
- Provide and install any and all electrical grounding required to meet all State and local codes.
- Coordinate with District to prevent network and/or electrical outage(s). In the event such an outage is necessary, sufficient advance written notice will be given to the District, with such notice to include a plan and timetable. Remain in frequent, on-site contact with the work site to insure completion within the established timetable, in the event the District approves such an outage.
  - Coordinate installation schedule with Greg Lawrence, Director of Technology who will coordinate with the school staff.



- Perform all work during school hours, between 7:00 am and 5:00 pm.
12. Install will be Prevailing Wage.
13. A mandatory walkthrough for all vendors will be on Wednesday, January 31, at 9:00 AM at 1 Campus Drive, Wentzville, MO 63385. Additional walkthroughs WILL NOT be scheduled. Locations include...

Berrey Place Center, 1 Campus Drive (at 9:00 AM)  
 Wentzville Middle School  
 Holt High School  
 Support Services  
 Transportation Center  
 South Middle School  
 Timberland High School  
 Liberty High School  
 Discovery Ridge Elementary  
 Frontier Middle School

14. Building Diagrams and Spreadsheet:

The following diagrams and corresponding spreadsheets show the locations and information for the placement of cameras, camera locations, the general view purpose of the camera, and the wiring closet location that the CAT 6 network cable will be ran from to uplink the camera as required by WSD (will be supplied at the install). **Vendor will list each piece of equipment as an individual price, as some equipment may or may not be installed.** Price must include material, time, and install (as stated in #SPECS, 2-4)

**SPEC-4      ADDITIONAL OPTIONS (LISTED ABOVE)**

1. Fiber, Conduit, and Network Cabinet Install
2. Wireless Camera Solution

**SPEC-5      ADDITIONAL VENDOR REQUIREMENTS  
(TO BE INCLUDED IN RFB PRICING):**

N/A

**SPEC-6      PREPARING THE SEALED ENVELOPE**

1. Prepare Bid using ink and return one original copy of all required pages in a sealed envelope
2. Mark sealed envelope with 1.) Vendor name, 2.) Bid name (RFB for Security Camera Addition) 3.) Due date and time
3. Include in the envelope the following items in this order:
  - a. Completed and Signed Bid Form & References – SPEC-7
  - b. Deviation Form – SPEC-8
  - c. Signed Federal Work Authorization Program (E-VERIFY) – SPEC-9
  - d. Signed Federal Work Authorization Program Affidavit – SPEC-10
4. By signing the "Bid Form", you indicate full knowledge and acceptance of the "General Information for Vendors" and the "Specifications", and you agree to the conditions of the same.
5. Bid must be completed in the name of the vendor, corporate or other, and must be fully and properly executed by an authorized person.
6. It is the vendor's responsibility to insure their envelope has been received on time. Do not rely on US mail, UPS, or any kind of delivery service as envelopes can be miss routed throughout the District.
7. If you would like to include additional information for the evaluation process, this can be provided in a different envelope, (other than sealed envelope).

- 8. Mail or hand deliver the **SEALED ENVELOPE** to the Wentzville School District – Berrey Place Center only (no other location permitted), One Campus Drive, Wentzville, MO 63385
- 9. No later than **February 21, 2018 10:30 A.M. CST.**
- 10. Late BIDs will be returned unopened to the vendor.



\*\*\* Read at Bid Opening

**SPEC-7 BID FORM** (To be included in sealed envelope)

Authorized Signature		Date
Printed Name		Title
***Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

**Acknowledgment of Addendum/s (See GEN-6)**

Signature \_\_\_\_\_

**Three School References** (Name/Address/Contact Information/Phone)

- 1.)
- 2.)
- 3.)

A mandatory walkthrough for all vendors will be on Wednesday, January 31, at 9:00 AM at 1 Campus Drive, Wentzville, MO 63385. Additional walkthroughs WILL NOT be scheduled.

**\*\*\*Pricing:**

**Complete Excel Spreadsheet attached (on district website).**

**Vendor will list each piece of equipment as an individual price, as some equipment may or may not be installed.** Price must include material, time, and install (as stated in #SPEC3, 2-4)

**SPEC-8      DEVIATION FORM - Explain any deviations from "Specifications of RFB"**

(To be included in sealed envelope)

**SPEC-9**

**FEDERAL WORK AUTHORIZATION PROGRAM (E-VERIFY)**

(To be included in sealed envelope)

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school District must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a. Agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b. Agrees it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c. Agrees that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d. Agrees you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e. Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) of your participation in E-Verify;
- f. Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g. Agrees that any failure by your company to a Bid by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**SPEC-10**

**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

(To be included in sealed envelope)

1. I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:
2. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
3. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
4. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
5. Company does not knowingly employ any person who is an unauthorized alien in connection with the Services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)  
 For \_\_\_\_\_ (company name)  
 Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: