

Request for Qualifications

Introduction

Bishop CISD is soliciting proposals to select a qualified integration company capable of providing design services for security upgrades to existing security infrastructure across the district. Proposals shall include video surveillance and other security related upgrades. Equipment should be compatible with existing Openeye equipment and software.

Accessing the Request For Qualifications (RFQ) and Addenda

Bishop CISD is dedicated to environmentally sustainable practices. In an effort to conserve resources and reduce waste, the RFQ will only be available electronically in pdf format at the following website:
<http://www.bishopcisd.net>

Instructions

Proposals are due by October 24, 2019 at 2 PM. The Vendor must:

1. Prepare a clearly readable document and attach all required information. Indicate any deviations from the specifications and if necessary attach separate documents and/or explanation.
2. Sign the qualifications submittal. By signing the Vendor indicates full knowledge and acceptance of this Request for Qualifications (RFQ) including all exhibits and addendums. The proposal must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person.
3. Qualifications must be received by the due date and time listed above. All qualifications must be submitted electronically to the following email: Security@bcisd.me A second email requesting confirmation receipt of RFQ should be sent to jmgarcia@bishopcisd.net.
4. A Question/Answer Document will be shared at the following:
<https://tinyurl.com/ycghttp5>
5. No cost proposals are to be submitted with the qualifications. Cost proposals will be requested only after a consultant selection is made.

Format of Proposal and Statement of Qualifications

Bishop CISD is soliciting proposals to provide design and installation services for new security upgrade projects across our district. To be considered for this project perspective, bidders shall submit the following:

1. Specific expertise and successful completion of projects similar in size and scope as per Statement of Work.
2. State the experience and qualifications of the firm's key personnel in the planning, organizing and execution of projects similar in scope.
3. Organization of staff specifically dedicated to this project; identify assignment of responsibilities and authority.
4. Indicate workload and availability of all key personnel assigned to the project.
5. Past experience working on projects for Bishop CISD.

6. Completeness and responsiveness of Proposal; Understanding of Project Scope.
7. Organization of Design/Technical resources required (In-House vs. Consultants).

Additional Requirements:

1. Company and all employees must be licensed by the Texas Department of Public Safety as required by the Private Security Board. List license numbers for employees and company. Provide copy of company license along with submittal.
2. List manufacturer certifications for employees and company. Provide copy of vendor certifications with submittal.
3. List of References for design and construction administration of similar design and security-related projects in public and educational settings with addresses and contact information.
4. Ability to conduct on-site meetings and project inspections as needed.
5. List address of principal office and any branch offices. Provide statement to outline company ability to properly staff project as well as provide service within a reasonable amount of time during warranty period.
6. List standard warranty period and response time for warranty calls.

Method of Award / Proposal Evaluation Criteria:

1. Evaluation Committee. The submitted proposals will be reviewed by an internal committee of 3 to 5 members at the district.
2. All Submitted Proposals. Each submitted proposal will be reviewed by each committee member to determine the proposals that will be considered further. (Do not submit a fee proposal as part of this submission).
3. Evaluation Criteria. The criteria below will be the basis of review;
 - a. up to 20 points Previous Experience with Bishop CISD
 - b. up to 20 points Previous Experience with projects of similar scope and size
 - c. up to 20 points Firm Qualifications and Experience
 - d. up to 20 points Personnel Qualifications and Experience
 - e. up to 10 points Approach and Capability
 - f. up to 10 points References
4. The district will select one of the firms as awardee (or tentative awardee) firm, i.e., the “most qualified”, for this project. The district will send the “most qualified” firm a Letter of Intent that will request a fee proposal, among other documents.

References

1. When submitting references, the following information should be submitted:
 - a. Provide name and title of person to contact.
 - b. Provide both phone and email contacts for that person.
 - c. Provide information on project and/or reason for reference.
2. References will be contacted as part of the evaluation process.

Scope of Services

Bishop CISD is looking to implement new security enhancements that will provide new features and additions to the district's security infrastructure. Improvements shall include:

- a. Additional cameras to address blind spots inside campus facilities. Cameras shall be IP based with a minimum of 3 megapixels and IR capabilities. Cameras shall be compatible with existing Openeye equipment.
 - b. Additional cameras to address blind spots outside campus facilities. Cameras shall be IP based with a minimum of 4 megapixels and IR capabilities. Cameras shall be compatible with existing Openeye equipment.
 - c. Additional cameras to replace existing analog cameras in select locations.
 - d. Additional switches (as needed) to accommodate network drops for added cameras. Switches should have PoE capabilities.
 - e. CAT6 (Plenum rated) network cables to accommodate additional IP based cameras.
 - f. Review of existing campus conditions and evaluation of current camera system and any existing related infrastructure.
 - g. Review of existing campus security standards (existing specifications to be provided for reference) and require the design to tie new items into existing system.
 - h. If power is needed at devices (instead of POE), a review of existing local electrical capacity shall be conducted to determine if existing local electrical panels have spare capacity to handle new loads. If not, services will include design modifications required to accommodate new loads.
 - i. Identification of any hazardous materials as they impact the ability to deliver the project (existing materials to be disturbed due to work) and generation of plan documents indicating areas impacted (for reference only).
2. Available Data
- a. Bishop CISD will provide all available documents in its possession to aid the awarded vendor in designing and producing bid documents. It will be the responsibility of the awarded vendor to verify accuracy of existing drawings and provided documentation.

Program Budget

Project construction budget is estimated at \$250,000.00

Basic Design Fee

Fee shall be negotiated with the most qualified consultant. Do not submit fees at this time.

Time of Completion Schedule

1. PROJECT SCHEDULE:
 - a. Release of RFQ to Vendor.....October 10, 2019
 - b. Open Question PeriodOctober 10, 2019
 - c. End Question Period.....October 24, 2019
 - d. Response to Questions/Addendum.....October 24, 2019
 - e. Qualifications Due DateOctober 24, 2019
 - f. Award Notification.....October 28, 2019

General Conditions

1. Company Requirements
 - a. Prior to the commencement of work the Successful Vendor will provide, at its sole cost and expense, Certificates of Insurance in accordance with requirements with The State of Texas licensing requirements for companies that are regulated through the Texas Department of Insurance, State Fire Marshal's Office and The Texas Department of Public Safety. All policies shall remain in force throughout the term of the agreement, or any extension thereof. Such Certificates of Insurances shall be from an insurance company licensed by the Texas Department of Insurance with a rating of at least "A-". If during the term of the policy, the carrier's rating falls below "A-", the liability insurance must be replaced no later than the renewal date of the policy with an insurer acceptable to the State of Texas. Such policies shall name the Bishop CISD as an additional insured and shall contain a provision that Bishop CISD shall receive at least thirty (30) days' notice prior to material change, cancellation or expiration of any such policy.
2. Workers Compensation Insurance & Disability Benefits Coverage
 - a. All employees of the Successful Vendor shall be adequately and properly covered by Workers' Compensation Insurance and Disability Benefits coverage for all work related to the resultant contract. Such policies shall name Bishop CISD as an additional insured and are to be written by recognized and well-rated insurance companies authorized to transact business in the State of Texas. The Successful Vendor shall deliver certificates of such coverage, or proof that such coverage is not required, in the required format, as required by the Workers' Compensation Board, to the following when the agreement is signed by the parties and thereafter not less than thirty (30) days prior to award.
3. The resulting agreement shall be binding upon its execution by both parties.
4. The agreement may be revised at any time upon mutual consent of the parties in writing. Such written consent will not be effective until signed by both parties.
5. The relationship of the Successful Vendor to the district shall be that of independent contractor.
6. The submission of a proposal constitutes a binding offer to perform and provide said services.
7. In the event the Successful Vendor uses partners, subcontracts or subcontractors, the Successful Vendor will remain responsible for compliance with all specifications and performance of all obligations under the contract resulting from this RFQ. For the resulting agreement, the Successful Vendor will be the prime contractor.
8. District will not be liable for any costs associated with the preparation, transmittal, or presentation of any proposals or materials submitted in response to this RFQ.
9. Public announcements or news releases regarding this RFQ or any subsequent award of a contract must not be made by any Vendor without the prior written approval of District.
10. The Successful Vendor is responsible for compliance with all applicable rules and regulations pertaining to cities, towns, counties and State where the services are provided, and all other laws applicable to the performance of the resulting contract. The Successful Vendor shall provide all necessary safeguards for safety and protection as set forth by the United States Department of Labor, Occupational Safety and Health Administration.
11. The Successful Vendor will be responsible for the work, direction and compensation of its employees, consultants, agents and contractors. Nothing in the resulting agreement or the

performance thereof by the Successful Vendor will impose any liability or duty whatsoever on district including, but not limited to, any liability for taxes, compensation, commissions, Workers' Compensation, disability benefits, Social Security, or other employee benefits for any person or entity.

District reserves the right to:

1. Not accept any and all proposals received in response to this RFQ.
2. To terminate any resulting contract for: (1) unavailability of funds; (2) cause; (3) convenience; (4) in the event it is found that the certification filed by the Vendor are found to be intentionally false or intentionally incomplete. Upon such finding, District may exercise its termination right by providing written notification to the Vendor in accordance with the written notification terms of the contract.
3. Request certified audited financial statements for the past three (3) completed fiscal years and/or other appropriate supplementation including, but not limited to, interim financial statements and credit reports.
4. Contact any or all references.
5. Waive requirements or amend this RFQ upon notification to all Vendors. Mandatory requirements may be eliminated if unmet by all Vendors.
6. Negotiate with Vendors responding to this RFQ within the requirements necessary to serve the best interests of District.
7. Begin contract negotiations with another Vendor in order to serve the best interests of District, should District be unsuccessful in negotiating a contract with the Successful Vendor within an acceptable time frame.
8. Reject any or all portions of any offer, to negotiate terms and conditions consistent with the intent of District, and to make an award for any or all remaining portions.
9. Request clarifications from Vendors for purposes of assuring a full understanding of responsiveness, and further to permit revisions from all Vendors determined to be susceptible to being selected for contract award, prior to award.
10. Advise Vendor of any objectionable employee(s) and/or subcontractor(s) and request their removal from the project. Such removal shall not be reasonably withheld by the Vendor.
11. Terminate agreement with thirty (30) days written notice.