



Hillsboro

School District Bond

BUILDING FOR OUR FUTURE

Hillsboro, Oregon

REQUEST FOR PROPOSAL

Security Systems Implementation

RFP #2018-0224

August 8, 2018

Main RFP Document

[Addendum #7](#) Update

HILLSBORO SCHOOL DISTRICT

REQUEST FOR PROPOSAL

SECURITY SYSTEMS IMPLEMENTATION RFP #2018-0224

Notice is hereby given that HILLSBORO SCHOOL DISTRICT, hereinafter referred to as “HSD”, will receive sealed proposals, hereinafter referred to as “Proposals”, from qualified firms at the

Hillsboro School District
 Attention: Sharon McCarty, Facilities Support
 4901 SE Witch Hazel Road
 Hillsboro, OR 97123

for **Security Systems Implementation** until 2:00pm PDT, September 20, 2018.

All plans, specifications, diagrams, descriptions, and other information about this RFP are available on our websites listed at the bottom of this page. Each Proposal shall be in accordance with these documents. Interested parties may also request these documents by emailing Sharon McCarty at mccartys@hsd.k12.or.us. Please direct any other questions concerning this RFP to Jeff Cazel, Project Contact, at jeff.cazel@nis.consulting.

The work entails installation of physical security systems, including surveillance cameras, building access control, and intrusion detection.

HSD has scheduled a **mandatory** pre-proposal conference for this project starting at 3:00pm on August 16, 2018. This will occur at Hillsboro School District Facilities Office, 4901 SE Witch Hazel Road, Hillsboro, OR 97123, though HSD will provide a remote WebEx-based capability, too. HSD strongly suggests joining this conference *onsite*, however, if you are a contractor that has not recently worked for the District.

HSD will not consider Proposals received after the time set for opening (2:00pm PDT on September 20, 2018).

HSD reserves the right to postpone the receipt of Proposals, reject any or all Proposals, and to waive any informalities or irregularities in the RFP process.

BY ORDER OF BOARD OF DIRECTORS

ADAM STEWART,
 CAPITAL PROJECTS OFFICER

Publications and Web Download Sites:

- The Oregonian:..... August 8, 2018
- Portland Daily Journal of Commerce:..... August 8, 2018
- Hillsboro School District Bond 2017-2022 Website:..... <https://www.hsd.k12.or.us/bond/rfps>
- Hillsboro School District Technology Services Website:..... <https://www.hsd.k12.or.us/Page/830>

HILLSBORO SCHOOL DISTRICT

REQUEST FOR PROPOSAL

SECURITY SYSTEMS IMPLEMENTATION RFP #2018-0224

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HILLSBORO SCHOOL DISTRICT

REQUEST FOR PROPOSAL

SECURITY SYSTEMS IMPLEMENTATION RFP #2018-0224

PART 1 — INSTRUCTIONS TO CONTRACTORS

1.01 GENERAL INSTRUCTIONS TO CONTRACTORS

HSD issues this Request for Proposal (“RFP”) document for the intended implementation of physical security systems, including surveillance cameras, and building access control and intrusion detection. The term of this award will be for five years with optional annual renewals thereafter, and implementation will commence on or about October 29, 2018.

Please submit one (1) original and three (3) copies of your Proposal in a sealed envelope addressed to Sharon McCarty, Facilities Support, Hillsboro School District Facilities Office, 4901 SE Witch Hazel Road, Hillsboro, OR 97123. HSD will not accept any Proposals that it receives later than exactly 2:00pm PDT on September 20, 2018. The outside of the envelope shall also bear the name and address of the Contractor, and the following identification in clear and plain lettering:

Proposal: Security Systems Implementation RFP #2018-0224

The envelope should also include a USB flash drive as described in **APPENDIX A** on page 19.

It is the sole responsibility of the Contractor to see that HSD receives the Contractor’s Proposal at the designated location by the designated time. HSD will **not** accept Proposals transmitted electronically. Any Contractor choosing to use a third-party carrier to send its Proposal should ensure that both the name and identifying information listed above is clearly displayed on the delivery information.

Distribution of this RFP or receipt of any Proposal shall not constitute a commitment by HSD to any or all of the participants. HSD will evaluate each responsive proposal on its merits and in comparison with the other proposals. However, if HSD determines that the submitted packages are not economically beneficial to HSD, or for other business reasons, HSD may, at its sole discretion, request further information, demonstrations, gather information in another way, or do nothing at all.

This proposal process will help HSD determine the manufacturer(s) from which it will acquire its security components. Accordingly, because different systems have different features and capabilities, HSD cannot evaluate responses based solely on price. See **Section 1.38** on page 13 for more information.

In addition to our own in-house staff, HSD will work with NIS on this RFP process in multiple ways: helping develop the RFP documents, providing contract project management support, and reviewing the proposal responses.

Section 2.02 on page 14 details the project’s deadlines and milestones.

APPENDIX A on page 19 makes it clear how to arrange your Proposal. HSD may opt to award to one Contractor, but it reserves the right to award to multiple participants if it deems that doing so is in its best interest.

APPENDIX B on page 20 summarizes the communications infrastructure specifications for this project.

ATTACHMENT 1 on page 33 contains *detailed* specifications as well as AutoCAD® drawings for each site involved with this project.

Important Legal Notice: HSD will fund this project from the proceeds of its [2017 Bond](#), and these bond-funded projects have strong legal and contractual protections in place, particularly regarding liability insurance. See **ATTACHMENT 2** (page 34) for full information.

1.02 PREPARATION OF PROPOSAL

Contractor must fill in spaces provided on the **APPENDIX A**'s Proposal Response Forms ("PRFs"; see page 19). Contractor may provide additional supporting documentation regarding its Proposal; however, the Contractor must complete all PRFs with detailed pricing information—"See Attached" is not by itself an acceptable response. HSD advises Contractors to provide as much detail as possible in their Proposals. The interested Contractor will bear in full all costs in submitting a Proposal, responding to inquiries, and traveling to HSD to submit, review sites, or discuss the RFP.

1.03 SIGNATURES

The Proposal must be signed in the name of the Contractor and must bear the title and signature of the person duly authorized to sign the Proposal. One (1) clearly marked original copy of the Proposal must bear the original signature of said person.

1.04 WITHDRAWAL OF PROPOSAL

Any Contractor may withdraw its Proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of Proposals (2:00pm PDT on September 20, 2018).

Contractor agrees that it may not withdraw its Proposal nor refuse to accept any contract proffered within 90 days after the Proposal opening.

1.05 INTERPRETATION OF PLANS & DOCUMENTS

If any Contractor contemplating submitting a Proposal for the proposed contract is in doubt as to the true meaning of any part of the Proposal request, or finds discrepancies in, or omissions from the specifications, that Contractor may submit to HSD a written request for an interpretation or correction thereof. The Contractor submitting the request will be responsible for its prompt delivery and it must arrive at HSD not later than exactly 2:00pm PDT on September 20, 2018. Requests for interpretation of specifications must be emailed to Jeff Cazel, Project Contact, at jeff.cazel@nis.consulting, with a copy to Don Wolff, Chief Information Officer, at WolffD@hsd.k12.or.us.

Should HSD consider it necessary to revise any part of this RFP, HSD will post an addendum at the web site(s) listed on page 3. All official clarifications or interpretations of the proposal documents will be by written addenda. Clarification given in any other form, including verbal statements by HSD staff, NIS, or any other party, shall not be considered binding until memorialized by posting at this URL(s).

Contractors should check the web sites listed on page 3 for any published addenda prior to submitting a Proposal. Contractors bear the sole responsibility for obtaining and learning of addenda. HSD accepts no responsibility or liability and will provide no accommodation to Contractors that fail to check for addenda and then submit inadequate or incorrect responses.

All such addenda shall become part of the Proposal documents. It is the Contractor's sole responsibility to ensure that it has reviewed any addenda issued. The Contractor must also acknowledge in writing (on the appropriate place on the proposal response form) any addenda issued.

Contractors should not interpret the words "including", "for example", and "such as" as words of limitation.

All deadlines and milestones discussed herein use the then-current Pacific Time for the State of Oregon.

1.06 ASSIGNMENT OF CONTRACT

The Contractor shall not assign this contract nor any part thereof, nor any moneys due or to become due thereunder, without the prior written approval of HSD.

1.07 PROPOSAL QUOTATIONS

Unless otherwise specified, all prices shall be for new equipment FOB HSD, as specified. Prices shall include all shipping, handling, and packaging costs. The cost of instruction and service manuals, where appropriate, shall be included.

1.08 PRODUCT SPECIFICATIONS

Brand names or model numbers used in the specifications are for the purpose of identification and to establish a standard of quality. Contractors may offer alternates/substitutes of like quality, but alternate Proposals must be so labeled. Types, weights, quantities of materials, and methods of installation may not be changed. Any substitutions must, without exception, be manufactured of the same basic materials and meet or exceed all specification requirements of structural, functional, dimensional and appearance without deviation. Full specifications, cuts, or photos should accompany any alternate Proposals. HSD will have the sole discretion to accept or reject alternates/substitutes and HSD's decision in the acceptance or rejection of alternates/substitutes will be final.

1.09 UNIT PRICE PROPOSAL

Where a unit price is sought, the quantities stated are approximate only and are subject to reasonable increases or decreases at HSD's discretion. Should the quantities of any of the items be decreased or increased, the Contractor shall furnish the articles at the unit prices submitted in the successful Proposal.

1.10 FIXED PRICE

Proposal prices must remain firm for a period of 18 months after award of contract. Thereafter, the Contractor may request a price adjustment at the time of annual renewal, provided the Contractor submits a letter certifying the increased cost no later than 45 calendar days prior to the renewal. In the event of a general price schedule decrease, Contractor will guarantee to HSD the full benefit at the price reduction for all undelivered orders on the effective date of the decrease and thereafter.

1.11 SAFETY CONDITIONS

All items and equipment furnished will be required to satisfy any applicable requirements of the Occupational Safety and Health Act ("OSHA") and/or the Oregon Industrial Safety and Health Act in effect at the time of delivery. It shall be the responsibility of the Contractor to comply with this requirement insofar as compliance is within its control.

1.12 TIME FOR COMPLETION

HSD intends to award a contract to the successful Contractor during the month of October 2018. Contractor should indicate its ability to meet the project's deadlines and milestones (page 14) if awarded a contract. Failure of the awarded Contractor to meet requirements in the negotiated timeline will constitute a contract violation and the contract may be subject to termination.

1.13 DELIVERY

Delivery of any equipment or other materials relative to this RFP is to be FOB HSD. HSD will choose specific delivery locations when placing any orders. No shipping, handling, or storage charges shall apply.

1.14 TERMINATION

In the event that any of the provisions of this contract are violated by the Contractor, HSD may serve written notice upon the Contractor of its intention to terminate such contract, such notice to contain the reason for such intention to terminate the contract, and unless within ten days after the serving of such notice upon the Contractor such violation shall cease and satisfactory arrangement for correction be made, the contract shall upon expiration of said ten days, cease and terminate. In the event of any such termination, HSD shall immediately serve the notice thereof upon the Contractor in default, and procure all materials or services involved in the contract from other sources and the Contractor shall be liable to HSD for any excess cost occasioned to HSD thereby.

1.15 LAW

The laws of the State of Oregon shall govern this order and the venue of any action brought hereunder shall be in the Superior Court, County of Washington, State of Oregon.

1.16 TAXES

HSD is exempt from Federal excise taxes.

1.17 INDEMNIFICATION

Contractor agrees to indemnify and hold harmless HSD from all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringements, and against any damage, costs, or liability for any injuries to persons or property arising from acts or omissions of the Contractor or the Contractor's agent.

1.18 COMPLIANCE WITH LAWS AND REGULATIONS

All Contractors shall provide merchandise that meets or exceeds all applicable requirements of the Oregon Industrial Safety and Health Standard and the State Board of Health Standard for Primary and Secondary Schools.

1.19 DEBARMENT AND SUSPENSION

Contractor certifies by submission of a Proposal that to the best of its knowledge/belief its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Further, Contractor certifies it is not presently indicted for or has not within a three (3) year period preceding this Proposal been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract.

If a Contractor is unable to certify such information, the Contractor shall submit an explanation of why it cannot provide the certification. Such information will be used to determine whether the Proposal shall be deemed responsive.

If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to any other remedies available to HSD, HSD may terminate this transaction for default.

1.20 PROTEST PROCEDURE

Any actual or prospective Contractor who is aggrieved in connection with the solicitation or award of this Contract may protest to HSD in accordance with the procedures set forth herein. Protests based on the Specifications or other terms in this solicitation document, which are apparent prior to the date established for submittal of Proposals, shall be submitted in accordance with Section 1.05 on page 6 of these terms and conditions. Protests based on other circumstances shall be submitted within five days after the aggrieved person knows or should have known of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all Proposals are rejected or if received more than five days after the award of this Contract.

In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered to: Hillsboro School District Administrative Office, Attn: Don Wolff, 3083 NE 49th Place, Hillsboro, OR 97124, and shall be clearly labeled

Protest: Security Systems Implementation RFP #2018-0224

Upon receipt of a written protest, HSD shall promptly consider the protest. HSD may give notice of the protest and its basis to other persons, including other Contractors, involved in or affected by the protest. Such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and HSD, HSD will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. HSD's decision shall be final and conclusive. If no decision is received within ten days of HSD's receipt of the protest, it will be deemed rejected.

Failure to comply with these protest procedures will render a protest untimely or inadequate and may result in rejection thereof by HSD.

1.21 PUBLIC DISCLOSURE

All information contained in the Proposal and any resultant contract is subject to the State of Oregon public disclosure laws (Oregon Revised Statutes ("ORS") 192.410 through 192.505) and may be subject to reasonable public inspection. HSD understands that certain technical specifications or other details may be deemed proprietary by the Contractor. In the event that a Contractor desires to claim that portions of its Proposal are exempt from disclosure under the provisions of public disclosure, it is incumbent upon the Contractor to identify those portions in its Proposal. Upon receipt of a properly executed Public Information Request, HSD will consider a Contractor's request for exemption from disclosure; however, HSD will not be bound by the assertion that a page or portion of a page contains exempt material. HSD may notify all Contractors of the Public Information Request and allow a period of time for Contractors to seek injunctive relief from disclosure of their materials. Such relief will be at the expense of the affected Contractor(s) and is available only through a legal negotiation with the requester or via a court-issued injunction barring HSD from release of the documents.

All Proposals and other material submitted become the property of HSD and may be returned only at HSD's option. HSD reserves the right to use any ideas presented in response to the RFP.

1.22 TIMETABLE

This RFP sets out the suggested timetable on page 14. The timetable does not create any legal obligation on HSD to take any action within the timeframes specified.

1.23 LEGAL OFFER

This RFP is an invitation to Contractors to submit a Proposal to HSD. It is not to be construed, interpreted or relied upon, whether expressly or implied, as an offer capable of acceptance. Subject to the terms and conditions of this RFP, no binding contract or other understanding (including quasi-contractual rights, promissory estoppel, quantum meruit, or rights with a similar legal basis) will exist between HSD and a Contractor.

1.24 PROPOSAL SECURITY

A proposal security of \$2,000 is required, and there are three (3) acceptable formats: a bond signed by the Contractor, a cashier's check, or a certified check. Contractors must submit this Proposal security with the Proposal as specified on page 19.

1.25 NO OBLIGATION TO PROCEED

This RFP is for the purposes of the collection of information only, and HSD is under no obligation to proceed with any subject matter of this RFP or any Proposal.

HSD may, at any time, in its sole discretion and without liability to any Contractor or third party:

- Elect to abandon the RFP process;
- Waive informalities;
- Contract in the best interest of HSD;
- Reject any or all Proposals without providing any reasons to any party; and/or
- Accept any Proposals in full or in part.

HSD will not be bound to accept the lowest priced Proposal or any Proposal. In its evaluations, HSD will also consider several additional criteria as outlined on page 18 of this RFP.

1.26 OWNERSHIP & VALIDITY OF PROPOSAL

Without affecting any intellectual property rights which may exist in a Proposal, all Proposals submitted in response to this RFP will become the property of HSD and will not be returned to Contractors.

Contractors grant HSD an irrevocable, royalty-free license to copy, adapt, or otherwise use its Proposal for the purposes of evaluating and clarifying the Proposal and negotiating and preparing a contract, if applicable.

1.27 CONTRACTOR'S UNDERTAKINGS

By submitting a Proposal, the Contractor represents and warrants to HSD (and it is a condition of HSD's acceptance of that Proposal), that as of the date of the Proposal:

- The Contractor has fully disclosed to HSD in its Proposal all information which could reasonably be regarded as affecting in any way HSD's assessment of the Proposal;
- All information contained in the Proposal is true, accurate, and complete and not misleading in any way;
- No litigation, arbitration or administrative proceeding is presently taking place, pending, or (to the knowledge of the Contractor) threatened against or otherwise involving the Contractor which may cause a material adverse effect on the Contractor's business, assets, or financial condition or upon HSD's reputation if the Proposal is accepted; and
- To the best of its knowledge and belief after making diligent inquiry, no conflict of interest exists or is likely to arise in relation to its participation in this RFP. In the event that a Contractor becomes aware of a conflict of interest, it must immediately notify HSD of that conflict of interest.

1.28 PAYMENT

The successful Contractor(s) shall submit invoices for merchandise to Hillsboro School District Facilities Office, Accounts Payable, 4901 SE Witch Hazel Road, Hillsboro, OR 97123. Unless a holiday or other HSD closure alters this schedule, vendor payments occur on net 30 days from receipt of invoice.

HSD will not pay in advance for any products or for incomplete orders.

1.29 ANTI-COMPETITIVE BEHAVIOR

The Contractor has not and will not seek to influence any decisions made by HSD during the RFP process; whether by offering gifts or gratuities to HSD's employees (including favors in the form of money, merchandise, special personal discounts or any item or benefit providing personal gain or gratification which could be seen as compromising HSD or its employees) or otherwise engage in any collusive or anti-competitive behavior or other practice with another Contractor or any other person.

1.30 PROPOSAL CHANGES OR WITHDRAWALS

All changes and erasures must be made before 2:00pm PDT September 20, 2018 and initialed. Contractor may not withdraw its Proposal after the Proposal opening nor prior to the award of contract(s). No alteration in any of the terms, conditions, delivery, quality, quantities, or specifications of this solicitation will be considered without prior District consent.

1.31 PREPARATION COSTS

Costs incurred by a Contractor in preparation of its proposal, including travel and personal expenses, may not be charged as an expense of performing the contract. HSD shall not pay for costs incurred for proposal or contract preparation as a result of termination of this RFP or termination of the contract resulting from this RFP.

1.32 CONTRACT BONDS

Labor and Material Bonds: The Contractor must submit a 100% labor and materials bond and a 100% performance bond once HSD Board of Directors has accepted the Proposal and given notice. For contracts under \$35,000, the Contractor may elect to have 50% retained in lieu of the 100% labor and materials bond and 100% performance bond.

Bonds in Lieu of Retainage: For contracts over \$100,000, the awarded Contractor may elect to provide a bond to cover the 5% retainage amount plus 5% of any change orders for the contract. The bond must be signed by a surety registered with and on the currently authorized insurance list published by the Oregon State Insurance Commissioner.

1.33 INSURANCE

Exhibits #4 and #5 in ATTACHMENT 2 on page 34 detail this project's insurance requirements.

1.34 PREVAILING WAGE RATES

The Contractor shall:

- A. Submit to the District an approved "Statement of Intent to Pay Prevailing Wages" for the Contractor and each subcontractor. The statements are to be submitted prior to submission of an "Invoice and Certificate of Payment".
- B. Pay the Washington County local prevailing wage rates, including any necessary shift differential, for each trade and occupation as established by the State of Oregon, Bureau of Labor and Industries.
- C. Indicate by the signed statement on each "Invoice and Certification of Payment" that the Prevailing Wages have been paid by the Contractor and each subcontractor.
- D. Upon completion of the contract, file approved "Payroll/Certified Statement" (Form WH-38) for the Contractor and each subcontractor with the District Business office.

The Contractor should use the January 1, 2018 prevailing wage rates. These rates are also available at this URL:

http://www.oregon.gov/boli/WHD/PWR/docs/region02_1_1_18.pdf

For more information, contact: Bureau of Labor and Industries
800 NE Oregon St., Suite 1045
Portland, OR 97232
971-673-0761
mailb@boli.state.or.us

1.35 PRE-PROPOSAL CONFERENCE

HSD has scheduled a pre-proposal conference for this project to occur at 3:00pm on August 16, 2018 at
Hillsboro School District Facilities Office
4901 SE Witch Hazel Road
Hillsboro, OR 97123

However, HSD will also provide for a Cisco WebEx-based videoconference capability. Attendance in person or via WebEx is *mandatory*; HSD will reject any Proposal from a Contractor that does not have at least one team member in attendance at the conference. Parties attending in person should plan to meet in the main entrance area at the Hillsboro School District Facilities Office.

Please email jeff.cazel@nis.consulting as soon as possible to notify us whether you plan to attend the onsite and/or WebEx pre-bid conference, so HSD can plan accordingly. Jeff Cazel will then email you the WebEx meeting password if required. However, HSD strongly suggests joining this conference *onsite* if you have not recently worked with HSD. Parties attending in person should plan to meet in the main entrance area.

Note that HSD may schedule additional pre-proposal conferences if determined to be in the best interest of HSD. If additional pre-proposal conferences are scheduled, HSD will notify those attending the previous conference (as determined by the previous pre-proposal conference sign-in sheet) of the time and date so they may participate.

WebEx Instructions:

A few minutes before 3:00pm on August 16, 2018, click [here](#) and follow the prompts for computer-based (and optionally VoIP-based) access. If you are also (or instead) dialing in, call [240-454-0879](tel:240-454-0879) and enter the meeting number ([801 851 808](tel:801-851-808)) and password (**see above**) when prompted.

Make sure your WebEx setup is functioning correctly: neither HSD nor NIS assumes any liability if you are unable to get WebEx operating properly.

1.36 AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

The Contractor and its agency/labor union (if affiliated) will comply with all state and federal guidelines and/or regulations and agree to follow the spirit and the letter of HSD policies regarding non-discrimination. In specific, the Contractor warrants for itself and for its agency/labor union that it will consider all applicants seeking employment opportunities and all contracts for goods and services. Contractor will not discriminate on the basis of race, creed, or color; national origin; gender; marital status; sexual orientation; genetic information or gender identity; honorably discharged veteran or military status individuals; mental, physical, or sensory disabilities; family with children status; or the use of a trained dog guide or service animal by a person with a disability. This non-discrimination applies to, but is not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition/provision of services.

In the event of noncompliance by the Contractor with any of the nondiscrimination provisions of the contract, HSD shall have the right, at its option, to cancel the contract in whole or in part. If HSD cancels the contract after part performance, HSD shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services that it has received and accepted.

1.37 MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES

HSD encourages the participation of minority-owned and women-owned business enterprises in this RFP.

1.38 SPECIAL PROCUREMENT

As Section 2.03 on page 15 describes more fully, this project will focus on physical security systems for HSD's six initial schools. More importantly, the process will enable HSD to choose the vendor(s) and platform(s) with which it will move forward for all of its school and support sites.

Because HSD has not yet chosen these vendor(s) and platform(s), however, HSD is classifying this RFP process as a *special procurement* in accordance with [ORS 279B.085](#). The special procurement process allows HSD to evaluate the *value*—and not just the *cost*—of various *different* systems that are likely to be proposed.

HSD will choose amongst all of the responsive proposals it receives, and it will still largely base these choices on total cost of ownership. However, the special procurement process will allow for a more expensive system that is also more feature-rich.

Per [ORS 279B.085\(4\)](#), HSD has already sought and received approval from its local contract review board to conduct this effort as a *special procurement*. Accordingly, HSD will evaluate the proposals per the evaluation criteria described in **PART 3** on page 18.

1.39 COOPERATIVE PROCUREMENT

Pursuant to the intent of [ORS 279A.200](#), HSD intends that any publicly funded city, county, district, agency or similar entity shall have the authority to purchase specified goods/services directly from Contractor under the terms and conditions of this contract unless multiple agencies are named making this a Joint Procurement.

APPENDIX A on page 19 allows the Contractor to indicate whether Contractor agrees to extend identical pricing and services to other public agencies for the same terms. If so, each contracting entity will execute a separate contract with the successful Contractor for its requirements. Any ordering and billing shall take place directly between the Contractor and such entity.

PART 2 – GENERAL INFORMATION AND SUMMARY OF PROJECT WORK

2.01 ABOUT THE DISTRICT

Hillsboro School District (“HSD”) is the fourth-largest public-school district in the state of Oregon. Currently, HSD serves more than 20,000 students from preschool through twelfth grade. HSD has a skilled, caring, and dedicated staff who are committed to supporting each student’s academic and personal growth in safe and inclusive environments.

2.02 DEADLINES / MILESTONES

Activity	Date / Time
1. Issue RFP	August 8, 2018
2. Post RFP on HSD websites; publish in newspapers	August 8, 2018
3. Pre-Proposal Conference	August 16, 2018; 3:00pm
4. Clarification Questions Due (see Part 1.05)	September 4, 2018; 4:00pm
5. Vendor Responses Due	September 20, 2018; 2:00pm
6. HSD Team Reviews Vendor Responses	September 20, 2018—September 24, 2018
7. System demonstrations	October 2, 2018 and October 3, 2018
8. Select Vendor and Start Contract Negotiations	October 8, 2018
9. School Board Meeting to Approve Contract	October 23, 2018; 7:00pm
10. Sign Contract (this date might shift slightly)	October 25, 2018
11. Perform Video System Contract Work	October 29, 2018—January 4, 2019
12. Video System Operational (substantial completion)	December 17, 2018; 4:00pm
13. Video System Operational (final completion)	January 4, 2019; 4:00pm
14. Perform Access Control and Intrusion Detection System Contract Work	June 24, 2019—August 23, 2019
15. Access Control and Intrusion Detection Systems Operational (substantial completion)	August 9, 2019; 4:00pm
16. Access Control and Intrusion Detection Systems Operational (final completion)	August 23, 2019; 4:00pm

The successful Contractor should assume it must complete portions of the work during off-shift hours (3:30pm to 12:00am), though the summer work can occur during the regular/daytime shift. Hillsboro School District will provide keys, access codes, and alarm instructions (disarming and re-arming) to the successful Contractor.

The proposal response forms (see page 19) allow you to specify your off-shift cost differential. See also **1.34 PREVAILING WAGE RATES** (page 12) for more information regarding prevailing wages and off-shift differential.

2.03 DETAILS OF GOODS AND SERVICES SOUGHT

General / Background

Hillsboro School District is seeking Proposals from licensed and bonded low-voltage contractors for installation of physical security systems, specifically:

- Video surveillance cameras and associated management, recording, and retrieval systems
- Intrusion detection/prevention and associated alarming, notification, and management systems
- Physical access control management systems
- Category 6A and fiber optic backbone for the associated security systems
- Telecommunications cabinets, racks, ladder tray, patch panels, outlets, and wire management for the associated security systems
- Category 6A and fiber optics patch cords and other connections for the associated security systems
- Grounding and bonding of all metallic components involved in the associated security systems
- Labor required for activities from site preparation through completion for the security systems
- Permits, inspections and signoff to satisfy the relevant Authority Having Jurisdiction
- All expendable goods and supplies for the associated security systems
- Rental or lease of required tools or test equipment to satisfy the specifications
- Testing and certification of installed cabling and physical security systems described herein

Though HSD intends to implement these systems at all of its instructional and support sites, this initial project focuses on its first six school sites:

1. Century High School:	2000 SE Century Blvd	Hillsboro, OR 97123-8390
2. Hillsboro High School:	3285 SE Rood Bridge Road	Hillsboro, OR 97123-8654
3. J.W. Poynter Middle School:	1535 NE Grant Street	Hillsboro, OR 97124-3421
4. Miller Education Center West:	440 SE Oak Street	Hillsboro, OR 97123
5. R.A. Brown Middle School:	1505 SE Cornelius Pass Road	Hillsboro, OR 97123-6727
6. South Meadows Middle School:	4690 SE Davis Road	Hillsboro, OR 97123

HSD intends to use the cost estimates and actual results for these first six sites to help budget and plan for the implementations at the remaining sites. However, because HSD has several concurrent and planned construction projects during the course of the 2017-2022 bond, the timing and site sequencing/coordination components of this security work is still in flux. Related, HSD is working through design issues associated with maximizing both safety and efficiency with regard to automobile and internal/external pedestrian traffic.

Because entryway design and site access and traffic pattern decisions are still in progress, HSD is expecting that the access control and intrusion detection work will occur *later than* the video surveillance work for these six—and possibly other—sites. However, HSD chose to start with these particular sites in the belief that the construction footprint will change less than some of the other schools.

Though this procurement generally refers to video surveillance, access control, and intrusion detection as the main three components of this security solution project, HSD is especially interested in solutions that provide a more integrated and/or unified management platform umbrella for two or all three components. The ideal solution would provide best-of-breed management capabilities via a single-pane of glass GUI for its three high-end subsystems.

HSD's nascent security team will operate the systems, and HSD's Technology Services group will provide technical support regarding its networking infrastructure. As these procurement documents show throughout, however, HSD is generally interested in its vendor(s) providing most of the help during the course of the contract. When preparing your proposal, be sure to keep in mind the level of technical and operational support you will need to provide. Similarly, be sure to address *all* project issues discussed in (a) this Section 2.03 narrative, (b) the general communications infrastructure specifications in **APPENDIX B** on page 20, and (c) the *detailed* specifications and AutoCAD® drawings in **ATTACHMENT 1** on page 33.

Video Surveillance / Closed-Circuit Television (“CCTV”)

All cameras will be IPv4-based; HSD is not interested in analog cameras and encoder systems.

HSD plans to store video information for two weeks; this storage will reside in HSD’s cloud. HSD is also interested in cameras with onboard storage; this will enable HSD to move the storage over its network at less congested time, and it will also provide resiliency during any WAN outages.

The video management system (“VMS”) must enable operators to select, store, and forward specific snippets of interest indefinitely.

HSD’s design drawings call for a system covering almost all of the school. However, counselling areas and obvious locations such as locker rooms and bathrooms are excluded.

As the response forms show, there are several ‘add alternate’ components under consideration: license plate number recognition, low-light and/or microphone/speaker-equipped cameras in certain areas, on-camera analytics, and facial recognition. Responses need to be clear whether these capabilities exist in the cameras, the VMS, or both.

Access Control

During normal school hours, HSD will keep all doors locked except for the entryway vestibule area in sites so equipped. Card readers will enable employees and other authorized personnel to gain entry, and a video doorbell will enable the office to permit one-time entry for visitors. Only the main entry will have a physical/‘regular’ key access.

As the drawings show, most doors will have access keypads and active card entry systems. Regarding the doors themselves, only one leaf of each door will have a pull handle (that prevents lock in of students/staff), and only one leaf of each electrified door will have the electrified hardware. Similarly, electrified doors will have electronic sounders to help reduce instances of their being propped open. The contractor(s) will need to coordinate with HSD’s Division 8 contractor, Chown Hardware.

Intrusion Detection

The intrusion detection system needs to have *multiple* partitions so HSD can cordon off insecure areas when required. The system needs to provide notifications (email, SMS, etc.) to the operations team, but it does not need to connect to a Sonitrol-style third party service—instead, HSD will leverage the audio capabilities of the relevant cameras. (These cameras, and motion detection in general, will exist mostly in hallway/corridor areas.)

Wireless sensor/communication devices are acceptable for hard to access areas. However, because these require additional maintenance (battery replacement, etc.), the design tries to minimize these instances.

Systems Interoperability / Integration

HSD desires a high-level of integration between the access control and intrusion detection systems. Contact closure-based communications are acceptable, but management platform-based capabilities are preferred. As mentioned earlier, a management platform ‘umbrella’ covering both of these *and* video surveillance is the ideal solution.

HSD similarly desires to integrate these new systems with other related components of its technology infrastructure: its mobile devices (iOS and Android apps are critical), its Rauland Telecenter intercom system (*not* Telecenter U; for school-wide and/or zone-wide announcements)¹, and its red-light strobe system. SIP-based integration with HSD’s forthcoming phone system upgrade would be useful, too.

¹ Note that HSD is in the process of evaluating its long-term intercom/paging needs and might opt to switch platforms.

Network / Technical Considerations

HSD desires to locate these systems and associated storage in its cloud-based infrastructure. Critical cameras will require on-board storage to mitigate the effects of WAN outages, but the system will need to upload these recordings to the cloud on a regular schedule, probably daily.

The Technology Services team *will* permit security system panels to reside in the telecom rooms, but only upon proper coordination with the proper contact—probably HSD’s Brent Gadwa.

Certain devices within this infrastructure (e.g., edge door controllers) require small enough wattage that they could connect to Ethernet PoE ports. HSD will allow PoE-based connections in less critical areas (e.g., the transportation facility). However, HSD has found that devices with local AC power connections are more reliable, and the contractor(s) must use these type of connections where feasible—and *always* in schools.

Additional Information

The selected Contractors will have the following responsibilities related to these projects, included but not limited to: acquiring materials for and installing the scope of work described in the Bid Documents, coordinating with all members of the project team; creating and monitoring project schedules; managing all subcontractors; coordinating with third-party test and inspection services; documenting existing conditions (including photo documentation and reports); producing as-built drawings and operations & maintenance manuals, training HSD on installed work, implementing a safety program; and complying with applicable laws, codes, regulations, and required jurisdictional inspections. The Contractor(s) must also coordinate their scheduling, installation, and testing efforts regarding their implementations to meet the mutually-agreed upon project deadlines.

See also **APPENDIX B** and **ATTACHMENT 1** on pages 20 and 33 for further information. These sections contain full details regarding this project’s communications infrastructure specifications and its engineering drawings.

PART 3 – EVALUATION CRITERIA

Hillsboro School District will evaluate responses according to the following weighted criteria:

Cost.....50%

i.e., the total cost of ownership:

One-time capital outlays: All cameras, card readers, door strikes, server systems, and other major hardware components; cable, patching facilities, bonding and grounding components; construction, installation, mounting, connection, and testing; as built and other documentation; and miscellaneous components as required to create a complete and operational system as described and detailed in the accompanying specifications and drawings.

Annual recurring costs: ongoing licensing, support and maintenance, and similar costs.

Management Capabilities and Personnel Qualifications.....25%

The **overall contractor fitness.** HSD will consider the professional certifications, continuing education and related training credentials, and project management experience and methodologies.

Completeness of Plan.....15%

The **overall quality of your response.** This project will require careful planning to ensure that HSD can retain overall network functionality during this implementation. HSD will consider the vendor certifications and related expertise in place given the contractor’s chosen components and brands. Finally, though function will outweigh form, HSD will consider the level attention to detail in the overall presentation and the tackling all aspects of the specifications and drawings as an indicator of the project’s likelihood of success.

References.....10%

Contractors shall provide a minimum of three references (preferably two of which are within Oregon K-12 education community) that are using (or have used within the past two years) your cable and infrastructures services in an environment with similar size and complexity. The District will attempt to verify the Contractor’s ability to deliver the recommended goods and services.

This review will include your credentials and references to complete this project successfully. HSD team will award points in this category based on the feedback from those contacts with whom we speak. HSD will also consider its prior experiences, if any, with the Contractor. As part of this effort, HSD will also evaluate the organizational stability and history of the Contractor—the capacity and viability of your organization to support the environment during its entire projected ten-year lifespan.

Total.....100%

APPENDIX A — PROPOSAL RESPONSE FORMAT

This page provides the specifics regarding how to respond appropriately to this RFP. All valid proposals will contain at least the *four* components described on this page and *in this sequence*: The **Addenda Acknowledgement and Offer / Signature Page**, the **Proposal Security**, the **Electronic Proposal Information**, and the **Hard Copy Proposal Information**. Though HSD *requires* these four components, we encourage you to include additional marketing collateral and other persuasive materials; please include them *after* these four items.

1. Addenda Acknowledgement and Offer / Signature Page—print a hardcopy of this page, fill it out legibly in longhand using blue or black ink, and sign and date as appropriate at the bottom.

I acknowledge receipt of Addendum # _____ through # _____.

Our proposal does does not (circle one) offer cooperative procurement per Section **1.39** on page 13.

I, the undersigned, hereby certify that I have read and understood this Request for Proposal and all of the other documents pertaining to this information submitted. I certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposal is complete and accurate to the best of my knowledge. I understand that if the Hillsboro School District awards a contract for **Security Systems Implementation** to my firm, it does so in reliance upon the information set forth and commitments made within this proposal.

Legal Firm Name

Firm Representative Name & Title & Email Address

Authorized Signature

Date of Signature

2. Proposal Security: I have enclosed a proposal security in the amount of \$2,000. This is in the form of a (circle one):

Contractor's Bond Cashier's Check Certified Check

3. Electronic Proposal Information

The RFP includes *four* fill-in-the-blanks Microsoft Office-format documents:

- Proposal Response Form #1** (a Word-based **Company Information** form)
- Proposal Response Form #2** (a Word-based **References** form)
- Proposal Response Form #3** (a Word-based **Narrative** form)
- Proposal Response Form #4** (an Excel-based **Pricing** form)

Include the Microsoft Office-based hard copy response forms in numerical order as shown and note that the documents themselves contain additional information regarding how to complete the forms.

When you have completed the Microsoft Office documents, please copy them onto a USB flash drive and include that flash drive as your proposal's **Electronic Proposal Information**. Note again that this USB drive may additionally contain other Proposer-supplied materials.

4. Hard Copy Proposal Information

Include four printed copies of the **Electronic Proposal Information** (one signed original and three copies). These hard copies will consist of the *four* Microsoft Office-format Proposal Response Form documents and optionally, other Contractor-supplied materials.

APPENDIX B — DIVISION 27 / 28 SPECIFICATIONS

This RFP includes specifications document attachments that follow the Construction Specifications Institute's [MasterFormat](#). These Division 27 and Division 28 specifications provide all of the details regarding the infrastructure requirements for this project. Division 27 governs the infrastructure requirements for the low-voltage information transport systems, which include cabling, pathways, termination and testing. Division 28 governs the installation of cabling required to access and intrusion components.

Contractors will need to abide by these Division 27 and 28 specifications, which reflect the established standards for Hillsboro School District. Be sure to carefully consider the associated specification sections shown here when filling out the pricing within **Proposal Response Form #4**.

DIVISION 27

270000	COMMUNICATIONS
270500	COMMON RESULTS FOR COMMUNICATIONS
270513	COMMUNICATIONS SERVICES
270526	GROUNDING AND BONDING FOR COMMUNICATIONS SYSTEMS
270528	PATHWAYS FOR COMMUNICATIONS SYSTEMS
270529	HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS
270533	CONDUITS AND BACK BOXES FOR COMMUNICATIONS SYSTEMS
270536	CABLE TRAYS FOR COMMUNICATIONS SYSTEMS
270539	SURFACE RACEWAYS FOR COMMUNICATIONS SYSTEMS
270544	<i>SLEEVES AND SLEEVE SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING</i>
270553	IDENTIFICATION FOR COMMUNICATIONS SYSTEMS
270800	COMMISSIONING OF COMMUNICATIONS SYSTEMS
271100	COMMUNICATIONS EQUIPMENT ROOM FITTINGS
271116	COMMUNICATIONS CABINETS, RACKS & ENCLOSURES
271119	COMMUNICATIONS TERMINATIONS BLOCKS AND PATCH PANELS
271123	COMMUNICATIONS CABLE MANAGEMENT AND LADDER RACK
271126	COMMUNICATIONS RACK MOUNTED POWER PROTECTION AND POWER STRIPS
271323	COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING
271323.13	COMMUNICATIONS OPTICAL FIBER SPLICING AND TERMINATIONS
271501.13	VIDEO SURVEILLANCE COMMUNICATIONS CONDUCTORS AND CABLES
271501.15	ACCESS CONTROL COMMUNICATIONS CONDUCTORS AND CABLES
271501.17	INTRUSION DETECTION COMMUNICATIONS CONDUCTORS AND CABLES
271513	COMMUNICATIONS COPPER HORIZONTAL CABLING
271543	COMMUNICATIONS FACEPLATES AND CONNECTORS
271619	COMMUNICATIONS PATCH CORDS, STATION CORDS AND CROSS CONNECT WIRE

DIVISION 28

280500	COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY
281316	ACCESS CONTROL SYSTEM AND DATABASE MANAGEMENT
281326	ACCESS AND INTRUSION REMOTE DEVICES
281333	ACCESS AND INTRUSION INTERFACES
281343	ACCESS CONTROL IDENTIFICATION MANAGEMENT
281613	INTRUSION DETECTION CONTROL SYSTEMS
281619	INTRUSION DETECTION REMOTE DEVICES
282313	VIDEO SURVEILLANCE CONTROL SYSTEMS
282329	VIDEO SURVEILLANCE REMOTE DEVICES

APPENDIX C — ADDENDA AND ERRATA

General

RFP #2018-0224's procurement documents consist of three [.ZIP archive](#) files:

- the main documents located [here](#)
- the Proposal Response Form documents located [here](#)
- the specifications and drawings documents located [here](#)

plus addenda.

Depending on the nature of a given addendum, we *usually* create a new archive with the changed and/or new files. However, we *always* update the original .ZIP archives so the obsolete files are no longer available anywhere on the Google Drive download site.

This main RFP document describes all addenda here in **APPENDIX C**. Thus, by definition, each addendum will include an updated main document. However, descriptions of addenda for which **APPENDIX C** is the *only* thing that changes in this document do not include this tacit information.

Addendum #1; released August 13, 2018

Addendum #1 contains:

- Updated **Division 27 Specifications**: to correct cable installation responsibility (to be done by Division 27, not 28) and to generally make vendors aware of HSD's standards
- Updated **Division 28 Specifications**: to correct cable installation responsibility (to be done by Division 27, not 28); and to address strobe light notifications
- Updated **Proposal Response Forms**: to reflect updated pricing information in **Proposal Response Form #4**; see page 19

Addendum #1 did not include a separate .ZIP archive.

Addendum #2; released August 17, 2018 (corrected spelling of "Osmon" on August 20, 2018)

Addendum #2 contains:

- **VideoCameraMatrix_2018-08-17.XLSX**, an Excel spreadsheet providing additional details for each CCTV camera in the project
- A list of all contractor representatives that attended the mandatory August 16, 2018 pre-proposal conference. Note that these seven are now the only firms now eligible to respond to this RFP:

Richard Osmon, EC Electric
Rick Olney, ATS
John Longtin, Accurate Electric Unlimited
Scott Belinn, LONG Building Technologies
Mark Robinson, Reece
Tim Tormanen, GB Manchester
Jerry Smith, Innova NW

Addendum #2 *did* include a separate .ZIP archive; it is [here](#)

Addendum #3; released August 30, 2018

Addendum #3 contains:

- **Summary**

Addendum #3 lists and answers many questions that have arisen since the pre-proposal conference. It also extends the deadline for asking questions and issuing substitution requests until 4:00pm PDT on September 4, 2018.

- Questions raised at the August 16, 2018 pre-proposal conference and their answers:

1. **Is HSD handling bandwidth- and storage-related infrastructure?**

YES; contractors do NOT need to engineer a [SAN](#) or other network-connected storage system. Responses can assume that there are no constraints in terms of storage size or network speeds, but respondents can propose locally-based storage solutions if justified by other design and/or operational considerations.

In all cases, however, contractors should include and document related calculations of perceived storage needs based upon the number and types of cameras involved and upon best practices regarding retention schedules.

2. **Have we engineered field of view, camera positions?**

NOT FULLY; drawings include general camera placements, directions of view, and mounting heights. Field of view information is loosely based on lens size shown on the CCTV camera matrix as follows: 2.8mm = 10'-20'; 3.6mm = 20'-30'; 6mm = 30'-40'; 8mm = 40'-55'; 12mm = 55'-75', 9-22mm = 75'-100'. If your chosen camera manufacturer does not have the exact lens size shown in the RFP's Excel-based camera matrix, choose the nearest size available and indicate any discrepancies in your proposal. In addition, HSD encourages contractors to point out any errors and make suggestions for improving these coverage plans. Note that lens sizes denoted as "9-22mm" should be varifocal.

3. **Does Hillsboro High School have electrical power and/or network connectivity at its bus mustering area?**

The underneath area has power, but there is currently no connectivity. Contractors might opt to trench across a short field to provide copper connections.

4. **Should contractors paint EMT conduit as part of this project?**

Conduit does not need to be painted as part of this contract.

5. **For camera cabling, does HSD prefer EMT or Wiremold?**

EMT conduit is preferred; refer to section 270528.33.

6. **Which sites have plenum ceilings?**

Plenum cable is required at all sites except Miller Education Center West.

7. **Is there an 'engineering estimated cost' for this project?**

YES; it is \$1.1M. This budget includes all Divisions 27 and 28, and an estimated \$90K for Division 8 door hardware; it does NOT include fencing. Note that HSD's Capital Project Office will have final authority in all financial decisions for this project.

8. **When will NIS identify control panel locations?**

This should be able to occur during the week of September 4.

9. **What is the 'size' of the planned training effort?**

The RFP calls for 24 hours of 'train the trainer' schooling (which will be video recorded), plus an eight-hour follow-up a few months later.

- Questions raised at the August 22, 2018 site walkthroughs and their answers:
 10. Are ALL existing cameras going away—including those that will not have replacements in very nearly the same areas?

YES; plan to demo ALL existing cameras and associated cabling once HSD is fully satisfied with a given site's implementation. Existing camera quantities to be removed will be determined post bid, and a change order will be issued for the demo work.
 11. Century HS; frame #9: Is this a *one-hour* rated room?

Wall ratings are unknown; proceed under the assumption the room is rated for one-hour.
 12. Century HS; frame #4: If the hallway is considered a firewall, then the penetrations in place do not meet code. Is this the case?

Wall ratings are unknown; proceed under the assumption the room is rated for one-hour. During construction, contractor to note existing penetrations that do not meet code.
 13. Century HS; camera #2: If the drawing orientation is correct (pointing NW), it appears that a tree will be blocking its view. Should the camera be moved, should the tree be cut back (or removed), or what should happen instead? Note that the location in question has two existing cameras—once facing NW and one facing NE.

HSD will trim the tree in question.
 14. Century HS; cafeteria: There are vending machines near the door exiting to a grass field (NE corner?) with no camera coverage—should we add one there?

NO; it is not necessary to explicitly cover vending machines nor other point-of-sale devices.
 15. Century HS; double doors near cafeteria: The only realistic pathway would include conduit going up to the ceiling, and non-metallic conduit might not work and could look awful—should we use *EMT* or *another* (which?) material?

YES; plan to use EMT.
 16. Do we need to add sensors to the south of the two sets of double doors near corridor S200B (i.e., between CAM57 and CAM58)?

YES; door contacts shall be added at all cross-corridor doors.
 17. Can we get asbestos information for the crawlspaces for all six sites?

Asbestos testing will be done at the Owner expense based on Contractor shop drawings and proposed pathways submitted as part of the shop drawings per 27 00 00.1.11.C.3. South Meadows MS and Century HS do not contain asbestos. Note that Contractors on the site walkthroughs generally agreed that the crawlspaces and steam tunnels would not be their pathways of choice.
 18. We need to get fire door contractor involved for the fire door work (magnetic interrupts, etc.)

Performance Systems Integration (“PSI”) is HSD’s fire alarm contractor. The security contractor shall provide 18Awg 4 conductor cabling to the FACP headend. However, PSI will make all interconnections and perform all system programming: **Scott LeClair 503-403-8910 scott.leclair@psintegrated.com**.

- Questions raised after the site walkthroughs and their answers:
 19. The specifications indicate that *PIN pads* are not part of the contract scope, but the drawings indicate that each site will have *keypads*. Are PIN pads and keypads *different devices* (and if so, *how?*), or are they the *same things* (and if so, which is correct—the *specifications* or the *drawings*)?

PIN pads are not included in this project.
 20. The specification for the video doorbell is omitted—can vendors choose to use iPhone?

The video doorbell should be a SIP-capable device that will interface with the Owner's VoIP phone system. Acceptable manufacturers are Vingtor-Stentofon and 2N; substitution request is required for all others.
 21. Do the Manufacturers called out as 'approved' take precedence over the "System Requirements" as called out in the specifications? If an approved manufacturer does not meet a System Requirement will that disqualify the manufacturer from being considered "acceptable"?

The 3 systems that are pre-approved will contain some or all of the system requirements. Since multiple systems are specified, it is expected that no one manufacturer will meet all of the system requirements. This will not disqualify your proposal; however, if it is a significant requirement that HSD deems necessary, your response [score](#) might suffer.
 22. Section 28 13 13 2.2A. states "Headend Software calls for Lenel OnGuard Enterprise, Genetec Security Center Enterprise, and S2 Netbox Enterprise". Is it the intent to provide Enterprise versions of the software? When you call for Genetec Security Center Enterprise, is your intent Genetec Security Center with Synergis Access Control Enterprise version?

YES; we are requesting Enterprise versions of each system, including additional modules like badging, etc.
 23. Section 28 13 13 2.2.D states "Interface SMS system with Bosch D9412GV4 intrusion panel". In specification 28 13 33 section 1.4 D. 1 states "SMS shall support high-level integration to an Intrusion Detection System". Also specification 28 16 13 section 1.4 A. 4. b states "Intrusion integration shall be based upon native API plugs". Is it the intent to have software level integration between the SMS and IDS?

Software level integration is preferred but is not a requirement.
 24. Section 28 13 16 1.4 A.18.d states "Each alarm shall be capable of linking video from digital video recorders (if applicable) for incident playback"". Is it the intent to have the SMS and VMS integrated on a software level to accomplish this? Are all required licensing to integrate the SMS and VMS required to be part of this bid?"

The SMS and VMS would preferably be a single screen, but separate VMS and SMS client interfaces are acceptable.
 25. Specification calls for "HID ProxCard II" technology credentials. This technology is easily copied, making it easy to make counterfeit credentials. The SMS software will not be able to see a difference between the original or counterfeit credential. We suggest the specification requirement be updated to use a more secure credential technology.

Revise spec sections 28 13 26 2.3.C and 28 13 26 2.3.D as follows:

 - C. MultiClass Series Cards
 1. RP40
 - D. Access Cards
 1. iCLASS + MIFARE Classic + HID Prox
 26. Section 28 13 43 1.5.D.17 states "Visitor Management shall be incorporated as a standard feature of the software" and "Visitor Management shall be integrated with other key areas of the system". Is it the intent that the SMS has an integrated Visitor Management component with all necessary licenses? If the SMS approved manufacturer does not have a Visitor Management component, is it the intent that a third-party Visitor Management system be provided with all necessary licenses?

The system should be capable of Visitor Management, but it is not expected to be implemented as part of this project.

27. Section 28 16 13 2.2A. states "Intrusion Panel – Bosch B9512G equipped with...", but specification 28 13 13 section 2.2 D states "Bosch D9412GV4 intrusion panel". Which model is required for bidding?

Bosch B9512G is the correct intrusion panel number.

28. Section 28 16 19 2.2G. calls for 1078CW and 2505A-L series contacts. Also the specification 28 16 19 section 2.2 A. calls for a 4 conductor 22 AWG for door contacts, as do the drawings. The 1078CW contact is single pole double throw (SPDT) and the 2505A-L contact is single pole single throw (SPST). What is the purpose of the second pair of conductors in the cable? Can we use 2 conductor 22 AWG cable for door contacts? Is the intent to use the integration between the SMS and IDS to monitor the status of doors with access control for intrusion conditions?

The specification is correct. The added pair of conductors is for use at certain doors for a local piezo sounder; none are part of this RFP. It would be used at SPED classrooms or doors that HSD will choose at a later date. The intent is for software to manage many of the items that legacy systems currently accomplish via contact closures.

29. Section 28 23 13 2.2C calls for Milestone Xprotect Expert and ExacqVision Enterprise. Is Genetec OmniCast Enterprise an acceptable alternate for the VMS? Using Genetec OmniCast VMS with Genetec Synergis SMS would create a simplified and more intuitive user experience. HSD would not need to integrate two systems which would otherwise require special integration licenses. HSD would This will also eliminate the issue of not upgrading a version of software because it is not compatible with the other software it is integrated into. Please see accompanying spec sheets for addition information.

YES; the substitution request to use Genetec Omnicast Enterprise instead of Milestone Xprotect Expert and ExacqVision Enterprise is approved.

30. Section 28 23 29 2.2AB.1 lists Axis, Bosch, Samsung, Sony as approved camera manufacturers. The camera matrix calls for cameras that none of these manufacturers make (like a 3MP and 5MP dual sensor camera, or a 3 MP quad sensor camera). Please provide a part number for the design intended cameras so we can cross reference the part number across the approved manufacturers.

Additionally approved camera manufacturers are Hanwa and Arecont for multi-sensor cameras (2MP may be used in lieu of 3MP and 4MP may be used in lieu of 5MP). Note that though Arecont is now an approved manufacturer, NIS is aware of and monitoring general industry concerns regarding some recent activity with corporate officers.

- Additional explanatory comments

1. Contractors should structure their proposals to allocate time for detailed site visits and research. The goal should be to self-answer as many questions as possible regarding pathways, CMR vs. CMP cable, EMT painting, etc.

2. The cantilevered duct work—and all of the ceilings except for the office area—at Hillsboro HS are going away during the next two years. Accordingly, plan your installation work (J-hooks, etc.) to remain safely in place during these efforts.

3. Century HS and Poynter MS are currently getting new vestibules as part of on-going construction, but the other four sites do NOT yet have new vestibules/doors in place. The Poynter vestibule is getting a new door in December 2018, and the Poynter drawing (near camera #32) already shows this change.

Addendum #3 did not include a separate .ZIP archive.

Addendum #4; released August 31, 2018

Addendum #4 lists questions raised in late August 2018 and provides their answers:

1. Are there any ADA doors that need to be integrated at any of the schools?

PROBABLY NOT; however, if we discover any at the pre-construction site walk, we will add it to the project (along with any other items and raceway needs (cores, firewall sleeves, etc.)).

2. The following Windy City Wire cables are equal to CommScope; can we substitute these?

Composite cable part number 4461030
 22/6 shielded (reader cable) part number 444351-30
 18/2 (locks/power) part number 4423630
 16/2 (locks/power) part number 4413630
 22/4 (contacts/REX/lockdown button) part number 4443830
 24/1 pair shielded (RS-485 cable) part number 042004
 CAT 6A part number WCW-30128-8YE3

Windy City Wire Part number 4461030-500 is approved for use at new and existing card access doors. Cat 6A wire shall be Yellow Commscope Uniprise CS44P or Yellow Commscope Systimax 2091B– No substitutions.

3. Do we will need to integrate to elevators, and if so, is it via just a dry contact connection?

NO; elevator integration is not required.

4. Are PIN pads needed to control *individual* doors?

NO; the intent is to use keypads for site *partitions* per the specifications and drawings.

5. Do we need to schedule a Genetec demo as part of this effort?

System demonstrations will occur *after* the proposals are due per the Section **2.02** schedule on page 14.

6. Can the Division 27 cabling manufacturer's warranty requirement and/or Section 27 05 13 employee certifications be waived?

NO; a contractor must be able to meet the training and manufacturer's extended warranty requirements per this project's specifications. If the contractor *cannot* meet these requirements, it must sub-contract the Division 27 portion of the work.

7. Do the server-based software management applications need to be Windows-based?

NO; Windows Server and Linux are both acceptable. However, note specifically that in a Linux environment, the Contractor will own *all* responsibilities for support, patching, device onboarding, and the like. Even under a Windows environment, however, remember that HSD intends that *almost all* of that work would still fall to the Contractor.

Cloud-based systems make most of these operating system concerns go away, of course. For this and other reasons, HSD still largely prefers cloud-based over premise-based implementations.

The Contractor system demonstrations (October 2, 2018 and October 3, 2018) will be critical here: in addition to evaluating system ease of use and MACD work, this project's *physical* security systems need to demonstrate strong *information* security design and implementation...among several other IT-related subjects and concerns. The Technology Services team will be ready for a rigorous assessment of the IT environment during those demos, so plan to have the appropriate personnel available for questions.

8. The drawings reference a 4 sensor camera, should that be a 3-sensor camera?

All symbols with 3 "lenses" are 4 sensor cameras.

9. Any interest in wireless products such as <https://www.inovonics.com/products/commercial-security-receivers/>? This could reduce the amount of cable and produce other savings for HSD.

Since this is an RFP, you can suggest this type of solution. Remember that HSD is concerned with maintenance of batteries, but multi-year lifespans and/or lower TCO is certainly of interest to HSD.

10. Can we make several Hanwha camera substitutions?

YES: Hanwha PNM-9080VQ is approved in lieu of 4 sensor, 2MP & 3MP camera;
XND-8080RV is approved in lieu of currently specified 5MP or less indoor varifocal cameras;
XND-80080R is approved in lieu of currently specified 5MP or less outdoor varifocal cameras;
PNM-7000D is approved in lieu of currently specified 2MP and 3MP bi-directional indoor cameras;
XND-6080RV is approved in lieu of currently specified 2MP or less indoor cameras; and
XNV-6080R is approved in lieu of currently specified 2MP or less outdoor cameras.

11. Can we make several Axis camera substitutions?

YES: P3225-VE (varifocal) is approved in lieu of currently specified 3MP exterior cameras with 3mm-6mm lens; P3225-V (varifocal) is approved in lieu of currently specified 3MP interior cameras with 3mm-6mm lens; P3367-VE (varifocal) is approved in lieu of currently specified 5MP exterior cameras with 3mm to 22mm lens; P3367-V (varifocal) is approved in lieu of currently specified 5MP interior cameras with 3mm to 22mm lens; and P3707-PE is approved in lieu of currently specified 4-sensor, 2MP and 3MP interior cameras with 3mm-6mm lenses

12. Are Bosch D1244 series VFD keypads approved?

YES

13. Are Altronix AL1012ULX and AL1024ULX power supply / chargers approved?

YES; they are in fact already specified.

Addendum #4 did not include a separate .ZIP archive.

Addendum #5; released September 6, 2018

Addendum #5 contains:

- **Summary**

Addendum #5 updates drawings and lists and answers questions that have arisen since Addendum #4. The complete addendum is [here](#).

- Drawing updates: answer, clarify, and/or correct the original set based on direction from HSD and upon these listed contractor comments and questions (notes below largely unaltered)

1. **General:** all sheets now show the drawing scale, all sheets now show locations of alarm panels where known, all sheets now reflect Contractor comments, all changes are clouded, and empty clouds indicate deleted devices.

2. **Corrections:**

SMMS, Sheet T2.08 Cameras 35,37,41 ,46—now shows a camera type symbol

At Poynter, the electrical room next to camera 7 now has have a door contact on the room

Miller Ed West now has a motion sensor near camera 7 where the halls 100A and 100B connect

At Poynter, the electric room next to camera 6 with an exterior door now has a contact.

Drawing T2.01, Telecom Frame Room 5: is an exterior door, and now includes a door contact.

3. Drawing T7.01 now reflects that all fire doors should also drop on a lockdown.

- Questions raised recently and their answers:

1. Section 2.03 states "As the response forms show, there are several 'add alternate' components under consideration: license plate number recognition, low-light and/or microphone/speaker-equipped cameras in certain areas, on camera analytics, and facial recognition".

A) Can you provide more detail on what the intent is for license plate number recognition? Is it the intent to just be able to read and record a license plate, or is the intent to have a fully functional ALPR system?

The initial alternative would be to read and store the license plate information, though HSD will likely eventually add capabilities such as automated LEDS communications, etc.

B) Can you provide more detail on what the intent is for low-light/microphone/speaker-equipped cameras? Do LED equipped cameras address the intent of low-light? What are the areas they are long to use these cameras?

HSD would use infrared cameras in low-light areas (i.e., those with less than .01 lux) . HSD would use audio-equipped cameras in specific areas where the ability to speak would be useful. Generally, though, these will be add alternates; for example, the specified product set is likely to address all of the low light needs

C) Can you provide more detail on what the intent is for on-camera analytics? Are there specific analytics they are looking for on camera like line cross, motion detection, etc.?

Yes; analytics should include the following at a minimum: motion detections, left behind and removed items, and lines and barriers crossed in the wrong direction. If your chosen systems can provide certain analytics that require additional licensing above this base level, be sure to explain those costs and why the additional features might make sense for HSD.

D) Can you provide more detail on what the intent is for facial recognition? Is the intent to just place a square/highlight a face in the field of view, or are they looking have a database (list) of faces to compare faces in the field of view to. Is the intent to only do facial recognition on live events, only looking back forensically, or both?

Facial recognition shall include highlighting the face in a field of view, and is limited to staff members for the purpose of verification of presented credentials at access points. HSD would like to acquire a system (cameras and/or VMS) that can do both realtime and forensic analyses while providing the appropriate database communications. However, licensing the analyses and implementing the communications capabilities will likely occur after this particular project is over.

2. Section 2.03 states "The system needs to provide notifications (email, SMS, etc.) to operations team, but it does not need to connect to a Sonitrol-style third party service".

A) Is it the intent of the district to monitor the IDS in lieu of a central monitoring company (receiving alarms through the IDS dialer)?

YES, though HSD will issue a separate RFP for a security monitoring service.

B) What is the intent of the specification requirement for the Bosch Dual Phone Dialer (Specification 28 16 13 section 2.2 C.), the IP network alarm reporting capability, the AES radio dialer, and the alarm messages copied to alarm receiving site (Specification 28 16 33 sections 1.4 D. All)?

HSD intends that its IP network can support all monitoring, so it is not anticipated the phone dialer or AES radio will be used at this time. These items will likely be removed as a change order pending award of District security monitoring services.

3. Re Addendum #4, response for question 7 states "HSD still largely prefers cloud-based over premise-based implementations" regarding the physical security systems. Does this include SMS, VMS, and IDS, or just SMS?

HSD's *could-based* preference pertains to all three of the major subcomponents of the project—i.e., access control, intrusion detection, and CCTV management systems. HSD will provide any workstations for badging, programming, etc. as required.

4. Re Addendum #4, response for question 3 states "NO; elevator integration is not required". Is the intent of the elevator readers to enable/disable the elevator hall call button? Will the elevator contractor be required to make the connection to the elevator equipment?

No elevator integration whatsoever is required in this project. In the future, however, HSD might opt to create a change order to add such capabilities where Contractor involvement is required. Generally, however, the elevator contractor will perform all connections to elevator controls.

5. Addendum 3, Question 10 states that all existing cameras and associated cable demolition scope will be issued via a change order. Will the District also be issuing a change order for the demolition of any existing access control and intrusion devices and associated cable?

YES; HSD will likely issue a change order for such work.

6. Full Access Control requires REXs and door position switches to be installed at every card access door. Is it the desire of the District have this installed? REXs are currently called out in Section 28 13 26 page 4, Section G stating Request-to-Exit-Devices are to be supplied by the door hardware contractor.

REX devices are not required for egress. The door contacts not being shunted is not an issue as the alarm system will not be active during normal operations. Door propped conditions will be detected based on the amount time the door is open. If Division 8 recommends use of REX devices, HSD will issue a change order to add an additional 4-conductor cable to each card access door.

7. Can we substitute Lenel OnGuard Pro version 7.4 instead of Lenel OnGuard Enterprise version 7.4?

NO; we require bid costs to reflect *enterprise* versions of software. This certainly does not preclude going with a *professional* version if there is no major functionality loss. If this occurs, it will happen as a deductive cost after award. **NOW REVERSED IN ADDENDUM #6—see page 31**

8. Sheet Notes on drawings T2.01-T2.08 indicate that "Door Contacts are existing unless noted." Should contractor assume that existing cable to existing contacts can be reused?

Contractor should assume the existing cable and door contacts will be re-used.

9. Can we substitute Avigilon-based systems for CCTV and SMS and then use GE Concord for intrusion?

YES.

10. We request lenience on the section of requirements stating 50% of our staff on this project be factory certified to perform the work.

The State of Oregon mandates a Journeyman to Apprentice ratio, so we have limited flexibility here. However, the requirement can be lowered to approximately 40% when more than three journeymen are onsite. See the **StateOfOregon_Journeyman-Apprentice-Ratio_Chart_2018.PDF** file included in the addendum archive for more information.

11. Can we substitute S2-based systems as appropriate?

The S2 CCTV software enterprise version is approved. The S2 NetVR video recorders are NOT approved—per the specifications, the storage and VMS servers to be Owner Furnished.

Addendum #5 *did* include a separate .ZIP archive; it is [here](#). Note that we have also updated the [original specifications and drawings](#) archive file, too, but note that the specifications information within that archive did *not* change.

Addendum #6; released September 7, 2018

Addendum #6 contains:

- **A replacement CHS 1st Floor drawing**—the one included in Addendum #5 was actually a second copy of the SMMS 1st Floor drawing.
- **A reversal of a substitution request denial from Addendum #5:**
YES—Contractors *may* substitute *Lenel OnGuard Pro* version 7.4 for *Lenel OnGuard Enterprise* version 7.4. The intent of requiring ‘Enterprise’-level software was to allow for up to the approximately 1,000 card access doors that HSD would ever need. However, *Lenel OnGuardPro* version meets this criteria. The ‘Enterprise’-level requirement is now removed as long as the access control software system can manage at least 1,000 card access doors.
- **A clarification regarding Proposal Response Form #4 (page 19):**
The **Maintenance / Warranty / Support** should cover all three major subcomponents of the project (video surveillance, access control, and intrusion detection). For the purpose of costing comparisons, plan your annual recurring costs under the assumption that HSD will plan on a five-year agreement for these services, followed by a *second* 5-year agreement. If there are pre-payment incentives or similar cost savings options, within (or attached to) **Proposal Response Form #3**.
- **A clarification regarding Windy City Wire**
Windy City Wire is approved for non-category cable; this includes cables for lock power, request to exit, and door contacts.

Addendum #6 did not include a separate .ZIP archive; NIS instead emailed the two .PDFs to the Contractor list.

Addendum #7; released September 11, 2018

Addendum #7 extends the proposal response deadline to 2:00pm PDT on September 20, 2018, and moves the system demonstrations to October 2, 2018 and October 3, 2018.

Several other dates also change by virtue of this extension; see Section **2.02 DEADLINES / MILSTONES** on page 14 for complete scheduling information.

Addendum #7 did not include a separate .ZIP archive; NIS instead emailed it to the Contractor list.

ATTACHMENT 1 — SITE PLAN DRAWINGS AND SPECIFICATIONS

This RFP includes separate **Site Plan Drawings and Specifications** attachments which includes AutoCAD® drawings with details pertinent to HSD sites. This attachment provides most of the construction and implementation specifics regarding this project. The drawings show all campuses and the relative layout of the buildings. The drawings are to scale and may be used for basic calculations: for example, to estimate the cable lengths and device counts to be used for the basis of your proposal. Note, however, that final footages and device counts will be the responsibility of the Contractor, and HSD will not approve any change orders for additional materials as related to the base proposal.

There are drawings for all six sites within the scope of this project:

1. Century High School:	2000 SE Century Blvd	Hillsboro, OR 97123-8390
2. Hillsboro High School:	3285 SE Rood Bridge Road	Hillsboro, OR 97123-8654
3. J.W. Poynter Middle School:	1535 NE Grant Street	Hillsboro, OR 97124-3421
4. Miller Education Center West:	440 SE Oak Street	Hillsboro, OR 97123
5. R.A. Brown Middle School:	1505 SE Cornelius Pass Road	Hillsboro, OR 97123-6727
6. South Meadows Middle School:	4690 SE Davis Road	Hillsboro, OR 97123

ATTACHMENT 2 — PROJECT CONTRACT

HSD_Bond_2017__Small_Projects_Contract__Template__2018-07-20.PDF is a [.PDF](#) file that comprises **Attachment 2** to this RFP. This attachment contains both a sample of the contract that will result from this project *and* information regarding HSD's OCIP arrangement.

Pages 1 through 14 of this 25-page attachment show the legal language that will become part of the contract between HSD and the successful respondent. Respondents should read the attachment carefully, as it contains certain contract terms that supersede and overrule some of the standard HSD contract terms contained within this RFP document.

Once HSD and the successful Respondent achieve agreement in principle, HSD will work with that Respondent to edit the sample contract that will then become the full legal arrangement between the parties. This will require changes to the contract template in the first four of the document's five Exhibits:

Exhibit 1: Invitation for Bid; page 15; HSD will enter this RFP's identifier: **RFP #2018-0224**

Exhibit 2: Statement of Work, Compensation, Payment, and Renewal Terms; page 16; HSD will enter said terms as appropriate

Exhibit 3: Certification Statement for Corporation or Independent Contractor; page 17; Respondent will indicate its firm's legal status

Exhibit 4: Insurance Requirements; pages 18-24; Respondent must acknowledge that its insurance coverage meets the stipulated requirements and that Respondent understands the OCIP program.

Note that **Exhibit 5: Owner Controlled Insurance Policy (OCIP) / Wrap-Up Insurance Policy Manual** on page 25 explains how to obtain the detailed OCIP user manual.