

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION SCHOOL DISTRICT NO.1**

**NOTICE OF REQUEST FOR PROPOSALS**

Request for Proposals No. 24-0012

Proposal Due Date 06/12/2023 Time: 4pm MST

District Address 3405 E State Rte 89A Bldg B

Cottonwood, AZ 86326

In accordance with the School District Procurement Rules prescribed by the Arizona State Board of Education pursuant to Arizona Revised Statutes §15-213, competitive sealed proposals for the following services will be received by Valley Academy for Career and Technology Education School District No. 1, at the address specified above until the time and date cited.

**Security System Equipment, Installation and Monitoring Monthly Service**

Refer any questions regarding this Request for Proposals to:

Shawwna Patton, VACTE Business Manager

(928) 634-7131 ext 13 or spatton@vacte.com

5/23/2023

Date



School District Administrator (signature)

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION SCHOOL DISTRICT NO. 1**  
**REQUEST FOR PROPOSALS NO. 1**

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# REQUEST FOR PROPOSAL

## I. PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a Security System Monitoring Company to install Security System equipment and monthly monitoring service.

## II. SCOPE OF SERVICES REQUIRED

**RECOMMENDED SPECIFICATIONS & SYSTEM DESIGN FOR SECURITY & LOW VOLTAGE FOR  
COSMOTOLOGY TRAINING CLASSROOM BUILDING AT 418 N. 15<sup>TH</sup> ST., COTTONWOOD, AZ 86326  
TO ACCESS THE BUILDING, CONTACT BOB WEIR SUPERINTENDENT at (928) 821-0489**

### BURGLARY ALARM – Provide the Following Components and Services:

- A UL Listed Burglary Alarm system with the below listed components and sensors to be connected to the system for monitoring purposes.
  - o Two Door Sensors (one brown, one white).
  - o Two Motion Detectors.
  - o Two Smoke Detectors.
  - o Three Glass Break Detectors.
  - o Two Water/Flood Sensors.
  - o The system must also connect to Fire Sprinkler Riser Valve for Monitoring of the Sprinkler System using a supervised hard-wired or wireless connection.
- The system must have LTE or 5G cellular communications and wi-fi backup and must be capable of connecting to Alarm.com Remote Interactive Services to match existing location's current remote services provider.
- Monthly Services: Provide 24/7 Professional Monitoring by a UL listed Monitoring Center and Alarm.com Remote Interactive Services that provides the customer the ability to manage user codes, receive custom notifications, arm and disarm system remotely through a mobile app, and to set business hours for auto arming and custom notifications.
- Provide a minimum 1-year full Parts and Labor Warranty with ongoing support agreement for repairs, service, and training for customer for up to 3 years.

### SURVEILLANCE SYSTEM – Provide the Following Components and Services:

- One NDAA compliant 8-Channel IP based NVR recorder with minimum 6TB of hard drive space. NVR to include POE ports or a separate POE switch must be provided for cameras.
- Run cables (minimum cat 5e specifications) to all cameras within metallic conduit (EMT) around outside of building in a professional manner. Approx. 80ft total EMT required. There shall be no exposed cabling of cameras except at NVR connection point.
- Eight NDAA compliant IP cameras with minimum 4MP (2K) resolution, minimum 90 degree horizontal field of view, and IR night Vision built in (at least 65ft IR distance). Cameras to include coverage of the following areas:
  - o Front Door and Parking.
  - o Front of building Facing Main St.
  - o South-west facing side of building with windows.

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- Back of building (North side) covering rear door.
- East Side of Building covering gated area and Electrical service panels.
- Inside of Storage room.
- Southeast Corner inside of room to cover cash register/POS station.
- Middle of the North wall (inside) to cover the West half of the room.
- One 1500VR UPS Battery backup with AVR technology and 20 min run time at half load.
- Wall mount a 19" to 24" Monitor to be connected to recorder.
- One wireless mouse for controlling recorder.
- Install shelf or rack for NVR.
- Provide an upgrade option cost for using 24-hour color models for all outdoor cameras.
- Provide an upgrade option cost for the NVR from 8 port base-model to a 16-port model for additional bandwidth and possible future expansion of system.
- Provide an upgrade option cost to 4k (8MP) resolution for all cameras.
- Set-up remote access to camera system Superintendent and Business Manager's desktops and any mobile. devices desired.
- Provide a minimum 1-year full Parts and Labor Warranty with ongoing support agreement for repairs, service, remote access, and training for customer for up to 3 years.

### LOW VOLTAGE / COMMUNICATIONS – Provide the Following:

- Two Cat 6 ethernet drops from storage closet (Modem/Router location) to POS station.
- One Cat 6 ethernet drop to middle of back wall (north wall) for a wi-fi access point (WAP).
- Wall-mounted patch panel with cables labeled and certified.

### **III. GENERAL INFORMATION**

#### **B. Procedures and Time Frame for Submitting Proposals/Awarding Contract**

Interested, companies may submit a proposal to the VACTE School District No. 1 at the following address:

3405 E State Rte 89A Bldg B

Cottonwood, AZ 86326

2 copies of the proposal are required. They should be prepared in accordance with the proposal format requirements discussed in this RFP, and packaged in such a manner that the outer wrapping clearly indicates the RFP number and the company name and address.

The following dates will apply unless waived in writing by the District Governing Board:

1. Sealed proposals will be received until 4pm, Mountain Standard Time, on June 12, 2023, at the District address listed above. No proposals will be accepted after the time indicated. Proposals received after the deadline will be stamped with time and date and returned unopened.
2. Proposals will be evaluated June 13, 2023 at 1 p.m. Please have staff available at that time to respond to questions.
3. Discussions with individual companies may be held to clarify proposals.



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4. Contract award is expected to be made on June 21, 2023. The District will inform each Company that submitted a proposal, in writing, whether the proposal was accepted or rejected.
5. Security system work may begin as soon as July 1, 2023, after the VACTE Governing Board approves the proposal and needs to be completed by July 23, 2023.
6. Cost and price information provided in the proposal will be held confidential and will not be disclosed to competing company.

### C. Review of Proposals and Evaluation Criteria

The District and any outside experts the District considers necessary will evaluate the proposals. A point formula will be used during the review process to score proposals. If several proposals are very closely ranked, the District may arrange for oral discussions with the Company to assist in making the selection.

The following represents the selection criteria that will be considered during the evaluation process:

Responsiveness of the proposal in clearly stating an understanding service to be performed, including:	<u>Points Possible</u>
The Company is independent, properly licensed, and insured.	25
Comprehensiveness of Scope of Work	25
Realistic time estimates of each major segment of the work plan	25
Cost Criteria	25
Maximum points	<u>100</u>

Cost is a factor in awarding the contract; however, only those proposals that meet all the mandatory criteria in the RFP will be given consideration. The contract will not be awarded solely on the basis of cost.

### IV. PROPOSAL FORMAT

The proposal must conform to the format specified below. The District will make no reimbursement for the cost of developing or presenting proposals in response to the RFP.

#### A. Title Page

Each proposal must contain a title page that identifies the RFP number and subject and provides the Company name, address, and telephone number; the name and title of a contact person; and the date the proposal was submitted. The title page must also state the period the proposal is effective (nonrescindable).

#### B. Table of Contents

The proposal's table of contents should include a clear and complete identification of the materials submitted by section and page number.

#### C. Letter of Transmittal

A brief letter of transmittal should be submitted that includes the following information:

1. The understanding of the work to be performed.
2. A positive commitment to perform the service within the time period specified.
4. Reference to a sealed envelope that contains the all-inclusive fee for which the Security System Equipment, Installation and Monthly Service work that will be done. **The fee amount should not be divulged elsewhere in the proposal.**

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### E. Presentation of Scope of Work

1. A work plan detailing the Security System approach the Company intends to follow.

### F. Cost Proposal

**The cost portion of the Scope of Work and Monthly Service proposal should be submitted along with the proposal, but in a separate sealed envelope.**

### V. RIGHT TO REJECT

The District reserves the right to:

- A. Reject any or all proposals submitted.
- B. Request additional information from all proposals.
- D. Negotiate modifications to the Companies proposal prior to final award for the purpose of obtaining best and final offers.
- E. Negotiate a contract that may be terminated for lack of funds.

Refer any questions regarding this Request for Proposals to:

Shawwna Patton, Business Manager (928) 634-7131 ext 13

5/23/23  
Date

  
School District Administrator (signature)