

ROSEMEAD SCHOOL DISTRICT



REQUEST FOR PROPOSALS

For

SURVEILLANCE CAMERA SYSTEM

Issued: November 10, 2020

Due: December 8, 2020 at 2:00 p.m.

Prepared in consultation with:



HELPING SCHOOL DISTRICTS MEASURE UP

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1. NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN THAT THE **ROSEMEAD SCHOOL DISTRICT** will receive sealed bid proposals in response to its Request for Proposals (RFPs) until the hour of **2:00 PM on December 8, 2020**, to provide a **Surveillance Camera System-RFP Bid No. 20/21-0002** for the District. Late bid proposals will not be accepted. The work shall consist of furnishing all labor, materials, tools, equipment, appurtenances, and incidentals for providing an installed Surveillance Camera System in accordance with the requirements of the RFP.

All Proposals shall be marked “Proposal for Surveillance Camera System-RFP Bid No.20/21-0002” and mailed or delivered to the office of Administrative Services of the Rosemead School District, 3907 Rosemead Boulevard, Rosemead, California 91770 on or before the hour and date stated.

A “MANDATORY” Pre-Bid Conference/Job Walk will be held at the Rosemead School District Office located at 3907 Rosemead Blvd., Rosemead, CA 91770 on **November 19, 2020 at 8:30 a.m.** Each and every Bidder “MUST” attend the Pre-Bid Conference/Job Walk. Bids “WILL NOT” be accepted from any bidder who did not attend the Pre-Bid Conference/Job Walk.

The Bidder shall guarantee the “Total Bid Price” for no less than one hundred twenty (120) calendar days from the date of the bid opening.

No bid shall be considered unless it is made in accordance with the required format and using the blank forms as furnished by the District where applicable as required by the RFP.

This is a prevailing wage project. The successful bidder and all subcontractor(s) under it, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor’s and subcontractors’ current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this Project, it shall be the Bidder’s sole responsibility to evaluate and include the cost of complying with all labor compliance requirements and applicable law in its bid.

Each bidder shall be a licensed contractor pursuant to the Business and Professions

Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract: C-7 Low Voltage Systems Contractor.

The Bidder shall, prior to the execution of the contract, provide all required insurance documents and furnish a payment and performance bond.

The criteria by which a determination will be made to evaluate bidders and their ability to provide services to the District will include but not be limited to cost, system features, ability to provide service, responsiveness to specifications, previous performance/references, and unspecified value-added offering by the bidder, based on the best value to the district. The lowest responsive and responsible bidder may not be awarded the agreement.

Bid packets may be obtained from the District's website: <https://www.rosemead.k12.ca.us/Page/695>

All questions regarding this project shall be addressed to the District's Facilities Consultant/Program Manager, Melinda Pure-EH&A (909) 904-7112. Requests for Information are to be emailed to melinda@chanda.com. Addenda will be issued a minimum of 72 hours from the date the bids are due; therefore questions are due not later than December 1, 2020, and the last addendum will be issued by December 5, 2020 at 2:00 p.m.

2. SELECTION PROCESS and PROJECTED DATES

The process and projected schedule that the District will utilize in selecting a firm to perform services will be as follows:

Action	Day	Date
Legal Advertisements	T	November 10 & 17, 2020
Release of Request for Proposals	T	November 10 , 2020
Mandatory Pre-Bid Site Walk	TH	November 19 , 2020
Last Day to Email Intent to Submit	F	November 20 , 2020
Last Day to Email Questions	T	December 1, 2020
Addenda Clarifications Issued by District	S	December 5 , 2020
Deadline for Receipt of Proposal Responses – 2:00 p.m.	T	December 8 , 2020
Screening Evaluations/Proposal Negotiation		December 9-February 15, 2020
Issuance of Letter of Intent	T	February 16 , 2020
Consideration of Selection and Award by Board	TH	March 4 , 2020

3. DISTRICT INFORMATION AND SCOPE OF WORK

A. Objective

The District intends to select a vendor to provide a surveillance camera system for all campuses in the District. This procurement is conducted under the provisions of Public Contract Code 20118.2 for selection by competitive negotiation.

B. District Background

The District is a small K-8 public school district in Los Angeles County, California. Rosemead School District educates almost 2,400 Transitional Kindergarten through eighth grade students on a traditional calendar schedule. The Rosemead School District serves students who reside in Rosemead and portions of El Monte, San Gabriel, and Temple City.

The Rosemead School District was established in 1859 and is proud of its long tradition of academic excellence. The District is currently comprised of four elementary schools: Encinita Elementary School, Mildred B. Janson Elementary School, Savannah Elementary School, Emma W. Shuey Elementary School (TK-6th grades); and Muscatel Middle School (7-8th grades).

C. Contract Term

It is anticipated that the District will enter into a contract with the vendor for the purchase and installation of a surveillance camera system for each of the District's campuses and including a three-year (3-year) maintenance/service/support agreement. The final terms of any contract entered into pursuant to this RFP shall be as negotiated by the District and may differ from what is anticipated.

D. Scope of Work

1. Vendor shall provide, install, and setup a complete surveillance camera system at all District campuses that meets the RFP evaluation criteria.
2. Vendor shall provide system data storage access, licensing, maintenance, and support for an initial period of three (3) years.
3. Vendor shall provide training on the system.
4. System shall provide the minimum coverage as shown in the site diagrams attached to this RFP.
5. System and installation shall comply with project specifications.

4. INFORMATION AND BIDDER INSTRUCTIONS

- A. Each firm shall submit **an original unbound Proposal with three (3) bound copies and one (1) electronic version on a thumb drive or Compact Disk (CD) in Adobe Portable Document File format** of the Proposal prominently marked with **Surveillance Camera System-RFP Bid No. 20/21-0002** and the name of the firm submitting the Proposal. The unbound original should be secured with a binder clip in the upper left corner.
- B. The Submitter must have been providing surveillance camera systems for a minimum of five (5) years. This is a minimum qualification.
- C. The PROPOSAL shall be submitted to the District, as follows:
 1. **Deadline for Submittal of Responses:**
 - i. **No later than 2:00 p.m. on December 8, 2020**

- ii. *Late Responses will be returned unopened.*
- 2. **Method of delivery:**
 - i. **Hand delivery, USPS, or other mail/shipping service.**
 - ii. *Responses sent by Facsimile (FAX) or email will not be accepted.*
- 3. **Delivery Address:**

Rosemead School District
Attn: Surveillance Camera System-RFP Bid No. 20/21-0002
3907 Rosemead Blvd.
Rosemead, CA 91770

- D. Submission of Proposals by facsimile or e-mail is not acceptable. The Submitter is entirely responsible for the means of delivering the Proposal to the appropriate office on time. Delays due to internal routing of misdirected proposals or due to verbal directions given by District staff shall be the responsibility of the Submitter. Thus, each Proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.
- E. Submitters are required to disclose any relationships with the District and execute the non-collusion affidavit included with this RFQ.
- F. Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract: C-7 Low Voltage Systems Contractor.
- G. This is a public work project. The successful bidder and all subcontractor(s) under it, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors. Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this Project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid. Please see **Section 7-Other Requirements** for additional information.
- H. The original Proposal shall be submitted and **signed in blue ink**, by an authorized individual or officer of the firm submitting the Proposal.
- I. Firms interested in submitting Proposals are directed to make personal contact only with the person identified below and should not contact District Governing Board members, the Superintendent, Assistant Superintendents or any other officials or staff of the District. The district may reject Proposals if a firm or its representatives make direct contact with the District. Firms should contact the District's Facilities Consultant/Program Manager, shown below, concerning any questions:

Melinda Pure
Eric Hall & Associates
melinda@ehanda.com
909.904.7112

- J. **Firms MUST submit an email indicating that the firm intends to submit, to the District's Facilities Consultant /Program Manager at melinda@ehanda.com, not later than 2:00 p.m. November 20, 2020** in order to assure that the Submitter is included on the Interest List and receives Addenda. The email must contain the Firm name, address, and the contact person's name, email, and phone number. Receipt of these emails will be confirmed back. If a confirmation is not received back, it is the Submitter's responsibility to follow-up to assure that they have been added to the Interest List. Submitters that do not timely email their intent to submit shall not be allowed to propose.
- K. All written questions received will be answered in writing and sent to all firms then on the Interest List. *Oral statements regarding this RFQ by any person(s) should be considered unverified information unless confirmed in writing. To ensure a response questions must be received in writing by 2:00 pm December 1, 2020.*
- L. The Board of Education of the District reserves the right to accept or reject any or all Proposal submittals and may waive any minor deviation in any submittal. The District's waiver of any minor defect shall in no way modify the RFQ documents or excuse the Submitter from compliance with every other provision of this RFQ. The Board of Education of the District reserves the right to negotiate with any or all responsible submitters.
- M. Submitters shall be responsible for any and all costs and expenses that they may incur in preparing the Proposal. The District shall have no obligation whatsoever for costs of Proposal preparation, interview (if applicable), fee negotiation or any other costs associated with this RFQ or any Proposal submitted in response to this RFQ.
- N. The District reserves the right to revise the RFQ up to and including **December 5, 2020**, for issuance of clarifications and revisions. Revisions to the RFQ shall be sent to all firms on the Interest List. The District expressly reserves the right at any time to extend the deadline by which proposals are due.
- O. LATE PROPOSALS WILL NOT BE ACCEPTED.**
- P. Modifications of Proposals submitted by a Submitter after the submittal deadline will not be considered unless the District requested the modifications.
- Q. Each Proposal shall be reviewed to verify that the Submitter has met the minimum requirements of the RFQ. Submitters must follow the required format specified in this RFQ in order to facilitate District review.
- R. The successful bidder shall be required to provide a performance bond for the full value of the "Total Bid Price" including any changes made as a result of contract negotiation within five (5) days of the execution of a contract made pursuant to this RFP.
- S. The successful bidder shall be required to provide certificates of insurance for the coverages required herein within five (5) days of the execution of a contract made pursuant to this RFP.
- T. Diagrams of each site are attached, with proposed camera locations marked. Surveillance camera system shall provide, at a minimum, the coverage shown in

the site diagrams.

- U. The District reserves the right to cancel this RFQ at any time.
- V. Selection under this RFQ does not guarantee that a contract will be awarded to the Submitter. The District may elect to not proceed with all or a portion of a project at its discretion. The District may also issue future solicitations that may supersede this solicitation.
- W. Proposals become the property of the District and may be returned only at the District's option and at the Submitter's expense. Information, excluding Submitter's financial information, if any, contained therein shall become public documents subject to the Public Records Act.
- X. Documentation associated with this RFQ/P may be viewed at:
<https://www.rosemead.k12.ca.us/Page/695>

5. ITEMS FOR INCLUSION IN THE REQUIRED SUBMITTAL DOCUMENTS:

All Proposals shall address the following items in the order listed below and shall be identified in the submitted Proposal to match the following list.

A. Cover Letter

Addressed to: ***Rosemead School District***
Attn: Surveillance Camera System-RFP Bid No. 20/21-0002
3907 Rosemead Blvd.
Rosemead, CA 91770

B. Table of Contents

C. Business Information and Description of the Firm

Vendor Information	
Company Name	
Address	
City, State & Zip	
Website	

Primary Vendor Contact	
Name and Title	
Address	
City, State & Zip	
Phone	
Email	

Reseller Information (if applicable)	
Company Name	
Address	
City, State & Zip	

Reseller Contact (if applicable)	
Name and Title	
Address	
City, State & Zip	
Phone	
Email	

1. Provide a brief company history including the number of years in business and the number of years of providing surveillance camera systems and if you are a public safety surveillance system Vendor or surveillance system Reseller/Partner. If you are a Reseller/Partner, please provide the same company information for your specific company in addition to the software vendor's information for all requested information in this RFP.
2. Form of Business Organization (sole proprietor, partnership, corporation/type)
3. How many total employees does the company have and how many employees are dedicated solely to the surveillance system technology? Please include a percentage breakdown.
4. How many agencies are currently using the vendor's surveillance system?
5. How many current school districts have used the vendor's surveillance system for 5 years and 10 years?
6. Has the vendor ever been party to a buy-out, merger, or company acquisition? If so, explain.
7. Has the company or any company employee ever been named in litigation or arbitration related to the company's products or services? If so, explain.

D. Vendor References

Using the following format, provide at least four (4) references that are currently using a system similar to the proposed system. At least three (3) of these references must be school district customers that have used the system for two (2) years or more. Include the following information:

	Reference 1
Agency	
Address	
Contact Name	
Phone Number	
Install Date	
Number of Students	
System in Use	
	Reference 2
Agency	
Address	
Contact Name	
Phone Number	
Install Date	
Number of Students	
System in Use	
	Reference 3
Agency	
Address	
Contact Name	
Phone Number	
Install Date	
Number of Students	
System in Use	
	Reference 4
Agency	
Address	
Contact Name	
Phone Number	
Install Date	
Number of Students	

System in Use	
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E. System Overview

1. List the hardware and software required to implement this project.
2. Provide a detailed map and building diagram of the proposed surveillance system for the District Office, Encinita Elementary, Janson Elementary, Maintenance Yard and Warehouse, Muscatel Middle School, Savannah Elementary and Shuey Elementary, including camera placement.
3. The primary goal of the surveillance system is to address security concerns and to protect against potential threats at each of the District's campuses. Please explain how your proposed surveillance system plan will address these goals.
4. Describe the system's customization capabilities.
5. Can District administrators easily establish security privileges and permissions within the system? If so, please describe.
6. Describe the system's data storage capabilities including local server and cloud storage options.

F. System Requirement

1. Describe the system's minimum networking requirements.
2. How many servers will be required to operate the proposed system? Describe the purpose of each proposed server.
3. What is the ability of the surveillance camera system to be monitored at multiple locations and accessible via multiple devices?
4. Describe Artificial Intelligence (AI) Analytics features of the surveillance camera system, such as facial recognition.
5. Is the surveillance camera system expandable/scalable and does it allow for an unlimited number of devices? Describe.
6. Does the surveillance camera system have the ability to archive, create and share recordings, including "live" links for emergency responders? Describe.
7. Discuss the surveillance camera system's search features, including the

ability to search footage by multiple queries (date, time, and motion).

8. What is the surveillance camera system's ability to provide real time alerts (loss of power or connection, tampering, etc.)?
9. Describe the surveillance camera system's ability to provide clear images and footage under a variety of conditions (i.e. low light).

G. Implementation

1. Describe your implementation process for a project of this scope including a preliminary implementation schedule for all applications, the required time for system and application training, program testing and the sequence of the installation of the various applications.
2. Provide a project organization chart, identifying the project manager and the roles of key members of the implementation team.
3. Include the resume of the project manager assigned to this opportunity. Note whether the project manager is Project Management Professional (PMP) certified.
4. What tools are employed by the implementation team to collaborate with the agency regarding project milestones?
5. Describe the vendor's training services.
6. Please describe typical customer implementation responsibilities.
7. Has the vendor ever completed an implementation after the deadline or exceeded the agreed budget? If so, describe.
8. Has the vendor ever failed to complete an implementation? If so, describe.

H. Warranty, Maintenance, and Support Services

1. What is the length of the warranty? When does the warranty begin?
2. Does the warranty include both maintenance and support services?
3. What is the frequency of system updates?

4. Are there any costs associated with system updates? If so, describe.
5. Does the vendor provide support staff, or do they contract with a third-party provider for support?
6. Provide a copy of the vendor's standard support agreement.
7. Describe the vendor's standard support services.
8. For telephone and other support, provide the following information:

9. Primary Vendor Software Support	
Company Name	
Address	
District, State & Zip	
Location of Support Personnel	
Number of Support Personnel	
Average Number of Support Personnel on-duty	
Support Hours (designate time zone)	
Guaranteed Response Time	
Access Phone Number	
Website Support Information	
Online Chat	
Remote System Access Capabilities	
Quality Assurance Programs	

Reseller Software Support (if applicable)	
Company Name	
Address	
District, State & Zip	
Location of Support Personnel	

Number of Support Personnel	
Average Number of Support Personnel on-duty	
Support Hours (designate time zone)	
Guaranteed Response Time	
Access Phone Number	
Website Support Information	
Online Chat	
Remote System Access Capabilities	
Quality Assurance Programs	

I. User License

1. Describe the proposed licensing structure (site, cameras, software).
2. Provide the following information for each proposed component that requires a license. Add rows as needed.

Licensed Component	License Type	# of Proposed Licenses

J. Pricing

Complete the tables to provide pricing breakdowns for each component of the proposed system for each of the seven (7) District campuses. The pricing should include a cost breakdown by campus and by equipment, installation, three (3) years of licensing, file server, software, three (3) years of software support/system maintenance, and training.

1. **Pricing Summary**

SURVEILLANCE CAMERA SYSTEM – SUMMARY OF COSTS								
Site	Cameras	Installation	License	File Server	Software	Support	Training	Total
District Office	\$	\$	\$	\$	\$	\$	\$	\$
Encinita ES	\$	\$	\$	\$	\$	\$	\$	\$
Janson ES	\$	\$	\$	\$	\$	\$	\$	\$
Maint. Yard & Warehouse	\$	\$	\$	\$	\$	\$	\$	\$
Muscatel MS	\$	\$	\$	\$	\$	\$	\$	\$
Savannah ES	\$	\$	\$	\$	\$	\$	\$	\$
Shuey ES	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL BID PRICE								\$

2. **Pricing by Campus Site** – Complete table for each site

SURVEILLANCE CAMERA SYSTEM COST BREAKDOWN BY SITE			Site	
	Item Description	Estimated Quantity	Unit Price	Total Cost
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
11				\$
12				\$
13				\$
14				\$
15	[Add rows as needed]			\$
SITE TOTAL COST				\$

K. **Required Attachments:**

1. “CERTIFICATION” FORM
2. “NON-COLLUSION DECLARATION” FORM (This form must be notarized.)
3. “ACKNOWLEDGEMENT OF ADDENDA” FORM

6. EVALUATION

Firms submitting a Proposal are advised that all Proposals will be evaluated to determine the firm that will best meet the “overall” needs of the District, based on the following criteria:

- [PASS/FAIL] Ability of the vendor to provide separate bids for the District Office, Encinita Elementary, Janson Elementary, Maintenance Yard and Warehouse, Muscatel Middle School, Savannah Elementary and Shuey Elementary
- [PASS/FAIL] Participate in the mandatory pre-bid walk and develop a proposal that best addresses the security concerns at each campus
- [PASS/FAIL] Recommend surveillance system software and cameras that will address the security needs at each campus
- [PASS/FAIL] Demonstrate recommended surveillance camera system for each of the locations or representative location(s) as determined by the District
- [35%] System Features
 - Ability of the vendor to provide a surveillance system that operates via Wi-Fi or power over Ethernet, or a combination of both
 - Ability of the vendor to provide a surveillance system that stores video on a local server or on the cloud for up to 90 days
 - Ability for cameras at each of the campuses to be monitored at multiple locations and accessible via multiple devices
 - Ability for the surveillance camera system to integrate with the District’s systems and network
 - Artificial Intelligence (AI) Analytics features of the system, such as facial recognition
 - Ability for the surveillance camera system to be expandable/scalable and allow for an unlimited number of devices
 - Ability to archive, create and share recordings, including “live” links for emergency responders
 - Ability to search footage by multiple queries (date, time, and motion)
 - Ability to provide real time alerts (loss of power or connection, tampering, etc.)
 - Provide clear images and footage under a variety of conditions (i.e. low light)
- [15%] Warranty and amount of vendor support that will be available for installation, training, ongoing software enhancements and software/system maintenance/support
- [5%] Ability of the vendor to act as a Prime contractor who will be responsible for the project management and timeliness, quality and deliverables provided by any subcontractors under the Prime contractor’s agreement
- [10%] Reference checks and Vendor's performance record-to-date in meeting the requirements of their existing customers, including the customer installations similar in size and scope to the Rosemead School

District, and including the financial stability, longevity, and strength of the vendor

- [25%] Bid Price
- [10%] Other unspecified value-added offerings by the bidder, completeness and clarity of the Proposal, and District's determination of best value

7. OTHER REQUIREMENTS:

A. Prevailing Rates Of Wages

- a. The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Project involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. In the alternative, the Contractor may view a copy of the prevailing rates of per diem wages at the District. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.
- b. The Contractor and each subcontractor shall forfeit as a penalty to the District not more than fifty dollars (\$50.00) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- c. Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

B. Public Works Contractor Registration

Pursuant to Labor Code Sections 1725.5 and 1771.1, Contractor and its subcontractors must be registered with the Department of Industrial Relations at the time of the bid. By entering into this Contract, Contractor represents that it is aware of the registration requirement and is currently registered with the DIR. Contractor shall maintain a current registration for the duration of the Project.

Contractor shall further include the requirements of Labor Code sections 1725.5 and 1771.1 in any subcontract and ensure that all subcontractors are registered at the time this Contract is entered into and maintain registration for the duration of the Project.

C. Employment Of Apprentices

- a. Contractor and all subcontractors shall comply with the requirements of Labor Code Sections 1777.5 and 1777.6 in the employment of apprentices.
- b. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, the Administrator of Apprenticeships, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.
- c. Knowing violations of Labor Code Section 1777.5 will result in forfeiture not to exceed one hundred dollars (\$100) for each calendar day of non-compliance pursuant to Labor Code Section 1777.7.
- d. The responsibility for compliance with this Article shall rest upon the Contractor.

D. Insurance Requirements

Vendor shall maintain in force, during the full term of the contract, insurance described below, unless it is determined by the District to be not applicable.

1. Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than one million dollars (\$1,000,000).
2. Comprehensive General and Auto Liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 - 1) Owned, non-owned and hired vehicles;
 - 2) Blanket contractual;
 - 3) Broad form property damage;
 - 4) Products/completed operations; and
 - 5) Personal injury.
3. Professional Liability insurance, including contractual liability, with limits of one million dollars (\$1,000,000), per occurrence. Such insurance shall be maintained during the term of the Agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of the Agreement adjusted for inflation. If Vendor subcontracts any portion of Vendor's duties, Vendor shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of the Agreement and grounds for immediate termination.

4. Each policy of insurance required in b. above shall name District and its officers, agents and employees and consultants as additional insureds; shall state that, with respect to the operations of the Vendor hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. Vendor shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Vendor shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Vendor fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Vendor, and in such event, Vendor shall reimburse District upon demand for the cost thereof.
5. If Vendor subcontracts any portion of Vendor's duties, Vendor shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced, in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than five hundred thousand dollars (\$500,000) per occurrence.

E. Bid Protests

Bidders may file a "protest" of a Bid with the District's Purchasing Account Manager, jchen@rosemead.k12.ca.us. In order for a bidder's protest to be considered valid, the protest must:

1. Be filed in writing within five (5) calendar days after the bid opening date;
2. Clearly identify the specific irregularity or accusation;
3. Clearly identify the specific District staff determination or recommendation being protested;
4. Specify, in detail, the grounds of the protest and the facts supporting the protest; and
5. Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each of these requirements, it will be rejected as invalid.

If the protest is valid, the District's Purchasing Account Manager, or other designated District staff member, shall review the basis of the protest and all relevant information. The Purchasing Account Manager will provide a written decision to the protestor. The protestor may then appeal the decision of the Purchasing Account Manager to the Assistant Superintendent of Business.

F. Nondiscrimination/Equal Employment Opportunity

Pursuant to Labor Code Section 1735 and other applicable provisions of law, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person on this Project. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

REQUEST FOR PROPOSALS – SURVEILLANCE CAMERA SYSTEM

CERTIFICATION

Board of Trustees
Rosemead School District

RE: **Surveillance Camera System-RFP Bid No. 20/21-0002**

Dear Members of the Board of Trustees:

The undersigned, doing business under the firm name of

_____,
having carefully examined the Request for Proposals (RFP) and the Instructions, certifies that it is competent to provide and perform all of the equipment, software, installation, licenses, support, training and other duties required therein, and is willing and able to contract for the same as specified in the RFP and in compliance with all legal requirements.

I certify that all information contained in this Proposal is true and correct to the best of my knowledge and that I am authorized to submit this Proposal on behalf of the firm.

SUBMITTED BY:

COMPANY

ADDRESS

CITY/STATE/ZIP

SIGNATURE

PLEASE TYPE OR PRINT NAME

TITLE

DATE

PHONE

NON-COLLUSION DECLARATION FORM

State of California)
) ss.
County of _____)

I, _____, being duly sworn,
declare that I am the _____

of _____, the
party making the foregoing submittal, that the submittal is not made in the interest
of, or on behalf of, any undisclosed person, partnership, company, association,
organization, or corporation; that the submittal is genuine and not collusive or sham; that
the Submitter has not directly or indirectly induced or solicited any other Submitter to
put in a false or sham submittal, and has not directly or indirectly colluded, conspired,
connived, or agreed with any other Submitter or anyone else to put in a sham submittal,
or that anyone shall refrain from submitting; that the Submitter has not in any manner,
directly or indirectly, sought by agreement, communication, or conference with anyone
to fix the prices of the Submitter or any other Submitter, or to fix any overhead, profit, or
cost element of the submittal prices, or of that of any other Submitter, or to secure
any advantage against the public body awarding the contract or anyone interested in the
proposed contract; that all statements contained in the submittal are true; and further,
that the Submitter has not, directly or indirectly, submitted his or her submittal prices
or any breakdown thereof, or the contents thereof, or divulged information or data
relative thereto, or paid, and will not pay, any fee to any corporation, partnership,
company association, organization, proposal depository, or to any member or agent
thereof to effectuate a collusive or sham submittal.

I declare under penalty of perjury under the laws of the State of California that the
foregoing is true and correct.

Dated this _____ day of _____ 202_, at _____ California.

Signature

[This form must be notarized]

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned acknowledges receipt of the following Addenda, all as listed below. The cost, if any, of such Addenda revisions has been included in the rates and prices of your submittal.

A. Addenda Number _____ Dated _____

B. Addenda Number _____ Dated _____

C. Addenda Number _____ Dated _____

D. Addenda Number _____ Dated _____

E. Addenda Number _____ Dated _____

Name of Submitter _____

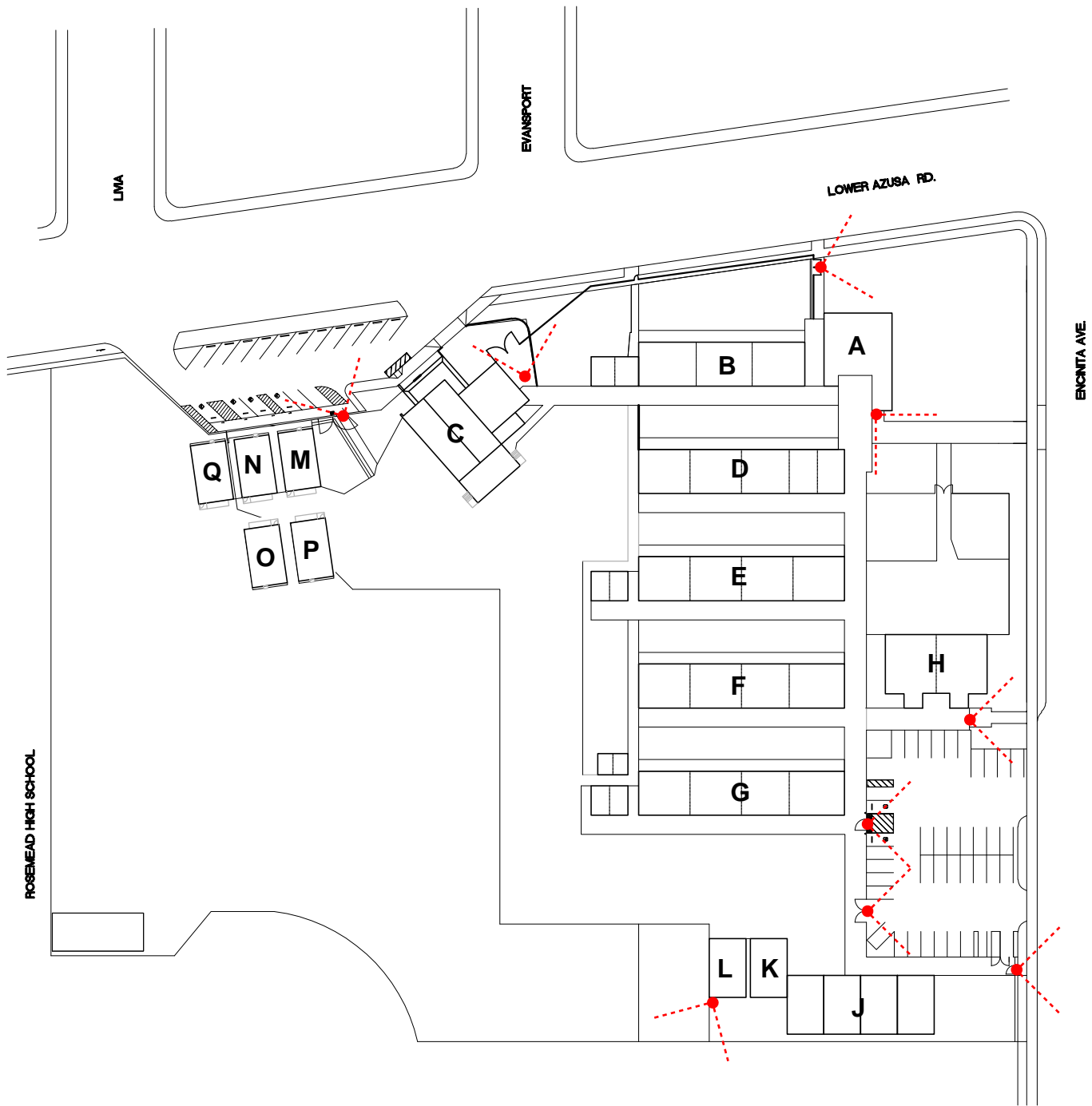
Name of Authorized Signer: _____

Signature: _____

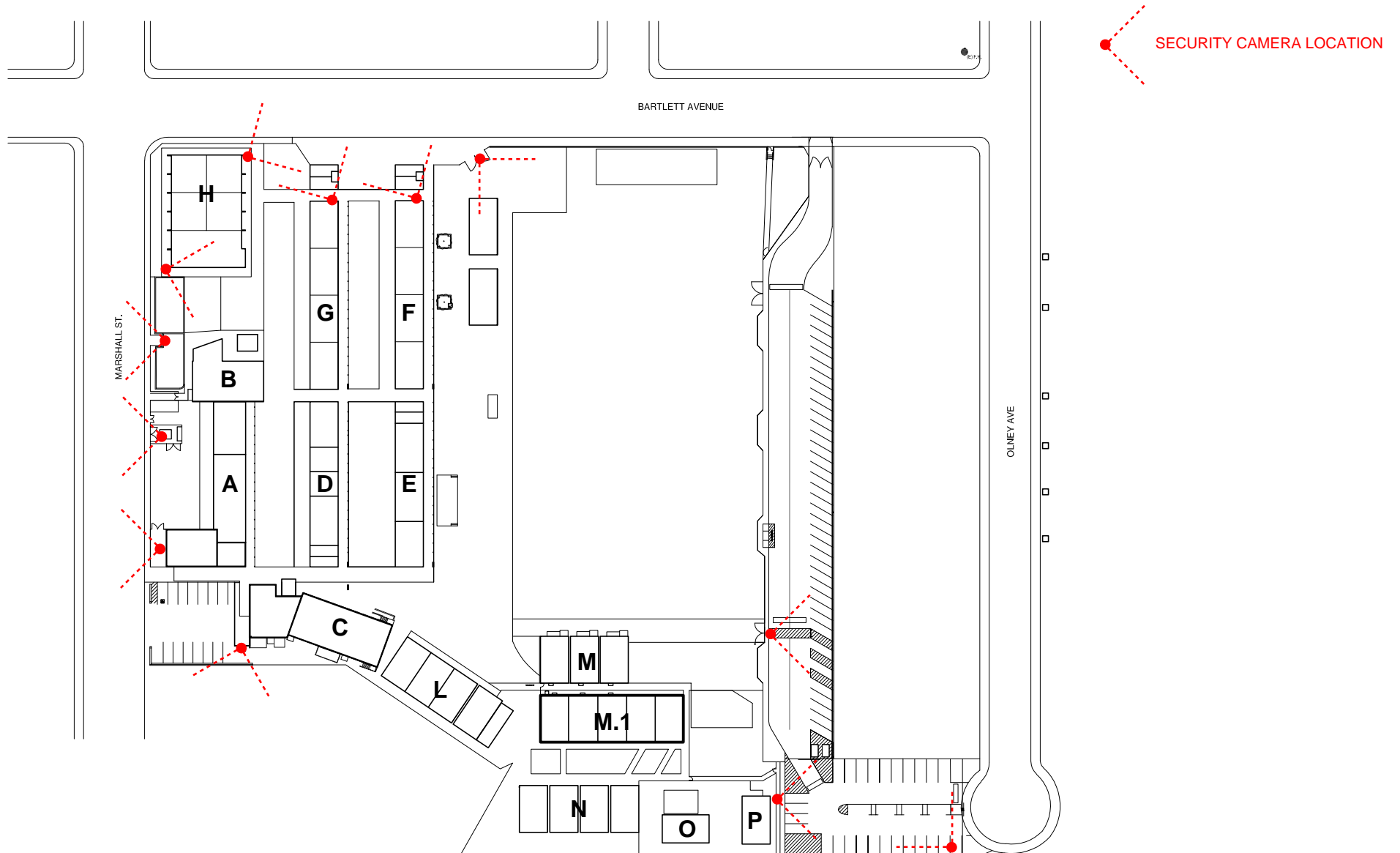
Date: _____

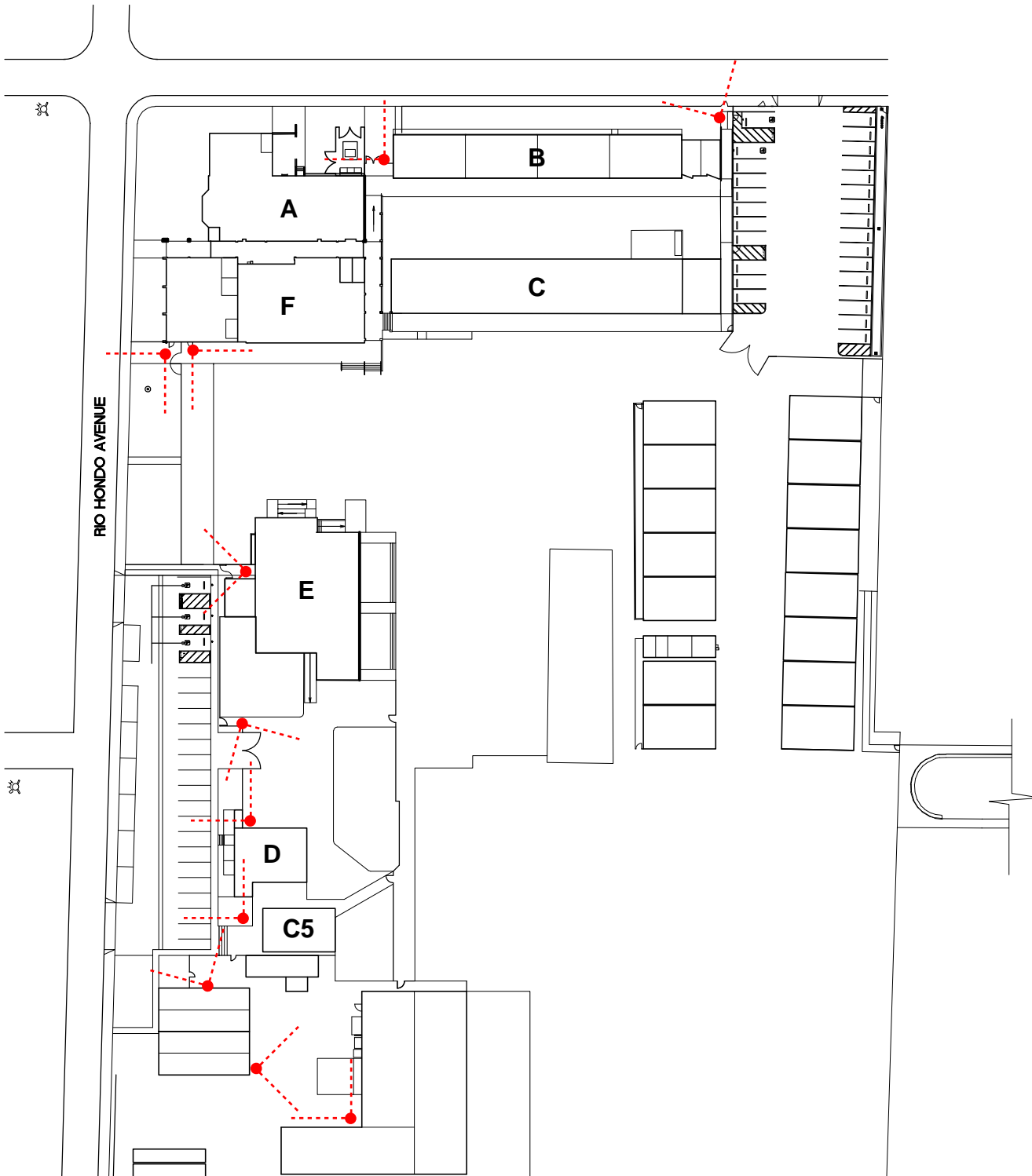
ENCINITA E.S.:

SECURITY CAMERA LOCATION



JANSON E.S.:





SAVANNAH E.S.:



