



Muscooee County School District
Columbus, Georgia

REQUEST FOR PROPOSAL
For
Purchase and Installation of Video Surveillance
Equipment for Elementary School Locations

RFP NUMBER 27-001

For all questions about this RFP contact:

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July 2, 2026

DUE ON:

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PROPOSAL CHECKLIST

This standardized checklist has been provided to assist the vendor with the submission of their Proposal package. This checklist cannot be construed as identifying all required submittal documents for this project. Vendors remain responsible for reading the entire Proposal document to ensure that they are in compliance. Proposals may be considered subject to rejection if, in the sole opinion of the District, there is a serious omission, unauthorized alteration of form, an unauthorized alternate Proposal, incomplete or unbalanced unit price, or irregularities of any kind.

- ☐ Proposal Signature and Certification Form – all information completed and signed
- ☐ Financial Form – signed
- ☐ Federal Work Authorization Contractor Affidavit (if awarded)
- ☐ Federal Work Authorization Subcontractor Affidavit (if awarded)
- ☐ Exceptions or Deviations to Specifications – signed and/or information completed
- ☐ Disclosure of Subcontractors, Subconsultants, and Suppliers – signed and/or information completed
- ☐ Reference Request Form – list three (3) references of similar size and scope
- ☐ W-9 – completed and signed (if not a District registered vendor)
- ☐ Sample Contract – provide a sample contract intended to use if awarded the contract
- ☐ Copy of Business License
- ☐ Copy of Required/Applicable Licenses or Certifications per Specifications
- ☐ Required Number of Copies of the Proposal.

1.0 INTRODUCTION

1.1 Objective – Purpose of Procurement

- A. The objective of this Request for Proposal (RFP) is to solicit proposals from qualified contractors for the purchase and installation of a security surveillance and access control for select elementary schools in the Muscogee County School District.

In using this method for solicitation, we are requesting your best effort in seeking the greatest value for our requirements. To be eligible for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected provider to meet all specifications and guidelines set forth herein, in addition to all applicable laws and regulations. Muscogee County School District (MCSD), at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Muscogee County School District (MCSD).

- B. The laws of the State of Georgia shall prevail concerning all purchases of products and services under this RFP and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Columbus, Muscogee County, Georgia. Several Georgia statutes proscribe jurisdiction and venue for different types of cases that involve state agencies. Any provision that requires legal action that would require travel by MCSD employees likely violates the Constitutional provisions noted above.

- C. Scope of Work (**See Appendix A, Page 37**)

1.2 Background

- A. The Muscogee County School District is the public school system serving the Columbus, GA area. There are currently 56 schools and alternative centers educating over 30,000 students. The Muscogee County School District is the area's largest employer-after neighboring Fort Benning-with approximately 5,000 employees.
- B. The Muscogee County School District currently has security cameras and recording systems in place at their different locations. This request is to replace existing equipment and add additional equipment and cameras per the specifications

1.3 Schedule of Events

This Request for Proposal will be governed by the following schedule:

July 2, 2026	Release of RFP
July 13, 2026	Deadline for Written Questions
July 15, 2026	Answers to all Written Questions Posted on the MCSD Website

July 17, 2026
@ 9:00 A.M. EST

Mandatory Pre-Proposal Meeting

Microsoft Teams Meeting
Meeting ID: 269 714 876 590 694
Passcode: GG2g48E7

Dial In By Phone:
1 872-256-4181
Phone Conference ID: 602 520 701#

August 4, 2026
@ 11:00 A.M. EST

Proposals Due

September 21, 2026

Contract Awarded (at Board Meeting)

October 1, 2026

Contractor Begins Work

1.4 Restrictions on Communications with Staff

A. All questions about this RFP must be directed in writing to:

Aileen Arrighi, CPPB
Purchasing Manager
Muscogee County School District
2960 Macon Road
Columbus, GA 31906
Office: 706-748-2352
Rumph.Jerrell.D@muscogee.k12.ga.us

B. No other MCSD employee shall be contacted regarding this RFP. The school district reserves the right to reject the proposal of any proposer violating this provision. If any vendor finds discrepancies or omissions in this RFP or is in doubt as to the meaning of a particular requirement, submit notifications and questions in writing or via e-mail for interpretation, correction, or clarification. Only written questions and written answers regarding this RFP shall be binding. Answers will be posted to the MCSD website after that date.

C. Procedures for formal protests of RFPs are available at www.muscogee.k12.ga.us > Vendors > Additional Information.

1.5 Contract Term

A. The initial contract term is for one (1) year, from October 1, 2026 through September 30, 2027 with two additional one-year options to renew. Renewals shall be based on the fiscal year and shall depend upon funding, contractor performance, and agreement by both parties.

B. In compliance with State of Georgia law, O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. The contract shall

automatically renew, unless positive action is taken by the school system, and shall terminate at the end of the contract period.

- C. Georgia law at OCGA s 20-2-506 contains very specific provisions regarding the limited authority of school boards to enter into contracts whose terms could financially obligate future boards of education. Boilerplate or standard termination clauses, therefore, are often problematic for the MCSD. A board of education cannot unreasonably financially obligate a future board of education. The terms of the law will be summarized below, as a thorough discussion of the requirements is outside of the scope of this document. Under certain conditions, school systems may enter into multi-year lease, purchase, or lease-purchase contracts, and these contracts may be used to acquire construction project sites or buildings, or for other purposes. Each such contract must terminate at the end of the calendar year in which the contract was entered into, and at the end of each succeeding calendar year. The contract may provide that it shall be automatically renewed for each successive year unless the school system takes affirmative steps to terminate the contract. The contract must contain a clear statement of the school system's total financial obligation for the original and each succeeding calendar year. Except for guaranteed energy savings contracts, the total value of all such contracts for any calendar year may not exceed 7.5 percent of the total local revenue collected in the most recently completed fiscal year. Failure to comply with the specific requirements of the code section can make the contract void.

2.0 TERMS AND CONDITIONS

2.1 Muscogee County School District Reserves the Right to:

- A. Waive formalities and technicalities in any proposal.
- B. Reject any and/or all proposals wherein its judgment will be in the best interest of the school district.
- C. Accept the proposal that in its judgment will be in the best interest of the school district.
- D. At its option, award on an individual component or a lump sum basis.
- E. Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the school district.
- F. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Muscogee County School District website at www.muscogee.k12.ga.us. Proposers are encouraged to check this website frequently.
- G. Determine whether or not a product is equal or equivalent to specifications.
- H. Retain proposals and all submitted documentation.

2.2 Proposal Period

- A. All proposals must be valid for at least 90 days after the proposal due date.

- B. A submitted proposal may be withdrawn prior to the due date by a written request to the Director of Purchasing. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.
- C. The cost for developing and delivering the proposal is the sole responsibility of the proposer.

2.3 Contract

- A. The proposer shall provide a sample contract which they intend to use if awarded the contract. After the award, the winning proposer shall be required to enter into discussions with the school district to resolve any contractual differences. Failure to resolve contractual differences may lead to the cancellation of the award. The District will prepare and negotiate a contract with the selected Provider and give consideration, to the extent possible, to vendor's standard contract and agreement.
- B. The school district reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful proposer other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful proposer a competitive advantage.
- C. The contractor shall notify the Muscogee County School District in writing if sub-contractors will be used. The contractor shall list that part of the work the sub-contractor is to furnish or perform and assume complete responsibility for such subcontractor's portion.
- D. Form W-9 must accompany all contracts. All payments will be subject to backup withholdings of 28% if a correct W-9 is not provided. All contracts and invoices must reflect the official name as registered with the IRS.
- E. If you are an independent contractor and are drawing retirement from the Georgia Teachers Retirement System (TRS), you must identify that in your proposal. If any of your employees are drawing retirement from the Georgia Teachers Retirement System, you must identify them and their duties, responsibilities, and relationships as they apply to the goods and services your company will provide to the Muscogee County School District. MCSD will enter into this contract with your company and not with any individuals employed therewith. If you employ individuals who are Georgia TRS retirees, you are responsible for any and all penalties and interest assessed by TRS. You shall indemnify and hold harmless MCSD, its officers, officials, representatives, agents, and employees, from and against any and all claims.

2.4 Equal Opportunity Policy

Vendors shall abide by the school district's non-discrimination policy (DJED). The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to the following: employment,

upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training. It is the further policy of the Board to ensure equal opportunity for minority-owned businesses and minority professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

2.5 Non-Collusion Certification

- A. The proposer shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication, or agreement with any other contractor, proposer, or potential proposer. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, has been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other forms of complementary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- B. The proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The proposer understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

2.6 Debarment Certification

The proposer shall certify and swear that neither this vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

2.7 Georgia Security and Immigration Compliance Act of 2006 Certification

The proposer shall certify that the proposer and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

2.8 Bonding

- A. The Muscogee County School District may require that the awarded proposer furnish a bond as security for faithful performance contractor and a bond for the faithful payment of all material and labor associated with the work called for in the contractual documents. All costs associated with obtaining the bonds shall be deemed to be included in the price sheet. The school district may waive the bond requirements or require bonds at a lower project cost if it is in the best interest of the school district. The bonds will be used to conform to Georgia law. Failure to provide the bonds when required may be grounds for termination of the

contract or non-acceptance of the proposal. Bond requirements will need to be fulfilled before the Purchase Order will be issued and any work performed.

- B. Performance Bond – The awarded proposer may be required to furnish performance bonds in the amount of 100% of the proposed total price. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis, if the option to renew the contract is exercised, prior to execution of the contract. The conditions of such bond shall be that the contractor shall faithfully perform the work called for in the contractual documents. Future bonds for option years shall be in the amount of the bid for the particular option year being renewed. Bonds must be issued by an approved surety firm listed in the Federal Register and licensed to write Surety Insurance in the State of Georgia.
- C. Payment Bonds – The awarded proposer may be required to furnish a payment bond of a surety company authorized to do business in the State of Georgia in an amount equal to 100% of the proposed total price. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis, if the option to renew the contract is exercised, prior to execution of this contract. The conditions of such bond shall be that the contractor shall faithfully pay for all material and labor associated with the work called for in the contractual documents.

2.9 Insurance

The awarded contractors and sub-contractor(s) shall furnish to the MCSD a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to the Muscogee County School District prior to the commencement of work. MCSD is a member of an interlocal risk management agency, the Georgia School Board Association (GSBA). GSBA Risk Management Services (RMS) offers protection through its group-self-insurance plans for workers' compensation, property, and liability risks. Provisions mandating the MCSD to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party cannot be included in contracts with the MCSD.

A. COMPREHENSIVE GENERAL LIABILITY

Standard 1986 ISO (Insurance Services Office) Occurrence Form

Bodily Injury	- \$1,000,000 Each Occurrence
	- \$2,000,000 per location Aggregate
Property Damage	- \$1,000,000 Each Occurrence
	- \$2,000,000 Aggregate

Or

Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/per location Aggregate

- Endorsement affirmatively adding sexual molestation/sexual abuse and/or harassment required.
- Endorsement granting additional insured status to MCSD for ongoing operations (CG 20 10 or equivalent to be reviewed by Risk Management).

- Endorsement granting additional insured status to MCSD for products and completed operations (CG 20 37 or equivalent to be reviewed by Risk Management)
- Endorsement granting waiver of subrogation in favor of MCSD.
- Endorsement showing coverage is Primary and Non-contributory to any coverage afforded to MCSD.

B. COMPREHENSIVE AUTOMOBILE LIABILITY

Including Owned, Non-Owned, and Hired Vehicles

Bodily Injury/Property Damage - \$1,000,000 CSL per Accident

C. WORKERS' COMPENSATION

Georgia Statutory Coverage

Employer's Liability:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease Each Employee
- Endorsement granting waiver of subrogation to MCSD

D. UMBRELLA/EXCESS

\$2,000,000 limit of liability for each occurrence and aggregate with any lesser amount approved in advance in writing by the Chief, confirming the policy is following form over General Liability, Auto Liability, and Employers Liability.

E. PROFESSIONAL LIABILITY (if appropriate)

\$1,000,000 per person

Claims Made Form must have a minimum of a 30-Day Extended Reporting Period. If not being provided, the relevant Chief must provide notification in writing in advance to MCSD Risk Management Department clearly stating the rationale for the decision not to provide.

F. *Muscogee County School District must be shown as Additional Insured with respect to liability. Attach a copy of the policy Additional Insured endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for Muscogee County School District as an Additional Insured. Professional Liability is excluded.*

G. Insurance carriers must be rated A or better in the AM Best Guide.

H. Thirty (30) days Notice of Cancellation on all policies is required.

I. Provide a brief description of the service and anticipated dates on school property in the Description of Operations/Locations/Vehicles box.

J. Exclusions other than those found on the ISO Policy Form must be indicated.

K. The certificate must be signed by an authorized insurance representative.

- L. The vendor, and any of the vendor's sub-contractors, agree to comply with the provisions of worker's compensation laws of the State of Georgia. A certificate from an insurance company showing issuance of worker's compensation coverage for the State of Georgia or a certificate from the Georgia Worker's Compensation Board showing proof of ability to compensate directly shall be submitted to the Muscogee County School District prior to beginning the work.
- M. It shall be stated on every policy or certificate of insurance, as the case may be, that "The insurance company agrees that Policy Number (insert the number) shall not be canceled, changed, or allowed to lapse until thirty (30) days after the Muscogee County School District has received written notice."
- N. The vendor further shall maintain such other insurance (with limits as shown below) that shall protect the vendor and Muscogee County School District from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the vendor shall furnish the Muscogee County School District certificates and policies of such insurance as shown below.
- O. Warranty – The contractor shall provide at least a one-year warranty indicating that the contractor will, at no cost to the Muscogee County School District, repair or replace new work which fails.
- P. The contractor shall indemnify and hold harmless the Muscogee County School District, its officers, officials, representatives, agents, and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the Muscogee County School District. This hold harmless clause is in no way an admission of liability on the part of the Muscogee County School District, or any of its agents, representatives, or employees.
- Q. The MCSD cannot enter into an agreement whereby it agrees to indemnify or hold harmless a vendor or other third party. This language typically looks like "agrees to hold harmless from any liability, personal injury, or property damage arising out of the performance..." There are three legal principles that come into play here. First, indemnification provisions have been held by Georgia courts to be an unauthorized attempt to waive the State's sovereign immunity. An opinion of the Georgia Attorney General (AG) counsels that an unauthorized attempt to waive sovereign immunity through an indemnification agreement in a contract would be ultra vires and void. 1980 Op. Atty. Gen. 80-67. The Georgia Supreme Court has held that an indemnification clause is invalid where the governmental entity didn't have express statutory authority to waive its sovereign immunity. *CSX Transp., Inc. v. City of Garden City*, 588 S.E.2d 688 (Ga. 2003). Second, an indemnification violates Georgia's Constitutional ban on gratuities. The Georgia Constitution does not allow any donation or gratuity or the forgiving of any debt owed to the public. Ga. Const. Art. III, s VI, Para VI (a). The Georgia AG has issued an opinion expressly stating that indemnification provisions are gratuitous undertakings in violation of the gratuities clause. 1980 Op. Atty. Gen. 80-67. Third, the Georgia Constitution does not allow the credit of the state to be pledged or

loaned to any individual, company, corporation, or association. Ga. Const. Art. VII s IV Para VIII. The AG has opined that the constitutional debt restriction does not allow any state agency from contractually agreeing to any indemnification or “hold harmless” clause. See 1980 Op., supra. An indemnification is open-ended in nature because, at the time of contracting, neither party knows if nor when it will be triggered. As such, it violates the debt restriction.

2.10 Compliance with Laws

The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

2.11 Muscogee County School District Requirements

- A. Muscogee County School District intends to continue some school business functions during the project. The contractor must coordinate the installation schedule with a representative from the school district. This project must not interfere with any school business function.
- B. Proposers shall carefully examine the worksite to obtain first-hand knowledge of existing conditions.
- C. School District Regulations – The contractor shall follow all applicable Muscogee County School District regulations while on Muscogee County School District property, including the no alcohol, no tobacco products, no weapons, no idling, and drug-free policies.
 - (1) Displays and/or verbiage, including those on vehicles, shirts, or hats of tobacco, illegal drugs, alcoholic beverages, firearms, profane or obscene language, or gestures, is prohibited in accordance with School Board Policies.
 - (2) No products or materials containing asbestos or lead-based paints in any form shall be used in the work of this contract.
 - (3) A safe separation of work areas and occupied areas is required.
 - (4) The Contractor shall comply with the Federal Clean Water Act.

2.12 Funding Out Clause

It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP and must be agreed to by all proposers. The Muscogee County School District may, during the contract period, terminate or discontinue the purchase of goods, services, or systems covered in this RFP at the end of the district’s then-current fiscal year and upon 30 days prior written notice to the contracted vendor. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and

- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another vendor in the succeeding funding period.

The complete statement “This written notification will thereafter release the District of all further obligations in any way related to such goods, services or systems covered herein.” must be included as part of any agreement with the District. No agreement will be considered that does not include this provision for “funding out”.

2.13 Payments and Pricing

- A. The payment terms for the District are Net 30. Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.
- B. The Muscogee County School District will not pay any penalties for late payment of invoices.
- C. The District is exempt from state sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems in the State of Georgia should not be included in the proposed price.
- D. Proposed prices shall include all charges to complete the work as specified. All deliveries are FOB destination with the school district assuming ownership and liability at the final destination when the project is complete.
- E. The District has determined issuing payment electronically is the preferred method of payment. The District reserves the right to remit payments using an electronic method in lieu of issuing a check at no additional cost to the District.
- F. Payment of interest / late fees is prohibited by the gratuities clause of the Georgia constitution. Similarly, MCSD cannot enter into an agreement that requires it to pay attorney’s fees or goods/services not priced in the contract or authorizes the payment of unknown/unspecified cost increases that cannot be calculated.

2.14 Open Records

You are hereby notified by MCSD that it is the submitting party’s obligation to indicate whether any of the information submitted to MCSD constitutes a “trade secret” as defined by law and if so, what specific information constitutes a “trade secret.”

The Georgia Open Records Act, as amended in April 2012, requires that any “trade secret” information be designated as such at the time it is provided to a governmental agency. The Act further indicates that a failure to make such a designation may result in a waiver of the right to subsequently claim that such information is confidential or otherwise protected from public disclosure. OCGA 50-18-72 (a) (34).

Specifically, OCGA 50-18-72 (a) (34) states in material part:

“(a) Public disclosure shall not be required for records that are:
(34) Any trade secrets obtained from a person or business entity that is required by law, regulation, bid, or request for proposal to be submitted to an agency. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall **submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not, in fact, constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure; “

3.0 PROPOSAL SUBMISSION AND EVALUATION

3.1 Proposal Submission

- A. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the proposer should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.
- B. The proposal must follow the sequence listed in the RFP. The proposal must be divided into two appropriately labeled separate documents – a Technical Submission and a Financial Proposal. **Do not include cost information in the Technical Proposal.**
- C. Provide six (6) printed copies of the technical proposal with one clearly marked as “ORIGINAL”. Provide ONE printed copy of the financial proposal. Provide ONE full digital copy of the proposal on electronic media such as a flash drive in PDF or Microsoft Word format. If there is a discrepancy between a hard copy submission and the companion digital submission, the hard copy will take precedence.
- D. Proposals must be sealed and marked on the outside of the shipping package as follows:
Proposal #27-001 Purchase and Installation of Video Surveillance Equipment for
Elementary School Locations
Due: August 4, 2026 at 11:00 AM EST

E. Submit the proposal to:

Muscogee County School District
Purchasing Department
2960 Macon Road
Columbus, GA 31906
706-748-2350

- F. Any proposal received after the due date and time will not be evaluated. The due date for this proposal is August 4, 2026 at 11:00 AM EST. The proposer has the sole responsibility to ensure that the proposal is delivered to the correct place by the proposal deadline. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after award and signing of the Contract.
- G. The delivery method of the proposal is by U.S. Mail, Private Mail Service Carriers, or Personal Delivery to the above location only. Faxed and emailed proposals will not be accepted.

3.2 Evaluation Process

- A. The evaluation of proposals received on or before the due date and time will be conducted in three phases. If a proposal does not meet the requirements of the Administrative Review phase, it will not be evaluated in future phases.
- (1) **Administrative Review:** The Purchasing Department will review all proposals to determine if they meet the following requirements:
 - a. Submitted by the deadline
 - b. Separate technical submission does not include any information from the Financial Proposal
 - c. The Proposal Certification Signature Page has been submitted with the original signature
 - d. The Contractor Affidavit is submitted
 - e. Proposer indicates with a statement in the Executive Summary that the proposer meets the Mandatory Minimum Requirements listed in section 4.0 of this RFP
 - (2) **Technical Proposal Evaluation:** Technical proposals which pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 550 points.
 - a. Proposals will be scored according to the requirements listed in the Technical Proposal Requirements section (5.0) of this RFP and assigned maximum points as indicated in the table below.

The following are the maximum possible points of each category:

Technical Merit Categories	Maximum Points	Percent
Background, experience, qualifications, and demonstrated ability of the proposer in the type of project requested (Section 5.3, 5.8.1)	190	34.55%
Detailed plan for the successful completion of the project, timeline of the project (Section 5.8.2, 5.8.3, 5.8.4, 5.8.5)	220	40.00%
Training Plan (5.8.6)	140	25.45%
Total	550	100%

The Technical Proposal with the highest technical points will be adjusted up to a score of 550. All other technical proposals will receive a prorated technical score calculated using the following formula:

$$P/H \times (\text{Maximum points available for Technical Proposal}) = V$$

Where: P = Technical points of the proposal being adjusted
H = Original technical points of the highest-ranking proposal
V = Assigned score for proposal being adjusted

(3) **Financial Proposal Evaluation**

- a. Proposers shall use only the Financial Proposal Forms provided with the RFP to supply pricing information.
- b. Financial Proposals can receive a maximum of 450 points (the number of points difference in the maximum technical score and 1000 points). The Financial Proposal with the lowest cost will be awarded the full score of 450. All other Financial Proposals will receive a prorated score calculated using the following formula:

$$L/P \times (\text{Maximum points available for Financial Proposal}) = V$$

Where: L = Total Cost of the proposal with the lowest cost
P = Total Cost of the proposal being adjusted
V = Assigned score for proposal being adjusted

- B. The scores earned by each vendor for each step will be combined and the committee will review the combined score and make a recommendation to award to a vendor.

- C. The final award of this proposal is contingent upon the approval of the Board of Education.
- D. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Vendor of choice.
- E. Vendors responding to the original RFP will be notified of their selection or non-selection after the date of Vendor selection.

4.0 MANDATORY MINIMUM REQUIREMENTS

4.1 Proposers Business Qualification Requirements

- A. Proposer is licensed to do business in the State of Georgia, is in good standing with federal, state, and municipal jurisdictions to conduct business with the District, and is not under investigation or engaged in litigation that would hinder the conduct of business.
- B. Proposer has presently, or will have at the time of implementation, the professionals, technicians, and supporting staff necessary to deliver the proposed goods, services, and systems.
- C. Proposer has presently, or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed goods, services, and systems.
- D. The proposer must be able to provide all required services in an equitable fashion through the District.
- E. The proposer must be fully capable of delivering a solution inclusive of all required services described herein as a part of their proposed solution.

4.2 Submission Requirements

- A. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested under Section 5.0.
- B. The proposer must submit a Financial Proposal using the provided form.
- C. The proposer must submit a sample contract.
- D. The proposer must submit a completed Certification Page.
- E. The proposer must submit a completed Contractor Affidavit Form.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Proposer must demonstrate their ability to satisfy all Qualification and Technical Requirements as stated in the Scope of Work as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following sequence and labeled with the corresponding titles stated below using the same outline numbers. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

5.1 Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address, and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

5.2 Table of Contents

The Table of Contents and proposal will conform to the order, headings, and sub-headings of this RFP as appropriate.

5.3 Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications. Include the following proposer Information:

- Company name, parent company name
- Address, city, state, and zip of business offices
- Type of ownership
- State of incorporation
- Primary project contact name, title, phone, email, address, city, state, and zip
- Federal Tax ID number
- Do you own or lease your current business properties?
- List other business locations including addresses

Include the following descriptive information:

- State the nature and scope of the business
- A brief history of the business

- Length of time the company been licensed to do business
- Size of the organization
- A brief organizational chart showing the positions that will be involved with this project – detailed information of the background, certification, experience of these key personnel
- State the business philosophy and mission statement
- Briefly describe the three most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that the proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number, and contract dates.

Describe other qualifications that may be used to assess the proposer's capabilities. Please note that the District recognizes that the information requested may not apply in full to the goods, services, or systems in this RFP, but the highest point levels will be awarded to those proposals where the respondent has clearly described additional reasons that the District may consider in establishing an enhanced and more productive business partnership.

5.4 Financial Stability

The proposer will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- A. If a public company, the proposer will provide their most recent audited financial report.
- B. If a private company, the proposer will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the proposer's financial stability.

5.5 Business Litigation

The proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

5.6 Conflicts of Interest

Address the potential, if any, for conflict of interest.

5.7 Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Vendor's proposals meet the stated requirement and any discovered deviation will result in disqualification of the proposal.

5.8 Proposed Service Solutions

The evaluation process will award the highest point levels to responses that most definitively and completely describe the aspects of the proposed service delivery.

1. Describe the company's experience on this type of project. Include a similar project description and how your company was successful in completing the project.
2. Provide details of your implementation plan to successfully complete the installation of the video surveillance equipment.
3. Given the global supply chain challenges, describe your company's plans to navigate any supply chain issues and detail any supply chain issues impacting this project.
4. Provide an estimated timeline for this project. Include areas of concern and opportunities for cost savings initiatives.
5. Describe the support services proposed to meet the District's requirements.
6. Describe the training plan that would be provided to district personnel.

6.0 FINANCIAL PROPOSAL

Complete the attached Appendix B Financial Proposal (including individual cost of the equipment). Provide additional supporting information as required to clarify pricing.

7.0 PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form. Failure to sign this form will result in disqualification.

8.0 PROPOSAL DOCUMENTS

Complete all proposal documents on the following pages accordingly.

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Muscogee County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Muscogee County School District.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted in writing and included with this proposal. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety days from the proposal opening date.

We acknowledge that our Executive Summary includes a statement confirming that our proposal meets all Mandatory Minimum Requirements identified in Section 4.0 of this Request for Proposal (RFP).

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with the proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Do you accept purchasing cards as a method of payment? _____

Do you accept electronic fund transfers as a method of payment? _____

Dun and Bradstreet (D & B) number _____

**Muscogee County School District
FEDERAL WORK AUTHORIZATION CONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of MUSCOGEE COUNTY SCHOOL DISTRICT has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

**Muscogee County School District
FEDERAL WORK AUTHORIZATION SUBCONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (**name of contractor**) on behalf of Muscogee County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization user identification number are as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

DEBARRED, SUSPENDED, AND INELIGIBLE STATUS

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Contractor certifies that the Contractor and/or any of its subcontractors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities." The Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

By signing this agreement, the Contractor is testifying that they are not debarred, suspended, or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified.

Organization Name

Names(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Note: Vendor must sign the appropriate statement below as applicable.

- Signature/Date: _____

Signature/Date: _____

[illegible]

Attached are _____ additional pages.

DISCLOSURE OF SUBCONTRACTORS AND SUBCONSULTANTS

Note: Vendor must sign the appropriate statement below as applicable.

- () No Subcontractors or Subconsultants will be used in connection with the performance of this contract.

Firm: _____

Signature: _____

-OR-

- () All Subcontractors or Subconsultants to be used in connection with the performance of this contract are listed below. (Attach additional sheets as necessary.)

Firm: _____

Signature: _____

SUBCONTRACTORS AND SUBCONSULTANTS

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

REFERENCE & SIMILAR PROJECTS FORM

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

NO-BID RESPONSE

**Muscogee County School District
Statement of “No Bid”**

If you do not intend to submit a bid for this project, please complete and return this form prior to the date shown for receipt of bids to: Aileen Arrighi, Purchasing Manager at arrighi.aileen@muscogee.k12.ga.us.

We, the undersigned, have declined to submit a bid on the “RFP #27-001 Purchase and Installation of Surveillance Equipment for Elementary School Locations” for the following reasons:

_____ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only
(please explain reason below)

_____ Insufficient time to respond to the solicitation.

_____ We do not offer this product/service or equivalent.

_____ Our schedule would not permit us to perform to specifications.

_____ Unable to meet specifications.

_____ Unable to meet insurance requirements.

_____ Specifications unclear (please explain below).

_____ Competition restricted by pre-approved owner standards.

_____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number: _____ Date: _____

SAMPLE AGREEMENT FOR SERVICES

(Sample agreement only. MCSD reserves the right to alter this agreement based on final BID results and/or any negotiations with the proposed vendor)

THIS AGREEMENT FOR SERVICES is entered into and effective as of the X day of XXXX, 20XX, by and between **MUSCOGEE COUNTY SCHOOL DISTRICT**, a body politic of the State of Georgia (“MCSD”) and **XXXXXXXXXX**, duly authorized to conduct business in the State of Georgia (“CONTRACTOR”).

WHEREAS, the Contractor shall provide (services to be provided) as detailed in Appendix A, if applicable, incorporated herein by reference, as such services are further described in Appendix A.

NOW, THEREFORE, in consideration of the mutual considerations as stated herein, MCSD and CONTRACTOR agree as follows:

- 1. Discrimination is Prohibited:** MCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, status as a veteran, or disability, or in any other manner prohibited by the laws of the United States or the State of Georgia in any of its employment practices, education programs, services or activities. Contractor agrees that it will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, sex, national origin, age, status as a veteran, or disability, or in any other manner prohibited by the laws of the United States or the State of Georgia or the policies of the MCSD.
- 2. Service Location:** The services identified in this Agreement will be provided at the location(s) indicated in this Agreement.
- 3. Fees:** The MCSD shall pay the Contractor the amounts indicated in this Agreement according to the terms of this Agreement. As mandated by O.C.G.A. §20-2-506 (b) (3), the total and maximum obligation of MCSD for the calendar year of execution and all services rendered hereunder shall be: **(agreed price per bid documents and/or negotiations)**, invoiced as follows and subject to the Payment Terms outlined on the attached Appendix B: Fee Schedule.

MCSD shall not pay interest, penalty fees, late fees, conversion fees, or any sums intended as a penalty. If no services are performed under the terms of this agreement, MCSD shall be entitled to a return of money paid for months where no services were received or performed by the Contractor, prorated at the monthly rate of the contract.

MCSD reserves the right to adjust any payments it makes to accurately reflect any diminished level of services that have been or may be provided by you as a result of the mandated shutdowns or building closures caused by COVID-19 or other national health emergencies.

Any agency or company, including Contractor, who provides MCSD with additional part-time or full-time supplemental staff workers, whether the work is performed on MCSD property or remotely, shall reimburse MCSD for any payments or portions of payments MCSD makes to that agency or company if that agency or company also receives payments under the CARES Act, or FFCRA or similar federal or state financial relief measures attributable to those same individuals.

MCSD hereby places Contractor on notice that MCSD will seek reimbursement from Contractor in the event Contractor also receives duplicate funds for the same services through the FFCRA and/or the CARES Act or similar federal or state financial relief measures.

4. **Term:** This Agreement shall terminate absolutely and without further obligation on the part of the MCSD at the close of the calendar year for which it was executed and at the close of each succeeding calendar year for which it may be renewed. This Agreement is subject to the provisions of O.C.G.A. § 20-2-506 and the terms of that statute are hereby expressly incorporated herein.

5. **Description of Services:** Contractor agrees to perform the services indicated in this Agreement and in Appendix A attached hereto, in accordance with the terms and conditions of this Agreement.

6. **Independent Contractor:** Neither Contractor nor any of its employees or agents shall be deemed to be employees or agents of the MCSD, it being understood at all times that Contractor is an independent contractor for all purposes and at all times and that Contractor shall have no right, power or authority to act or create any obligation, whether express or implied, on behalf of MCSD. Contractor shall, at its own and sole expense, comply with all federal, state, and local laws, rules, and regulations that are now or may in the future become applicable to Contractor, Contractor's business or Contractor's personnel engaged in the services covered by this Agreement including, but not limited to, the withholding and payment of all federal, state and local income and/or sales taxes, Social Security, unemployment, sickness, disability, workers' compensation, and other payroll taxes with respect to its employees, including contributions from them when and as required by law. Contractor shall provide all of the tools, materials, equipment, and other business items necessary to perform the Services. Contractor shall be solely responsible for paying, and shall pay, all of its own expenses, debts, accounts, obligations, liabilities, employees, taxes, and fees incurred by it in the performance of the Services hereunder.

7. **Teachers' Retirement System:** Contractor must identify individuals who are drawing retirement from the Georgia Teachers' Retirement System (TRS), and the Contractor is responsible for any and all penalties and interests that may be assessed by TRS; Contractor shall hold MCSD harmless from and against any claims related to TRS.

8. **Georgia Security and Immigration Compliance Act of 2006, as amended:** The Contractor shall certify that the Contractor and any subcontractors have registered with and are participating in a federal work authorization program as outlined in O.C.G.A. §13-10-91.

9. **Delay of Performance:** MCSD reserves the right to prorate and/or adjust the cost of the services contracted for herein, or to terminate this Agreement if the commencement of Contractor's engagement is unduly delayed due to the fault of Contractor and/or any of their agents and/or representatives.

10. **Insurance:** At all times during the Term of this Agreement, Contractor, at its own expense, shall procure and maintain the types and minimum limits of insurance specified by the MCSD as outlined in the attached Appendix B: Insurance Requirements. Such insurance shall be provided by insurers authorized to do business in the State of Georgia and which have at least an A-(Excellent)/FSC-XI rating from A.M. Best. All insurance herein, except the professional liability insurance and educational liability, shall be written on an "occurrence" basis and not a "claims-made" basis. Contractor shall ensure that it names MCSD as an additional insured on its insurance policies and shall, concurrently with the execution of this Agreement, provide the MCSD with a Certificate of Insurance.

The Contractor, on behalf of itself and its insurance companies, hereby waives, to the extent of any recovery under any such insurance policies, any right of subrogation that either may have. Contractor shall cause its respective insurance policies to contain endorsements evidencing such waivers of subrogation.

11. **Governing Law; Jurisdiction:** This Agreement shall be governed in all respects by the laws of the State of Georgia without regard to any conflict of laws provisions, and the parties hereto irrevocably consent to the exclusive jurisdiction and venue of the appropriate Court in Muscogee County, Georgia, for any dispute arising out of this Agreement or related to the services provided hereunder.

12. **Entire Agreement:** This Agreement, together with the exhibits and documents attached hereto (if any), represents the entire agreement between the parties and supersedes and replaces all prior oral and written proposals, communications, and agreements with respect to the subject matter hereof. This Agreement may only be amended in writing, and executed by the parties hereto. In the event of any inconsistency or conflict between the terms and conditions of this Agreement and any exhibits, then this Agreement shall control. Terms and conditions of any Request for Proposal connected to this Agreement are hereby incorporated by reference.

13. **Non-Assignment, Non-Sub-Contracting:** Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by Contractor without the prior written consent of the MCSD, and any purported assignment shall be null and void. Substitutions are not permitted. Contractor may not subcontract without the prior written consent of the MCSD.

14. **Termination:** The MCSD may terminate the Agreement at any time and for any reason (or no reason), and without penalty, upon thirty (30) days' written notice to the Contractor. Further, and pursuant to O.C.G.A. § 20-2-506, in the event appropriated funds are determined no longer to exist or to be insufficient for purposes of fulfilling MCSD's obligations hereunder, the MCSD may terminate this Agreement. The MCSD and Contractor may terminate this Agreement at any time upon their mutual consent.

15. **Taxes:** The MCSD is a tax-exempt entity and shall not be liable for the payment of any taxes.

16. **Hold Harmless:** To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense) and hold the MCSD, the Muscogee County Board of Education, its board members, and employees harmless from and against any and all claims for bodily injury or death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including, but not limited to, attorneys' fees and costs), which arise or are in any way connected with the services contemplated by Contractor under this Agreement or the actions of Contractor's officers, employees, or agents.

17. **Compliance with MCSD Policies:** Contractor and any of its employees and agents shall, at all times during the term hereof and during the performance of services hereunder, comply with MCSD policies, procedures, regulations and directives, as modified from time to time.

18. **Attorneys' Fees:** Should the MCSD be the prevailing party in any legal action with Contractor arising out of this Agreement or the services performed hereunder, then in such event, the MCSD shall be entitled to recover its reasonable attorneys' fees and costs from Contractor.

19. **Force Majeure:** Parties' obligations to perform shall be excused if rendered impossible as a result of serious illness, death, or injury, accident, fire, riot, pandemic, or other manifestation of civil disorder; an act,

rule, or regulation of any public authority or Court of competent jurisdiction; and/or an act of God, or any other event completely beyond the reasonable control of either party. Either party may terminate this agreement with no further obligation or liability if a Force Majeure Event causes substantial interruption for a period of thirty (30) days or more.

20. **Sovereign Immunity:** MCSD is a state agency and may not waive its Sovereign Immunity or agree to indemnify or hold harmless another party. The only liability MCSD may incur is that which is expressly provided for by Georgia law and is not enlarged by this Agreement.

21. **Deposits, Fees, and Fines:** Contractor will not seek late fees, penalties, or interest, or any other fees or fines that constitute a gratuity. Contractor will pay where its negligence causes damage to the property of MCSD. MCSD will not make any advance payments or deposits prior to the completion of services contracted for herein unless otherwise specified in the attached Appendix A.

22. **Payment Terms:** Contractor will seek payment thirty (30) days after invoice date; Contractor will provide invoices, with Purchase Order number identified via email to accountspayable@muscogee.k12.ga.us or the MCSD Accounts Payable Department, Muscogee County School District, 2960 Macon Rd., Columbus, GA 31906. Contractor may also be requested to provide a copy of the invoice to the Division of MCSD obtaining the services. Contractor will register as a vendor via submission of a W-9 to the MCSD Division of Finance prior to beginning work.

23. **Disclosures:** Contractor will disclose to MCSD the existence of any actions, suits, proceedings, claims or disputes pending or, threatened or contemplated, at law, in equity, in arbitration, or before any Governmental or Regulatory Agency, whether under current business name or designation or a prior business name or designation. Traffic and parking citations do not need to be disclosed. This disclosure will be made prior to any performance under the Agreement.

24. **Background Investigation:** MCSD requires a criminal background investigation of Contractor's personnel that may provide services on MCSD property. Contractor represents and warrants that it shall not assign personnel to any task under this Agreement if that individual's background check does not satisfy the current expectations and requirements of the MCSD Division of Human Resources. Contractor further warrants that if an individual's status changes due to an arrest or any other legal action, Contractor will immediately notify MCSD's Division of Human Resources to collaborate on the response. MCSD background check requirements include a criminal background check that includes fingerprinting. Final authority as to who may enter MCSD property rests with MCSD.

25. **Non-Collusion:** Contractor certifies that its proposal, bid or offer is made without any prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal, bid, or offer for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. Contractor understands and acknowledges that collusive bidding is a violation of Federal and/or state law and can result in fines, prison sentences, and civil damage awards.

26. **MCSD Right to Remove:** MCSD reserves the right to immediately remove any individual from its premises; Contractor agrees that this provision applies to its employees and agents. Contractor agrees to abide by the wishes of MCSD should the MCSD determine that any employee or agent of Contractor should not work pursuant to this Agreement. MCSD will be reasonable in the enforcement of this provision.

27. **Records, Information, and Data:**

a) **Retention** – Contractor shall retain all its internal books, records, and documents related to this Agreement in accordance with generally accepted accounting principles and procedures – which shall sufficiently and properly document and calculate all charges billed to the MCSD during the term of the Agreement – for a period of at least five (5) years following the date of final payment hereunder or the completion of any audit, whichever is later. Records to be maintained include both financial records and service records.

b) **Access** – Contractor shall permit MCSD to access and examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Agreement, wherever such records may be located, during normal business hours. The Contractor shall not impose a charge for audit or examination of Contractor's books and records and, if an audit discloses incorrect billings or improprieties, the MCSD reserves the right to charge Contractor for the cost of the audit and any other appropriate reimbursements.

c) **Confidentiality** – Contractor may have access to confidential information maintained by MCSD or access to MCSD computers, hardware, software programs and/or information technology infrastructure or hard copy data or records, where such access is needed to carry out Contractor's duties; Contractor shall presume all information received is confidential unless otherwise designated by the MCSD. Access shall be terminated at the sole discretion of the MCSD. Contractor shall notify the MCSD immediately if it suspects abuse or misuse of such access. No confidential information shall be disseminated except as authorized by law and with the prior written consent of the MCSD, either during the period of the Agreement or at any time thereafter. Any information supplied to Contractor shall be considered the property of the MCSD. Contractor must return any and all data collected, maintained, created, or used, in whatever form it is maintained, within a reasonable time from the request of the MCSD. Contractor shall take commercially reasonable measures to protect the security of confidential information both during the Agreement and thereafter. Contractor shall immediately notify MCSD where it has reasonable cause to believe there has been an unauthorized disclosure of confidential information, whether intentional or accidental. Contractor shall notify MCSD prior to or immediately upon termination or resignation of an employee or agent of Contractor that has or has had access to MCSD software platforms or data in order that MCSD may terminate that individual's ability to access MCSD software or data.

d) **Applicable Laws** – Contractor shall maintain any information obtained from MCSD in strict confidence, and specifically, in accordance with all federal and state laws that may apply, including but not limited to the federal Family Education Rights and Privacy Act of 1974, 20 U.S.C. s 1232(g) and 5 U.S.C. s 522(a). To the extent a request is made pursuant to any federal Freedom of Information or state Open Records Act laws, Contractor shall immediately notify MCSD and shall respond as directed by MCSD.

e) **Warranties** – Contract warrants that the workmanship hereunder shall be free from defects for one (1) year from the date of installation or from completion of the services hereunder, whichever is later. Contractor will also extend to MCSD the benefits of any warranty Contractor has received from the manufacturer, the procurement of such warranties being the duty of the Contractor.

THE PARTIES HERETO have affixed their hand and seal as of the date first written above.

MUSCOGEE COUNTY SCHOOL DISTRICT (MCSD)

By: _____ Date: _____
Dr. David Lewis, Superintendent of the Board of Education

XXXXXXXXXXXXXXXXXX

By: _____ Date: _____

Print: _____

APPENDIX A

SCOPE OF WORK

SECTION 281000

UNIFIED VIDEO SURVEILLANCE AND ACCESS CONTROL SYSTEM

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Construction Drawings and general provisions of the Contract, including General and Supplementary Conditions, apply to this Section.

1.2. DEFINITIONS

- A. MCSD – Muscogee County School District (Columbus, GA)
- B. ACS – Access Control System
- C. CSA – Client Software Application
- D. DGM – Dynamic Graphical Maps
- E. SDK – Software Development Kit
- F. GLM – Genetec Lifecycle Management
- G. SSM – Server Software Module
- H. UI – User Interface
- I. USP – Unified Security Platform
- J. USW – Unified Web Client
- K. VMS – Video Management System

1.3 DESCRIPTION

- A. This project is **Phase 2** of a district-wide security upgrade project that shall ultimately incorporate security surveillance and access control in all High Schools, Middle Schools, Elementary Schools, Administrative Office Buildings, Maintenance Facilities, Warehouses and Bus Depots in the Muscogee County School District.
- B. Phase 2 focuses on the supply and installation of video surveillance equipment across ten (10) Elementary Schools. The project scope encompasses sites averaging approximately sixty-two (62) cameras per facility. Reference the contract drawings and these specifications for specific site requirements (the District will provide information regarding the availability of these documents to interested vendors at the mandatory pre-proposal conference). All video surveillance equipment shall be fully integrated into the existing District-wide Genetec platform.

1. Sample Elementary School (71 cameras – confirm with Camera Schedule)

Exterior Cameras

Ten (10) AXIS P3719-PLE

Four (4) AXIS P3267-LVE

Two (2) AXIS P3265-LVE

Interior Cameras:

Four (4) AXIS P3719-PLE

Twenty-Four (24) AXIS P3267-LV

Twenty-Five (25) AXIS P3265-LV

Two (2) M3058 PLVE

- C. This project requires a significant number of AXIS cameras. For recent projects, cameras and servers are amongst the longest lead time items. Provide an estimated number of days, months or years that it will require to order and receive all cameras and associated mounting hardware, as well as other equipment and materials for this project. Provide this information with your bid response.
- D. The basis of design for the Video Management System is the GENETEC Security Center unified platform, servers and storage hardware. The basis of design for security surveillance cameras is AXIS IP video cameras. The Security Contractor must be a certified partner and authorized Dealer / Installer / Service Provider for each of these manufacturers.
- E. The following Genetec hardware and software shall be provided and installed as part of Base Bid. All servers must have dual power supplies. (Genetec may have slightly newer or updated equivalent models):
 - 1. Total of two (2) SV-2041E-R6S-D480 multipurpose appliance, one each for miscellaneous roles like the Mobile Server/Media Gateway with applications pre-installed.
 - 2. Total of eighteen (18) SV4041EX-R28-320T-16 appliances with 20 x 16TB HDD's for 320TB RAW , 271.47TB usable storage with RAID 6. These will be the archiver servers with archiver application pre-installed.
- F. This section includes furnishing and installing all materials, providing all labor and supervision necessary for the new Video Surveillance System at the Muscogee County School District. The new Video Surveillance System shall include all raceway, cabling, hardware, and miscellaneous equipment required to complete the modifications described by the drawings. Provide all labor, materials, equipment, and supervision to install, check out, adjust, and calibrate the system.
- G. All conflicts between the drawings and specifications shall be brought to the attention of the owner as soon as possible. In general, the most stringent requirements shall take precedence over conflicting requirements noted on the drawings or specifications. If the Security Contractor neglects to bring conflicts to the attention of the Design Team prior to the acceptance of the Security Contractor's Notice to Proceed, the Security Contractor shall accept full responsibility for all cost associated with meeting the most stringent requirements or ensuring the complete satisfaction of MCSD.
- H. The Security Contractor must complete and shall be totally responsible for the following items:
 - 1. Set standard recording parameters (defined by OWNER) for each camera.
 - 2. Coordinate with OWNER for cameras names. Verify and program the correct camera labels (names defined by OWNER) in all Video Viewing Workstations.
 - 3. All communication with MCSD IT Support to coordinate IP Addresses for each camera.

1.4 QUALITY ASSURANCE

A. Industry Referenced Standards. The following specifications and standards are incorporated into and become a part of this Specification by reference.

1. NFPA 70 National Electric Code
2. UL 50 Enclosures for Electrical Equipment
3. UL 1590
4. FCC Part 15, Class B
5. ICEA S-83-596 ICEA Standard for Fiber Optic Premises Distribution Cabling – Current Edition
6. IEEE802.3at PoE
7. IEEE802.3af PoE
8. EN 60950-1
9. EN 55022 Class B (Emissions)
10. EN 55024 (Immunity), VCCI
11. UL-294
12. ULC-S319
13. EN-60839-11-1

1.5 INSTALLER'S QUALIFICATIONS:

A. The Security Contractor must be a certified partner and / or authorized Dealer / Installer / Service Provider for the manufacturers that are being proposed:

1. Genetec
2. AXIS IP Video Cameras

B. Security Contractor must have at least 3 years of successful application, installation, and testing experience on specified systems and equipment. All supervisors and installers assigned to the installation of this system or any of its components shall have factory certification from each equipment manufacturer that they are qualified to install and test the provided products. General Electric Trade Staff / Sub-Contract Cable Installers shall not be used for the installation of the Video Surveillance System and associated hardware. All installers assigned to the installation of this system or any of its components shall have a minimum of 3 years of experience in the installation of the specified equipment as well as be AXIS and GENETEC factory trained and certified Installers.

C. The responsibilities of the Security Contractor shall include but not be limited to the following:

1. Preparation of shop drawings and product submittals for Video Surveillance System components and equipment.
 2. Supply and installation of all low voltage cable, raceway, conduit and junction boxes.
 3. Supply and installation of all Video Surveillance System components and equipment as documented in the drawings and specifications.
 4. Wire and wiring termination for all Video Surveillance System components and equipment.
 5. Testing and check out of all Video Surveillance System components and equipment.
 6. Warranty for all new Video Surveillance System components and equipment.
 7. Complete and detailed as-built drawings, operations and maintenance for the Video Surveillance System.
 8. All raceway and 120 VAC electrical power required by the contract drawings.
- D. The Security Contractor must be licensed Contractor in the State of Georgia.

1.6 RELATED DOCUMENTS

- A. Contract drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section and shall be considered a part of this section and shall have the same force as if specified herein full.

1.7 SUBMITTALS

- A. Product Data: Submit manufacturer's technical product data, including specifications and installation instructions, for each type of system equipment. Include drawings that contain complete wiring and schematic diagrams and other details required to demonstrate that the system has been coordinated and will function properly as a system. Drawings shall include floor plan layouts showing device locations, vertical riser diagrams, equipment rack details, elevation drawings of equipment racks, sizes and type of all cables and conduits. Drawings shall also include locations of emergency power panels, 120VAC power loads per equipment cabinet and estimated UPS loads and estimate run time based upon load.
- B. Test Plan: The Security Contractor shall submit a test plan that defines the tests required to ensure that the system meets technical, operational, and performance specifications, 14 days prior to the proposed test date. The test plan must be approved before the start of any testing. The test plan shall identify the capabilities and functions to be tested and include detailed instructions for the setup and execution of each test and procedures for evaluation and documentation of the results.
- C. Site-by-Site Construction Schedule: The Security Contractor shall submit a detailed site-by-site construction and deployment schedule within fifteen (15) calendar days of the Notice to Proceed (NTP). This schedule must map out the chronological execution order for the ten (10) elementary school facilities within the 1-year contract lifespan. Any projected schedule deviation of more than five (5) calendar days at any given site must be reported immediately in writing to the MCSD Project Manager along with a formal recovery plan. (also see Work Hours provision)
- D. Lens Cleaning Materials Product Data: Submit manufacturer's technical data sheets for all cleaning solutions, specialized microfibers, and anti-static agents to be utilized on site. Submittals must explicitly demonstrate compliance with Axis Communications approved cleaning standards. Use of unapproved materials shall be grounds for immediate rejection of the cleaning submittal and a hold on field cleaning activities.

1.8 DRAWINGS

- A. The Drawings indicate the arrangement of the Video Surveillance System components and devices. Coordinate installation of the equipment with the structural, mechanical and electrical equipment and access thereto.
- B. Raceway home runs as shown on the Video Surveillance System Drawings shall be installed as shown on the Drawings, and as required by the associated equipment manufacturers.

1.9 RECORD DOCUMENTS

- A. At the time of final inspection, provide two (2) hard copy sets and one (1) electronic file of complete product data sheets on all security and VIDEO SURVEILLANCE SYSTEM equipment used in this project. The data shall be in bound in 3-ring binder with a Cover Page as well as in a PDF file with an accurate Table of Contents. All sections shall be labeled and separated by

dividers. The hard copy binder shall include punched and inserted 11 x17 copies of all shop drawings required for this project. The electronic copy shall be in PDF format and shall have a functional table of contents that immediately routes the User to the selected section. Also, the electronic files shall be arranged in sections such as all cameras under a section called "CAMERAS" and so forth.

- B. Provide two (2) copies of the Operation and Maintenance Manuals including any equipment provided under this contract that can be operated or maintained by the customer.
- C. As-built drawings must be prepared and provided by the Security Contractor. One complete full size (30"x42") hard copy and bound set. Also, the Security Contractor shall provide an electronic copy of the As-built drawings in both dwg (or REVIT) and PDF formats.
- D. Original content from the contract documents (key notes, cable routing, one-line diagrams, device details) will not be accepted.
- E. The As-built drawings must be provided with Cover Page with symbol and sheet legend. All asbuilt drawings must be on the Security Contractor's title block. Title block must identify the installing company's name and the project specific details (project name, street address, city and state).
- F. The As-built drawings must include floor plans with device locations, proper symbols, location identification numbers, cable routing, head end equipment locations, wall penetrations. A Cable Legend must be provided that identifies cable type, color and number of conductors. Each cable route shall be identified as noted by the Cable Legend.
- G. The As-built drawings must include interconnection diagrams with all components identified by manufacturer and part number. Additional equipment wiring diagrams with conductors identified by number, wire type and color of interconnecting conductors must be provided. As-built drawings are to show wiring for all installed equipment including terminal numbers and conductor colors. Typical wiring diagrams may be included when device terminations are duplicated.
- H. The as-built drawings must include head end equipment rack layouts for each IDF / MDF Room or closet / cabinets. Layouts must be tagged with room number, make and model number of each device. The exact configuration of switches, power inserters, servers, archiving and UPS units must be provided. Typical layouts may be provided for equipment configuration scenarios that are repeated.
- I. The as-built drawings must note spare capacities (network ports, camera channels, etc.)
- J. Provide an Acceptance Letter and a separate Warranty Letter. The Acceptance Letter shall state the date of OWNER'S ACCEPTANCE which will coincide with the start date of the warranty period. The Warranty Letter must state the start date, end date and duration of the warranty period.
- K. Document and provide two (2) copies of network configuration (such as a list of IP addresses and the devices the addresses belong to, line diagram demonstrating network topology, etc.).

- L. Provide copies of Training Agenda and Sign-In Sheets to document that onsite training was provided and who the training was provided to.
- M. The final pay application will not be approved until the post final inspection is completed, all Construction Observation items have been satisfied, and all the above requirements for Record Documents are submitted and approved.

1.10 ACCEPTABLE MANUFACTURERS

- A. Please reference products section of specifications for acceptable manufacturers.

1.11 WARRANTY

- A. The Security Contractor shall warrant the Video Surveillance System, including all materials and labor, for one (1) year from date of Final Acceptance by Owner that covers defects in equipment or workmanship. Failed equipment shall be replaced by the Security Contractor at no cost to the owner. Owner's personnel may perform initial trouble investigation, but replacement of failed equipment and escalated problem support will be handled by the Security Contractor.
- B. During the first year's warranty, the expectation is that factory trained engineers shall provide software support and shall be allowed to remotely log into the system to assist with any set up, configuration or integration issues as well as problems that might arise.
- C. Weatherproofing Gasket Warranty: The workmanship standards governing camera sealing apply fully throughout the duration of the one (1) year warranty period. Any camera discovered to have evidence of internal moisture intrusion, fogging, condensation, humidity damage, or insect infestation that is determined by MCSD to be attributable to an improperly installed, pinched, or unsealed manufacturer gasket or conduit entry seal shall be repaired or replaced entirely at the Security Contractor's sole expense.

1.12 PROJECT MILESTONES AND PERFORMANCE TIMELINES

- A. Total Contract Duration: The Security Contractor shall have a maximum performance window of one (1) calendar year from the date of the Notice to Proceed (NTP) to achieve final completion across all ten (10) elementary school sites. If field metrics indicate a site schedule slip, the Security Contractor must coordinate directly with the MCSD Project Manager to justify the delay and verify that the 1-year deadline is not jeopardized.
- B. Site Completion Window: For any standard school site, the Security Contractor is strictly required to achieve Substantial Completion within thirty (30) calendar days of beginning work at that specific facility.
 - 1. "Beginning work" is contractually defined as the first calendar day that any physical installation of new equipment occurs, or any existing legacy camera infrastructure is disconnected or removed at that location.
 - 2. Substantial Completion for an individual site is defined as 100% of the site's project scope cameras being physically installed, online, successfully recording to the centralized server, and properly named within the Genetec VMS platform.

- C. Camera Changeover Window: For legacy "rip-and-replace" camera positions, once an existing security camera is taken offline and physically removed, the corresponding replacement camera must be fully installed, powered, network-connected, and active within the Genetec platform within a maximum window of twenty-four (24) hours. Failures to meet this window due to security contractor-caused delays (excluding documented District network outages or restricted access blocks) shall result in the device being logged as an incomplete installation, directly impacting progress payment eligibility.
- D. Camera Naming Timeline: To maintain system integrity, every camera must be fully and properly labeled within twenty-four (24) hours of first going live in the Genetec environment. The Security Contractor is required to follow the active MCSD naming convention and shall reference existing completed District sites on the network to ensure nomenclature consistency. No naming matrix elements will be generated or provided by the Owner; the Security Contractor must extract and replicate the existing scheme. Devices left unnamed or labeled incorrectly past the 24-hour mark shall be flagged as incomplete.
- E. Site Payment Progress Restrictions: MCSD operates on a strict facility-by-facility closeout system for progress billing. MCSD will not review, process, or approve any pay application or milestone billing for a given elementary school site until one hundred percent (100%) of the cameras assigned to that facility are fully online, recording continuously, and properly named within Genetec according to District standards.

PART 2 VIDEO SURVEILLANCE SYSTEM PRODUCTS

2.1 VMS GENERAL REQUIREMENTS

- A. The basis of design for this project is the Genetec Security Center Unified Security Platform edition.
- B. The VMS shall provide the following archiving capacity:
 - 1. During normal operation, the IP Based Security Surveillance System shall be programmed to record all cameras continuously at a frame rate of 1 frame per second for 45 days and at a minimum of HD resolution with storage calculated on 40% motion. Retention shall be established based on "FIRST IN – FIRST OUT" functionality.
 - 2. When motion is detected at any single camera or at multiple cameras, the IP Based Security Surveillance System shall be programmed to record the single camera or all cameras (with motion in the field of view), at 15 frames per second and at the full resolution of the camera(s) during the event.

2.2 VIDEO SURVEILLANCE SYSTEM CAMERAS

- A. VIDEO SURVEILLANCE SYSTEM cameras shall be U.L. listed and shall be the standard product of one manufacturer complying with not less than the specifications contained herein. Installation of each camera shall include mounting brackets and/or camera housings fully compatible with the camera provided and as required by the Camera Schedule.

- 2.3 All camera installations shall be securely attached to the mounting surface. Use lead shields on solid masonry, toggle bolts for hollow masonry, and machine bolts for steel. All anchoring devices shall be rated to support not less than five times the total equipment weight. Reference mounting details in contract documents for installation of cameras on gypsum board and lay-in tile ceilings.

2.4 CAMERA LENSES

- A. Camera lenses shall be compatible with the camera construction and iris control circuit. The lenses shall be compatible with remote control devices as specified herein.
- B. All lenses shall be auto iris type driven by the camera iris control circuit. Additionally, all exterior lenses shall be equipped with spot filters giving the lens a minimum effective aperture of f/360.
- C. Approximate lens size shall be as indicated on the Camera Schedule. Variable focus lenses are required for all cameras.
- D. All lenses provided and installed on megapixel cameras shall be specifically designed and manufactured for camera optic applications.

2.5 CAMERA HOUSINGS AND SUPPORTS FOR FIXED CAMERAS

- A. All camera housings and support brackets shall be compatible with video surveillance system camera specified herein. Housings shall be provided with cable entrance facilities for camera control and power and shall be adaptable to mounting devices used with cameras. All mounts shall be "Feed Through" type to ensure that power, signal, and data cables are concealed. All camera housings and support brackets shall be securely attached to mounting surfaces. Escutcheon plates attached with security screws shall be used to conceal holes in walls or ceilings. Manufacturer guidelines for mounting devices and support brackets shall be adhered with unless contract details exceed manufacturer guidelines. No camera shall be installed where the metal housing or metal bracket is in direct contact with another metal surface capable of transferring electrical surges (lightning, etc.) to the camera.
- B. Conventional legacy style housing for legacy cameras shall be medium-sized environmental housings designed for wall and pole mount applications. Housings shall be vandal resistant type. Housing shall be provided with mounting hardware. An internally mounted thermostatically controlled heater-defogger shall be provided. Liquid-tight fittings shall be used for cable routing. All exterior housings shall be provided with tamper resistant kit, and mounting hardware. Reference manufacturer guidelines for mounting requirements.
- C. Exterior Wall Housing: Housings shall be medium-sized "Dome" environmental housings designed for wall mount applications. Domes shall be rugged, vandal resistant, and impact resistant type. Housings shall be provided with all mounting hardware. An internally mounted thermostatically controlled heater-defogger shall be provided. Liquid-tight fittings shall be used for cable routing. All exterior housings shall be provided with tamper resistant kit, and mounting hardware. Reference manufacturer guidelines for mounting requirements.
- D. Interior Corner Mount Housing - Housing shall be corner security housings constructed of rugged cast aluminum. Viewing window shall be constructed of 9.5 mm clear polycarbonate material. Housing shall be provided with an adjustable camera bracket and mounting hardware. Reference manufacturer guidelines for mounting requirements.
- E. Camera Housing Brackets: Camera mounting brackets shall be heavy duty type and shall be suitable for outdoor use. Bracket shall be provided with locking, swivel, adjustable head for maximum tilt angle of 60 degrees and rotation of 360 degrees when not used with pan and tilt. Wall mounting

brackets shall be suitable for camera and enclosures specified and shall be rated for support of not less than 50 lbs. Brackets with extension of 610 mm or larger shall be provided with support strut. All brackets shall be feed-through type to allow concealing of cables.

F. Acceptable manufacturers shall include AXIS, Moog and Pelco.

2.6 MASTER NTP CLOCK SERVER

A. The OWNER shall provide connection to a Master NTP Clock Server on the existing network.

2.7 COMBINATION PoE INSERTERS, MIDSPAN DEVICES WITH SURGE SUPPRESSION

A. Minimum requirements shall be:

1. Single port capable of 10/100/1000 pass through rate
2. Port shall meet EEPoE ++ standards / provide 60W
3. Port shall extend data and PoE connections

B. The basis of design is the Microsemi PD-9501GR/SP Midspan. Substitutions shall require prior approval.

2.8 VIDEO MANAGEMENT SYSTEM (VMS)

A. General

1. The basis of design for this project is GENETEC Security Center.
2. The Genetec K-12 Bundled Package (GSC-EDU-OM-BASE) was purchased as part of Phase 1 of this project. The only licensing needed for Genetec will be a Genetec camera license that must be included along with each individual camera that is purchased as part of Phase 2. While the district will make every effort to review quotes to make sure all necessary items are included, it is the ultimate responsibility of the Security Contractor to make sure all Genetec licensing is included with each camera purchase.

2.9 ETHERNET NETWORK SWITCHES

A. Network switch minimum configuration shall be provided and installed by MCSD. Security Contractor must coordinate with MCSD IT Support for IP Addresses and port assignments.

2.10 NETWORK PATCH PANELS

A. Category 6A Patch Panel

1. The Category 6A patch panel shall be modular in design and equipped with Cat 6A jacks.
2. The Category 6A patch panel shall be compatible with 19" equipment racks, cabinets or wall mount brackets.
3. The Category 6A patch panel shall be 1U 48-port Belden or equivalent.
4. The Category 6A patch panel shall be equipped with front labeling space to facilitate port identification.
5. All Jacks shall be component-rated.
6. The connector module shall exceed the Category 6A performance criteria per ANSI/TIA568-C.2.
7. All ports utilized for the connection of IP-network based security cameras shall be tagged "RED".

2.11 PoE INSERTERS AND MID-SPANS

A. Minimum configuration shall be:

1. 10/100/1000 Mbps pass through rate
2. Each device / port shall meet IEEE PoE standards B. PoE power options shall be from 30 to 72 watts.

B. The basis of design is PowerDsine, 9000 and 9500 series. Substitutions shall require prior approval.

2.12 COPPER WIRING REQUIREMENTS

- A. All copper cabling shall be CAT 6A wet rated cable for outside plant and plenum rated cable for inside plant.
- B. Data cables shall be 100 Ohm, 0.5mm, un-shielded twisted pair (UTP), 24 AWG, plenum rated with solid copper conductors. Cables shall exceed ANSI/TIA/EIA-568-B.2 Category 6e requirements and the spool shall be labeled as such. Cables shall be tested to 350 MHz. Cables shall be UL or ETL verified to exceed Category 5E requirements and cable jacket shall be labeled to indicate verification.
- C. Color of cable must be submitted to OWNER for final approval.

2.13 CATEGORY 6A PATCH CORDS

- A. Patch cords shall be factory assembled and tested.
- B. Patch cords shall be four pair stranded in lengths 3 feet to 15 feet.
- C. Patch cords shall be the “skinny” or “slim” style patch cords.
- D. Patch cords shall be sized in length to accommodate relocation of the appliance in the field or in the telecommunications rack.

2.14 CABLE MANAGEMENT

- A. Horizontal Cable Management
 1. The horizontal wire manager shall be compatible with 19-inch equipment racks and cabinets.
 2. The horizontal cable manager shall provide support for patch cords at the front of the panel.
 3. The horizontal wire manager shall be equipped with management fingers and covers.
 4. The horizontal cable manager shall be 2 rack-units in height.
- B. Acceptable Manufacturers & Products include:
 1. Belden
 2. Approved equal

2.15 WIRING DUCT

- A. The Security Contractor shall provide surface mount raceway in control room for routing of video and data cables.
- B. Wiring duct shall be typical to Hubbel PS3 series.
- C. Wiring duct shall be painted to match existing wall color.

2.16 TRANSIENT VOLTAGE SURGE SUPPRESSION (TVSS)

- A. Protect all equipment against surges induced on all control, video, and power cables. All copper cables and conductors which serve as 120V power, control, or video conductors shall have surge protection circuits installed at each end and locations where conductors enter or exit a building. Fuses shall not be used for surge protection.
- B. Surge suppression devices shall meet the following standards/publications:
 - 1. UL 497B
 - 2. UL 1449 (must meet 330 Volt suppression rating)
 - 3. IEEE Category B impulse and ring wave tests
- C. Acceptable Manufacturers: Northern Technologies, Inc., EDCO and Diteck. Product shall be warranted against defect for a period of not less than five (5) years.
- D. All power connections, including 24 VDC and 24 VAC power supplies and direct wired or plug-in 120 VAC power connections, for all systems and components specified herein, shall be equipped with surge suppression devices. Devices shall be bonded to building grounding system in accordance with Article 250 of the National Electric Code.
- E. Grounding: Provide a dedicated, separate No. 6 AWG copper conductor from building grounding system to the security equipment room, security equipment cabinets, and central control room. Connect all lightning protection devices and security equipment non-current carrying metal parts to grounding conductor in accordance with Article 250 of the National Electric Code. Provide ground bus bar in equipment room and control room with dedicated ground conductor to each cabinet, enclosure, pull/junction box and all equipment.
- F. Ground Resistance Measurement: Each signal ground system D.C. resistance shall be measured between any point on the signal ground bus and the earth ground. An instrument designed specifically to measure the resistance of a point to each earth ground shall be used. The systems subcontractor shall measure ground resistance in accordance with the procedure as outlined by the test equipment manufacturer. Instrument shall be Biddle earth resistance test instrument, or approved equal.

2.17 SUMMARY OF EQUIPMENT AND SERVICES

- A. Summary of equipment/service responsibilities: The below sections provide a summary of what equipment and/or services should be provided by the Security Contractor and the District. This list should not be taken as exhaustive.
 - 1. Security Contractor shall provide:
 - i. All network cabling and labor to include patch panels, patch cables at both ends of a “run” and surface mount boxes. Also, all associated cable management such as conduit, j-hooks, cable trays, etc.
 - ii. All cameras and camera enclosures to include mounting hardware, brackets, sun shades, etc. It is the responsibility of the Security Contractor to check the camera plans to see which mounts are needed for all cameras.
 - iii. Any surge protection equipment related to low voltage for exterior cameras as specified to include any and all electrical grounding equipment.

- iv. Any PoE extenders, as-needed, when cable lengths or power need dictate the use of such equipment.
 - v. All ancillary services and equipment such as ladders, tools, powered lifts, vehicles, etc. as needed.
 - vi. Any and all computer equipment used to program the cameras, Genetec software, or any other associated software must be provided by the Security Contractor. The District will not issue computer equipment for this purpose.
 - vii. Initial camera configuration to include setting IP address, DNS servers, and NTP server information as well as changing the root password to a District designated password.
 - viii. All configurations within the Genetec software as outlined in this document.
2. District shall provide:
- i. All network and internet connectivity from network switches back to the District data center. The Security Contractor shall not be responsible for troubleshooting any network issue not related to cabling that is the contractor's responsibility.
 - ii. All network switches capable of providing the appropriate PoE for network cable runs not requiring PoE extenders or midspans.
 - iii. All power and surge suppression and grounding for network switches.
 - iv. Availability of District network staff to answer questions or clarify special situations as deemed appropriate during the project.
 - v. Availability of District staff who are knowledgeable about the Genetec system to answer questions or clarify special situations as deemed appropriate during the project.
 - vi. District has developed scripts to assist with several camera configuration tasks en masse to assist with certain aspects of camera configuration.
 - vii. An appropriate workspace at our Bradley Technology Center for the duration of the project, as needed, as well as a Security Contractor log in account with VPN access if the programming work is done remotely.

PART 3 EXECUTION

3.1 INSTALLATION

- A. False Start may be called by the Architect or Engineer whenever the Security Contractor requests a Preliminary or Final Inspection and is not ready. A False Start shall result in MCSD being invoiced for 8 hours of J&A Engineering-In-Training (EIT) onsite visit time. MCSD shall in turn invoice the Security Contractor or deduct the dollar amount of the False Start from the Security Contractor's next Pay Application.
- B. System components and appurtenances shall be installed in accordance with NFPA 70, manufacturer's instructions, and as shown. Necessary interconnections, services, and adjustments required for a complete and operable signal distribution system shall be provided. Penetrations in fire-rated construction shall be fire-stopped in accordance with contract documents. Conduits and raceways shall be installed in accordance with the National Electric Code (NEC). Cables shall not be installed in the same cable tray, utility pole compartment, or floor trench compartment with AC power cables. Metal conduits shall not be continuous between buildings. Security Contractor to provide ground isolation between buildings by breaking continuous copper cabling and metal conduit runs.

- C. Equipment: All monitor and camera mount support brackets shall be securely attached to mounting surfaces. Use lead shields on solid masonry, wood screws on wood, and machine bolts on structural steel. All anchoring devices shall be rated to support not less than five times the total equipment weight. See installation details for mounting to gypsum board and lay-in ceilings.
- D. Surge Protection:
1. All copper cables and conductors which serve as control, power, or data conductors shall have surge protection devices installed at each end that complies with electrical and security specifications.
 2. Protect all video and data equipment from surges induced on all control, power and data cables. All copper cables and conductors which serve as control, power, or data conductors shall have surge protection circuits installed at each end that meet the IEEE 472 surge withstand capability test. Fuses shall not be used for surge protection.
- E. Power for Interior Cameras: All interior cameras shall be powered by OWNER PROVIDED standard PoE switches unless power requirements are greater than standard PoE. If power requirements are greater than standard PoE (15 Watts per connection), the Security Contractor is responsible for providing and installing dedicated and un-switched 120 VAC circuit / outlets at the camera locations and PoE Inserters that provide PoE Plus or PoE Plus + Plus. The PoE Inserter as well as the 120 VAC power outlet must be installed in a properly sized, lockable, metal enclosure provided and installed by the Security Contractor.
- F. Power for Exterior Cameras: Exterior cameras capable of being powered by standard PoE may be powered from the OWNER PROVIDED standard PoE switches. Should the exterior cameras requirement be greater than standard PoE, the Security Contractor is responsible for providing and installing dedicated and un-switched 120 VAC circuit / outlets at the camera locations and PoE Inserters that provide PoE Plus or PoE Plus + Plus. The PoE Inserter as well as the 120 VAC power outlet must be installed in a properly sized, lockable, metal enclosure provided and installed by the Security Contractor. Security Contractor must also provide and install a UPS Unit, with a minimum power rating of 450 KVA at the PoE Inserter locations.
- G. Weatherproofing and Gasket Enforceability: All cameras are highly vulnerable to localized moisture, extreme humidity, or insect nesting. The Security Contractor must install every unit with all manufacturer-specified rubber sealing gaskets, O-rings, and conduit entry seals fully seated, un-pinchd, and airtight. Any camera inspected and found lacking a complete, factory-correct gasket configuration or conduit seal shall be immediately flagged as a workmanship failure.
- H. Work Hours: MCS D will coordinate all work schedules with the principal or designated site administrator at each school location prior to mobilizing at that site. The Security Contractor must confirm specific approved work hours with MCS D before beginning any work — MCS D will not establish district-wide work hour standards on behalf of individual schools. As a general expectation, the Security Contractor should plan the majority of interior work to occur outside of normal school hours. On standard school days, interior work shall not commence until the time designated by the site administrator, which will generally be after student dismissal. Exterior camera installations may be permitted during school hours at the sole discretion of the site administrator, but this cannot be assumed or incorporated into the Security Contractor's baseline project schedule. Any exterior work

approved during school hours must not interfere with student arrival, dismissal, or any scheduled outdoor school activity.

- I. Site Access: MCSD will provide the Security Contractor with keys to each assigned site and coordinate with the site administrator to ensure all necessary access is granted. The Contractor is fully responsible for the safekeeping of any keys issued. Any lost keys must be reported to the District immediately, and the Contractor may be held financially responsible for the full cost of re-keying any affected areas. All keys must be returned to MCSD no later than the date of final acceptance at each site.

3.2 TESTING

Materials and documentation to be furnished under this specification are subject to inspections and tests. All components shall be terminated prior to testing. Equipment and systems will not be accepted until the required inspections and tests have been made, demonstrating that the video distribution system conforms to the specified requirements, and that the required equipment, systems, and documentation have been provided.

- A. The Security Contractor shall complete the Commissioning Form (provided as part of the Bid Document Package). The form must be completed and signed off by the Security Contractor prior to Final Inspection. Final Inspection of the equipment and systems will not be granted until the required inspections and test have been completed by the Security Contractor.

3.3 STRUCTURED CABLING PLANT COMMISSIONING

A. General

1. All cables and termination hardware shall be 100% channel tested for defects in installation and to verify cabling system performance under installed conditions according to the requirements of ANSI/TIA/EIA 568 B.1-3. All pairs/strands of each installed cable shall be verified prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed through couplers, patch panels, patch cables and connector blocks shall be repaired or replaced in order to ensure 100% useable conductors/strands in all cables installed.

B. Copper Testing

1. All twisted pair copper cable links shall be tested for continuity, pair reversals, shorts, opens and performance as indicated below. Additional testing is required to verify Category 6A performance. Horizontal balanced twisted pair cabling shall be tested using a level III test unit for category 6A compliance (data).
2. Continuity Each pair of each installed cable shall be tested using a test unit that shows opens, shorts, polarity and pair reversals, crossed pairs and split pairs. The test shall be recorded as pass/fail as indicated by the test unit and referenced to the appropriate cable identification number and circuit or pair number. Any faults in the wiring shall be corrected and the cable retested prior to final acceptance.
3. Length Each installed cable channel shall be tested for installed length using a TDR type device. The cables shall be tested from patch panel to patch panel, block to block, patch panel to outlet or block to outlet as appropriate. The cable length shall conform to the maximum distances set forth in the ANSI/TIA/EIA 568 B.1-3 Standard. Cable lengths shall be recorded, referencing the cable identification number and circuit or pair number. For multi pair cables, the shortest pair length shall be recorded as the length for the cable.

- ### C. Test Results

- ### 3.4 LABELING

1. All cable and wire installed for VIDEO SURVEILLANCE SYSTEM Systems shall be properly tagged. Use the following standard labeling scheme to identify the physical location of both ends of each cable.
 - a. Format example:

Camera #: Use one number per cable.

Room number where camera is installed.

- ### 3.5 ADJUSTING (CAMERA FRAMING AND AIMING STANDARDS)

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image must be composed so that the vast majority of pixels capture high-value coverage elements (e.g., thoroughfares, primary walkways, access doors, and school common spaces) with zero tolerance for unnecessary pixel waste.

- B. Non-Actionable Space Threshold: As a firm operational rule, no more than twenty percent (20%) of a camera's composite image shall consist of non-actionable space. Non-actionable space is defined as open sky, featureless building walls, blank ceilings, or ground spaces positioned immediately beneath the camera mount that yield no security value.
- C. Local Verification: For all dome and fixed camera formats, the installing technician must verify field-of-view tracking during physical mounting by reviewing a live video stream on a field monitor or laptop at the camera box location before finalizing, locking, and tightening the mount hardware.
- D. Multi-Sensor Units: For multi-sensor camera models (including the Axis P3719-PLE), individual sensors housed within the physical enclosure must be treated as independent cameras. Each separate sensor must be independently adjusted, aimed, and audited to pass the 20% maximum non-actionable pixel waste threshold.

3.6 CLEANING (LENS CLEANLINESS STANDARDS)

- A. Workmanship vs. Cosmetic Rule: Camera lenses, clear housings, and outer dome covers must be completely free of fingerprints, oil smudges, dust, construction debris, and streaks at the time of final inspection. This requirement represents a vital performance workmanship standard, not a cosmetic preference. Contamination on a high-resolution lens severely induces glare, impacts exposure calculations, and effectively degrades a high-resolution sensor down to a lower-tier baseline unit.
- B. Approved Materials Protocol: Any dome cover or lens surface that undergoes physical contact during mounting must be thoroughly wiped clean prior to closeout. Security Contractors are strictly restricted to using Axis Communications approved cleaning materials and anti-static agents (such as lint-free optical microfiber cloths and specialized lens cleaners). The use of unapproved field materials—including but not limited to paper towels, clothing sleeves, industrial rags, or utilizing compressed air loops without an wiping phase—is strictly prohibited and will result in an automatic inspection rejection.

3.7 FIELD QUALITY CONTROL (INSPECTION AND RE-INSPECTION CRITERIA)

- A. 100% Final Inspection Protocol: During the mandatory 100% device-by-device final inspection, the designated MCSD representative will audit the live streams or recent still images of every installed unit within Genetec to cross-examine framing, clarity, and build quality.
- B. Defect Resolution Window: Any individual camera that fails the 20% non-actionable space standard, exhibits image degradation from smearing, haze, or blurring, or is discovered with an unseated weatherproofing gasket shall be flagged as a failed installation. The Security Contractor must remediate, clean, re-aim, and request a secondary check of that specific unit within five (5) business days at absolutely no additional cost to MCSD.
- C. Site Failure Thresholds: Progress payment safety limits are established per site to manage system deployments:

1. Framing & Cleanliness Failure Cap: If more than five percent (5%) of the total cameras installed at an individual elementary school site fail the framing or lens cleanliness inspection, the entire school site fails final inspection.
2. Gasket/Weatherproofing Failure Cap: If more than five percent (5%) of the cameras installed at an individual elementary school site fail the gasket or conduit seal evaluation, the entire school site fails final inspection.

D. Failed Final Inspection and Administrative Liquidated Damages

1. The Owner's Representative shall issue a Failed Inspection Notice identifying the deficiencies requiring correction.
2. The Security Contractor shall be responsible for all costs associated with required re-inspections, including engineering and verification services performed by the Owner's consultant estimated to be \$1,600.00 per each re-inspection.
3. The Owner may withhold payment for work associated with the affected site until all identified deficiencies are corrected and the site successfully passes re-inspection.

APPENDIX B

FINANCIAL PROPOSAL
(See Attached Excel Spreadsheet)