

Pocantico Hills Central School District

Request for Proposal

Bus Camera Systems

Richard Calkins, Superintendent

Lisa Raymond, Assistant Superintendent for Business & Operations

June 1, 2020

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## 1.0 GENERAL INFORMATION

### 1.1 Scope of the Project

Pocantico Hills Central School is seeking a qualified vendor to provide parts, equipment, and labor to install new bus camera systems.

### 1.2 Bid Submission

Bid closing is June 12, 2020 at 11:00 a.m. EST, at which time all received bids will be publicly opened. All bids received after closing will automatically be rejected. **Bids must be sealed and clearly marked “RFP BUS CAMERA SYSTEM”** and addressed to the attention of the Assistant Superintendent for Business and Operations.

Sealed bids will be received at:

Pocantico Hills Central School  
599 Bedford Road  
Sleepy Hollow, New York 10591  
Attention: Lisa Raymond, Assistant Superintendent for Business & Operations

Fax and electronic bid submissions will not be accepted.

Any questions concerning this bid request or any requirement should be directed to:

Donald Booth  
Director of Facilities  
(914) 631-2440 x158

A copy of this bid request, including any related documents, addendums and corrections can be found at: <http://www.pocanticohills.org>

### 1.3 Calendar of Events

Release of Request for bid	June 1, 2020
Bid Closing (2:00 p.m. EST)	June 12, 2020
School Board Approval	TBD
Notification of Award	TBD
Installation	TBD

## 2.0 BUS CAMERA SYSTEMS

### 2.1 Installation of Camera System

A new camera system will be installed in each bus as needed. There is a total of 20 buses.

The system shall meet the following specifications:

- Include cameras in the following interior locations:
  - o 1 Forward Facing on Rear Bulkhead
  - o 1 Rear Facing on Front Bulkhead
  - o 1 Facing Door/Step Well
- Cameras should support low light conditions or at a minimum WDR
- Interior cameras should support audio recording
- DVR unit mountable in easily accessible and serviceable locations
- Capable of recording driver signaling
  - o Stop Arm
  - o Turn Signals
  - o Brake Lights
  - o Amber/Red Flashing Stop Lights
- GPS/Speed
- Panic Button to allow for event marking
- Automatic startup/shutdown
- Capable of storing 90 hours of 4 cameras continuous reading
- Solid State recording medium (no spinning hard disks)

### 2.2 Configuration

#### 2 6xTH4-3

##### DVR

- 6 TH4 DVR 4 HD channels, audio, security front cover with lock set, mounting bracket, power harness, 500GB hard drive
- 6 TL, TL-HD & TH, Explorer TX8 and HX16 wiring bundle with adapter harness, diagnostic indicator/alarm button cable 20 ft., GPS4 receiver magnetic mount 20 ft.

##### CAMERA

- 6 HD Camera, Dome, 2.6mm, internal, audio, IR TDN to use with TH-Series DVRS Drive Setup
- 6 HD Camera, Dome, 2.6mm, internal, audio, IR TDN to use with TH-Series DVRS Drive Setup, Rear and Forward
- 6 HD Camera, Dome, 2.6mm, internal, audio, IR TDN to use with TH-Series DVRS Drive Setup, Front and Rear

#### 3 12xTH4-2

##### DVR

- 12 TH4 DVR 4 HD channels, audio, security front cover with lock set, mounting bracket, power harness, 500 GB hard drive
- 12 TL, TL-HD & TH, Explorer TX8 and HX16 wiring bundle with adapter harness, diagnostic indicator/alarm button cable 20 ft., five signal input 20 ft., GPS4 receiver magnetic mount 20 ft.
- 24 HD Camera, Dome, 2.6mm, internal, audio, IR TDN to use with TH-Series DVRS, front and rear, Driver setup

### 3.0 ONSITE INSTALLATION

Vendor will be required to provide onsite service and install the new systems. Please provide costs to complete installation/service for all requested items. Labor/travel/etc. must be included.

### 4.0 TRAINING

During the onsite visit, vendor shall instruct a few designated staff members on the basics on the installation for the new DVR system. The intent is for better understanding for future troubleshooting issues and maintenance of the system. Additionally, train bus drivers and transportation department staff on DVR software usage.

### 5.0 INSURANCE REQUIREMENTS

The awarded vendor agrees, at its sole cost and expense, to purchase, prior to commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the contract.

Commercial General Liability Insurance: on an “Occurrence Basis” with limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contracts Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletions of all Explosion, Collapse, and Under group (XCU) Exclusions, if applicable.

Workers’ Compensation including Employer’s Liability Coverage: of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable NYS law.

Motor Vehicle Liability: If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then the Contractor must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished by Contractor is on a “claims made” basis, the Contractor shall continue the coverage required under this contract for minimum period of three years after the expiration or termination of contract.

If such insurance is not in force, the Pocantico Hills Central School District may, at its option, terminate and cancel the contract.

This insurance requirement also applies to any contractor(s) used in collaboration for completion of this project.

## 6.0 BID REQUIREMENTS

### 6.1 General Bid Requirements

- The school reserves the right to consider proposals based on their relative merit, risk, and value to the school.
- The school reserves the right to cancel all or parts of this request for bid if it is in the best interest of the school.
- This bid request does not commit us to award a contract, to pay any costs associated with the preparation of a response, to procure or contract for services or equipment.
- All components must be itemized and include per unit costs and extended costs. All associated costs with this project must be listed (shipping, etc.)
- All alternates, variations, and exceptions to any requirement or specification must be clearly stated.

### 6.2 Rejection of Bids

Pocantico Hills Central School District reserves the right to accept or reject any or all bids, and to waive any minor discrepancies or technicalities in the bid or specifications when deemed to be in the best interest of the school district.

### 6.3 Required Information in Bid Responses

**Vendors may be disqualified for failure to provide all required information components.**

#### 6.3.1 Quotation

Include detailed formal quotation for:

1. Labor for Removal of Existing System
2. New DVR systems
  - a. Labor
3. Travel, etc.

#### 6.3.2 Company Information

1. Company Name
2. Years in Business
3. Main Contact Person
4. Full Mailing Address
5. Telephone/Fax Number

See Appendix: Form A

### 6.3.3 Familiar Relationship Disclosure

Vendor must submit a sworn, notarized statement disclosing any familial relations that exists between the owner or any employee of the bidder and that of any member of the Pocantico Hills Central School District, including the Board of Education and Administration. **Vendor bid submissions that do not include this notarized documentation will be rejected without further review or consideration.**

See Appendix: Form B

**APPENDIX: FORM A**

**CONTACT INFORMATION**

<b>Company Information</b>
Name:
Mailing Address:
Telephone Number:
Fax Number:
Years in Business:
<b>Primary Contact Information</b>
Name:
Title:
Telephone Number:
Fax Number:
Email Address:



**APPNEDIX: FORM B**

**FAMILIAR RELATIONSHIP DISCLOSURE**

A sworn and notarized statement disclosing any familiar relationships that exists between the owner or any employee of the bidder and any member of the Pocantico Hills Central School District, including the Board of Education and Administration, must be accompanied with this bid. **Bids without this disclosure statement will not be accepted.**

The member of the Pocantico Hills Central School District Board of Education are: Alfred Pacile, Susan Burlazzi, Charlie Minton, Kasam Star, and Joseph McGrath.

The Pocantico Hills Central School District Superintendent is Richard Calkins.

- The following are the familiar relationships:

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(Please specify above if there are familiar relationships otherwise put "None".)

State of \_\_\_\_\_)

\_\_\_\_\_ )ss

County of \_\_\_\_\_)

The undersigned, authorized representative of bidder \_\_\_\_\_

Does hereby acknowledge that the bidder has read the foregoing disclosure statement and the statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County of \_\_\_\_\_  
My commission expires: \_\_