

Panama-Buena Vista Union School District

KATIE RUSSELL
District Superintendent

4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES
Bryan Easter
Tom Webster
Linda Garcia
Paula Van Auken
Keith C. Wolaridge

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

Request for Quotation (RFQ) Pursuant to PCC Section(s) 3400 and 20118.2

IP Security Camera Hardware Acquisition Project

RFQ Number: 2024.1

Issue Date: February 23, 2024

Submission Deadline: March 15, 2024

Contact

Brook McKnight, Director of IT
(661) 831-8331 Ext. 6127
bmcknight@pbvUSD.k12.ca.us

Send Quotations To:

Panama-Buena Vista Union School District
Attention: Brook McKnight, Director of IT
4200 Ashe Rd.
Bakersfield, CA 93313

(Indicate RFQ number and project name in submissions)

REQUEST FOR QUOTATION

NOTICE IS HEREBY GIVEN THAT THE PANAMA-BUENA VISTA UNION SCHOOL DISTRICT (PBVUSD) of Kern County, California, acting by and through its Governing Board, is requesting quotations for the supply and delivery of Intellectual Property (IP) security camera hardware. The District's Governing Board ("Board") will determine which quotation shall be accepted per Public Contract Code § 20118.2. Pursuant to PCC section 3400, the District intends to establish a uniform, complete, and compatible security camera system District-wide. The District has or is in the process of installing Avigilon brand cameras throughout the District that will need to be matched for continuity of District operations. Therefore, at the December 12, 2023 meeting, the Governing Board passed Resolution 24-15, standardizing Avigilon Ava as the sole source product—manufactured, sold and distributed exclusively by Motorola Solutions—for security camera implementation.

RFQ No. 2024-1 IP Security Camera Hardware Acquisition Project

The Request for Quotation (RFQ) may be obtained from the Panama-Buena Vista Union School District, 4200 Ashe Road, Bakersfield, CA 93313, or may be downloaded from the District's website at:

<https://resources.finalsite.net/images/v1708732407/pbvusdk12caus/hgd7eacyb2o24aufpkqp/P-BVUSDCameraHardwareRFQBOM.pdf>

It is the Supplier's responsibility to check the website for notification of clarification and/or responses to questions. Questions regarding this RFQ shall be directed in writing to Brook McKnight via email at bmcknight@pbvusd.k12.ca.us no later than **Friday, March 4, 2024**. Responses to questions or clarifications will be posted on the above website by **Friday, March 5, 2024, 2024**.

An electronic copy of the quotation must be sent to Brook McKnight, Director of IT at bmcknight@pbvusd.k12.ca.us, up to but no later than **3:30 PM PS, Friday, March 15, 2024**. No quotation will be accepted by the District after this time. Facsimile (FAX) copies of the quotation will not be accepted. Each quotation must conform and be responsive to the bid documents.

The Panama-Buena Vista Union School District (PBVUSD) reserves the right to reject any or all quotations, to accept or to reject any one or more items of a quotation, or to waive any irregularities or informalities in the quotations or in the bidding.

Dated: February 22, 2024

Notice of the request for quotations was published twice in a newspaper of general circulation, at least 10 days before the date for receipt of the quotations.

Publication Dates:

- 1.) 3/1/2024
- 2.) 3/7/2024

NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Quotation (RFQ) accepted by the Panama-Buena Vista Union School District (District) shall become the exclusive property of the District. Upon opening, all quotations accepted by the District shall become a matter of public record and shall be regarded as public information, with the exception of those elements of each quotation which are identified by the preparers as business or trade secrets and plainly marked as “trade secret,” “confidential” or “proprietary.”

Each element of a quotation that an applicant desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the District in any way whatsoever. If disclosure is required under the California Public Records Act or otherwise by law (despite the preparer’s request for confidentiality), the District shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Request For Quotations

RFQ No. 2024-1

IP Security Camera Hardware Acquisition Project

1. Introduction

Panama-Buena Vista Union School District (the District) is seeking quotations for the supply and delivery of IP security camera hardware in accordance with the process proscribed in Public Contract Code section 20118.2. This Request For Quotation (“RFQ”) describes the background and materials needed, the selection process and the minimum information that must be included when responding to this RFQ. Qualified and experienced suppliers are invited to submit their quotations in accordance with the specifications outlined below.

Note: Any RFQ that is incomplete, contains incorrect or inaccurate information, contains unsubstantiated or misleading claims, or is submitted late will not be considered.

2. Submission Guidelines

Submittal Due Date: Submissions are due March 15, 2024 at 3:30 PM PST to Panama-Buena Vista Union School District, Attn: Brook McKnight, Director of IT, bmcknight@pbvUSD.k12.ca.us. Submittals after the deadline will not be considered.

Preparation of Quotations: Each supplier shall furnish a quotation with the anticipated prices for supply and delivery of the security camera hardware provided in Section 3.1. The supplier shall sign its quotation and print or type its name, firm, address, telephone and fax numbers, email address and date. The individual signing the quotation must be an authorized agent of the supplier.

Submission of Quotations: To receive consideration, supplier must provide one electronic copy quotation.

Modifications or Withdrawal of Quotations: Quotations may be modified or withdrawn by written notice received prior to the submission due date and time as specified above.

Note: Issuance of this RFQ does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the District in its sole discretion.

3. Scope of Work

3.1 Quantity and Specifications: The successful supplier is expected to provide the following IP security camera hardware:

| Item No. | Description | Quantity | Specifications |
|----------|---|----------|--|
| 1 | AWA-CLD-5Y Ava Aware Cloud Subscription License - 5 years | 213 | 5 year license for Aware Cloud |
| 2 | Dome-W-5MP-30 Ava Video Security - Dome camera | 66 | Ava 5mp dome security camera |
| 3 | BULLET-W-5MP-30 Ava Video Security - Bullet camera | 62 | Ava 5mp bullet security camera |
| 4 | QUAD-20MP-30 Ava Video Quad Security Camera | 85 | Ava 5mp quad security camera |
| 5 | ACCQ-CRN-MNT Ava corner bracket for quad camera - white | 85 | Ava corner bracket for quad camera - white |
| 6 | ACCQ-WAL-MNT Ava wall mount bracket for quad camera - white | 85 | Ava wall mount bracket for quad camera - white |

3.2 Pricing: Quotes should include per camera unit costs for potential expansion of the number of cameras needed for the system.

3.3 Sole Source Product: Per District Board meeting Resolution 24-15 of December 12, 2023, Avigilon Ava is a sole source product, manufactured, sold and distributed exclusively by Motorola Solutions and is the District's standard security camera implementation.

3.4 Warranty: Supplier must provide warranty and support information for each camera.

3.5 Method of Delivery: Supplier must provide delivery details and schedule.

3.6 Commencement Date: This project will commence upon execution and Board approval of contract between Supplier and the District.

4. Submittal Format and Content

4.1 Content: Quotations must contain sufficient detail to enable the District to determine the merits of the Supplier.

The quotation should show that the supplier possesses the demonstrated skill and professional experience and qualifications to provide the products requested. Interested Firms must possess the required warranty and support offerings for the delivery of each camera.

Quotations should address all elements requested by the District.

Suppliers must submit the form provided entitled “Price Sheet,” included in this package, as **Attachment A**; the form entitled “Supplier Certification,” included in this package, as **Attachment B**; and, if applicable, any required descriptions of goods that are different from the Minimum Specifications necessary for a quotation, to be considered responsive.

4.2 Format: Quotations may be electronically prepared, typewritten, or prepared in ink, but they must be submitted on the form provided in the Request for Quotation, including the Price Sheet and the Supplier Certification. **NO ORAL OR FACSIMILE QUOTATIONS WILL BE ACCEPTED.**

4.3 Electronic Submissions: Quotations must be submitted electronically to Brook McKnight at bmcknight@pbvusd.k12.ca.us and submitted prior to the due date and time. Each Submission should contain:

- **Cover Letter**: Supplier’s complete name, business address, telephone number, email address, and the name and contact information, including email address of the individual the District should contact regarding this quotation. Include the signature(s) of the company officer(s) empowered to bind the Supplier, with the title of each (e.g., president, general partner). Generally, this can be a part of the front page or cover letter of the quotation.
- **Company and Consultants Organization, Credentials, Background**: Briefly describe your company’s organization structure and consultants and its history describing its credentials and background, number of years in business, location of office(s) that will deliver the IP Camera Hardware, number of employees company-wide and locally in Kern County.
- **Project Experience and References (Company Employees and Individuals)**: Provide information regarding experience with K-12 schools and success in similar

IP Hardware supply projects. Include for each project:

- Total project cost;
- A summary of the scope of the project;
- Whether the project was completed over or under budget; and
- Funding sources identified and utilized.

A summary of other relevant professional expertise and experience related to the supply of IP Hardware.

- **Fee Quotation:** The fee quotation should be broken down by item (reference Attachment A Price Sheet).
- **Litigation/Arbitration/Termination (Limit: 1 page):** If the company or any designated employee has been a party to any litigation, mediation, arbitration related to a prior Public Works project in the past ten (10) or has been terminated for cause in any Public Works project in the past ten (10) years, describe each event in detail and indicate the final results.

4.4 Deviations: Any deviation from specifications, terms and conditions may result in quotation rejection.

4.5 Signatures: The Price Sheet and the Supplier Certifications must be signed in ink by an authorized representative of the supplier. Signature on these documents certifies that the quotation is made without connection with any person, firm or corporation making a quotation for the same goods and is in all respects fair and without collusion or fraud.

Signature on these documents also certifies that the supplier has read, fully understands, and agrees to be bound by the Request for Quotation , which includes the PBVUSD procurement policies and all Attachments and Addenda to the Request for Quotations. No consideration will be given to any claim resulting from providing quotations without comprehending all requirements of the Request for Quotation.

4.6 Withdrawals: Quotations may be withdrawn in writing on company letterhead signed by an authorized representative and received by the District prior to the RFQ's closing time. Quotations may also be withdrawn in person before RFQ closing time upon presentation of appropriate identification.

4.7 Cancellation: The District reserves the right to cancel or postpone this RFQ at any time or to award no contract and to do so for any reason.

5. Protests and/or Requests for Clarification

A supplier who believes RFQ specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the District representative identified below. A supplier who does not understand the RFQ specifications may also submit a request for clarification, in writing, to the District representative identified below. To be considered, protests and requests for clarification should be submitted via email or in person to the District representative identified below, and they must be received by the District representative at least five days before the RFQ closing date unless otherwise specified.

No information obtained in any conversation with any District personnel will serve to change the requirements of the RFQ.

The purpose of the period for protests and requests for clarification is to permit the District to correct specifications, prior to the opening of quotations. This period allows the District to make needed corrections through the issuance of addenda, prior to the opening of quotations. The District will consider all properly made protests and requests for clarification, and, if appropriate, amend the RFQ.

Protests or requests for clarification submitted to anyone other than the PBVUSD representative listed below may not be considered. The District is not responsible for any protests or requests that are not submitted by the due date.

Submit Requests for Clarification to:

Brook McKnight, Director of IT
(661) 831-8331 Ext. 6127
bmcknight@pbvusd.k12.ca.us

6. Evaluation Criteria

Public Contract Code section 20118.2 provides that school districts may procure certain technology, telecommunications, and related equipment and accessories under a competitive negotiation process, whereby a school district may consider factors in addition to price, such as vendor financing, performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors, described below.

The District's evaluators will consider how well a vendor's proposed solution meets the needs of the District as described in the vendor's quotation. It is important that the responses be clear, concise and complete so that the evaluators can understand all aspects of the quotation.

The evaluation process is not designed to award the contract solely based on the lowest bid. Rather, it is intended to help the District select the right vendor and the right products with the best combination of professional attributes, experience, relevant skill-set, and cost,

based on the evaluation factors specified herein, pursuant to Public Contract Code Section 20118.2. The District shall award to the qualified supplier whose quotation meets the evaluation standards and will be most advantageous to the District with price and all other factors considered.

Quotes received by the District which are submitted in a timely fashion and which comply with the requirement of this RFQ will be evaluated according to the criteria listed below.

Determination of Responsiveness: The District will first review all accepted quotations to determine Responsiveness. Quotations that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to suppliers whose quotation is deemed non-Responsive identifying the reason.

Evaluation: Those quotations determined to be Responsive will be evaluated and scored according to:

- Compliance with specifications;
- Pricing;
- Warranty and support offerings; and
- Experience and ability to complete project.

The District reserves the right to evaluate qualifications quotations for a period of sixty (60) days before deciding which quotation, if any, to accept.

A purchase order may be awarded to that responsible Supplier whose quotation conforming to the RFQ meets the above criteria, and is most advantageous to the District. However, the RFQ does not commit the District to award a contract or to pay any costs incurred in the preparation of a quotation in response to this request. The District reserves the right to reject any or all quotations.

7. Shipping Information

Panama-Buena Vista Union School District
Warehouse
ATTN: IT
4200 Ashe Rd
Bakersfield, CA 93313

8. General Provisions

8.1 Insurance: A selected supplier shall maintain insurance that is sufficient to protect the company's business against all applicable risks, and such coverage shall meet, at a minimum, the District's insurance requirements provide proof that your firm is capable of meeting the following insurance limits:

| | |
|------------------------|-------------|
| Automobile Liability | \$1,000,000 |
| General Liability | \$2,000,000 |
| Professional Liability | \$1,000,000 |

Workers Compensation \$1,000,000

Insurance companies must be lawfully authorized to do business in California as admitted carriers, have an “A” policy holders rating and a financial size rating of at least Class VII in accordance with the most current Best’s Key Rating Guide, Property-Casualty.

Proof of insurance coverage must be provided for any consultant or subconsultant personnel.

- 8.2 Non-collusion: By submittal and signing of the quotation, the supplier is certifying that the document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the supplier has not induced or solicited others to submit a sham offer, or to refrain from providing quotations.
- 8.3 Compliance with Laws and Regulations: The supplier shall comply with federal, state and local laws, regulations, and industry standards. The Firm shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec 8350 et. seq.
- 8.4 Reservations: The District reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for quotation preparation, fee negotiation or other marketing costs associated with this RFQ. The District further reserves the right not to contract for the materials described in the RFQ.
- 8.5 Waiver: District may reject any or all quotations and may waive any immaterial deviation(s) in a quote. District's waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the Supplier from compliance with the other provisions of this RFQ.
- 8.6 Costs: Costs of preparing response to this RFQ are the sole responsibility of the respondent.
- 8.7 Fingerprinting and Drug Free Policy: The successful firm shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free Workplace Certificate.
- 8.8 Non-Discrimination: District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

9. Confidentiality

All information provided in response to this RFQ will be used only for the purpose of

evaluating the quotations.

Nonetheless, quotations become the property of District and may be returned only at District's option and at the Supplier's expense. Information, excluding Supplier's financial information and proprietary information, as clearly marked by Supplier, contained therein shall become public documents subject to the Public Records Act. Supplier must notify the District in advance of any proprietary or confidential materials contained in the quotation and provide justification for not making such material public. The District shall have sole discretion to disclose or not disclose such material subject to any protective order which supplier may obtain.

Thank you for your interest in supplying IP security camera hardware to Panama-Buena Vista Union School District.

Sincerely,

Brook McKnight

A handwritten signature in blue ink, appearing to read 'B. McKnight', with a stylized flourish at the end.

Director of IT

Panama-Buena Vista Union School District

4200 Ashe Rd

Bakersfield, CA 93313

RFQ Certification

I certify that I have read the attached **REQUEST FOR QUOTATION RFQ - RFQ NO. 2024.1 - IP SECURITY CAMERA HARDWARE ACQUISITION PROJECT**, the instructions for providing a quotation and that I agree to all certifications made therein.

Signature

Type or Print Name

Title

Company

Address

Telephone

Email

Date

If you are responding as a corporation, please provide your corporate seal here:

All materials submitted in response to this RFQ shall become the property of the Panama-Buena Vista School District and may be subject to disclosure under the California Public Records Act (Gov. Code, §§ 6500, et seq.)

Attachment A Price Sheet

Response must include an itemized parts list breakdown of costs.

ALL QUOTATIONS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION AND ITS ATTACHMENTS, AND PBVUSD POLICIES.

Name of Firm: _____ Sales Rep: _____

Address: _____

Telephone Number: _____

Email address: _____

Delivery Time after Receipt of Purchase Order: _____

By: _____ Title: _____

(Authorized Signature)

1. **AWA-CLD-5Y** Per unit Price \$ _____
Quantity = 213 Total Amount \$ _____

2. **Dome-W-5MP-30** Per unit Price \$ _____
Quantity = 66 Total Amount \$ _____

3. **BULLET-W-5MP-30** Per unit Price \$ _____
Quantity = 62 Amount \$ _____

4. **QUAD-20MP-30** Per unit Price \$ _____
Quantity = 85 Amount \$ _____

5. **ACCQ-CRN-MNT** Per unit Price \$ _____
Quantity = 85 Amount \$ _____

6. **ACCQ-WAL-MNT** Per unit Price \$ _____
Quantity = 85 Amount \$ _____

Total hardware combined: Total = \$ _____

Attachment B Supplier Certification

Each Entity must read and comply with the following sections. Failure to do so may result in rejection of offer. By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Entity and that under penalty of perjury the undersigned will comply with the following:

The undersigned agrees and certifies that they:

1. Have read, understand, and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (including any attachments); and
2. Are an authorized representative of the Entity, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the offer or contract termination; and
3. Will furnish the designated item(s) in accordance with the solicitation and the contract; and
4. Will provide/furnish federal employee identification number or social security number with offer.

Authorized Signature: _____ Date: _____

Name (Type or Print): _____ Title: _____

Telephone Number: _____ Fax Number: _____

Email address: _____ Website address: _____

FEIN ID# or SSN# (required):

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

_____ Corporation _____ Partnership _____ Sole Proprietorship
_____ Non-Profit _____ Limited Liability Company