

Sierra Sands Unified School District

REQUEST FOR QUALIFICATIONS AND PROPOSALS

FOR

TRANSPORTATION GPS AND CAMERA SYSTEMS

Proposal Due Date

June 2, 2023 at 2:00 PM

**REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR TRANSPORTATION GPS
AND CAMERA SYSTEMS**

The Sierra Sands Unified School District (“District”) is inviting proposals from qualified individuals, firms, partnerships, corporations, associations, or professional organizations to provide a camera surveillance and GPS tracking system for the District’s fleet of buses and vehicles.

If you would like to submit a Statement of Qualifications and Proposal (collectively a “Proposal”) to this REQUEST FOR QUALIFICATIONS AND PROPOSAL (collectively the “RFP”), please send one (1) original, one (1) copy, and one (1) digital copy of requested materials to:

**SIERRA SANDS UNIFIED SCHOOL DISTRICT
Attn: Pamela P. Smith, Asst Superintendent of Business & Support Services
113 W. Felspar Avenue
Ridgecrest, CA 93555**

PROPOSED SCHEDULE OF EVENTS

EVENT	DATE
Distribution of RFP	4/27/2023
Deadline to Submit Questions	5/12/2023
Response to Questions Posted by the district	5/19/2023
Proposal Due Date	6/2/2023
Review by District Committee	6/5 - 6/16/2023
Interviews (at District’s Discretion)	6/19 – 6/23/2023
Award Date	6/30/2023
<i>Note:</i> All dates are preliminary and subject to revision by the District.	

I. INTRODUCTION

The intent of this RFP is to obtain information that will enable the District to select a vendor that will provide a camera and GPS system for the District's fleet of vehicles. Interested individuals or firms are requested to submit written Statements of Qualifications and their proposed pricing structure to the district in response to this RFP.

The District has an enrollment of ~5100 students that attend 10 school sites. The District's fleet consists of 20 general education buses; 10 special education buses; 6 special education vans; and a white fleet consisting of 43 vehicles used for maintenance, information technology, and other non-student transportation functions. The District plans to install cameras on all vehicles used to transport students (36 vehicles). The District plans to install GPS tracking units on the entire fleet (79 vehicles).

II. SCOPE OF WORK

GPS

- Real time tracking of vehicles
- History of a vehicle's route
- Collection of general data – speeds, idle time, stop arm activation

Software

- Web-based or mobile application to allow students, staff, or parents to track vehicles in real-time
- Web-based or mobile application to provide notification to students, staff, or parents regarding pick-up and drop-off times

Cameras

- Full 1080p HD quality recording image
- Local camera storage - Memory card or other hard drive device
- Able to operate off a 12-volt power source
- Color surveillance
- Wi-Fi connection to unlimited cloud storage for automatic video data offload
- Buses - 3 camera minimum located front, middle, and back
- Vans - 1 camera minimum located front of van
- Optional 4th camera for Stop Arm view on bus
- Data capable of downloading to cloud storage, time and date stamped in Video Playback
- Video data storage up to 1 year
- Live view availability
- 1-3 second update availability
- Live stream from multiple cameras

Interior of Bus

- 3 cameras with 12 to 16 channel capability
- One camera will be on the driver and first two rows of seating

- Second camera will record the entryway where students load and unload thru the bus door and first half of bus seating
- Third camera will record the back of the bus to capture the second half of seating

Exterior of Bus (Optional)

- One dual front and back facing camera to record vehicles violating stop sign and possible outside rear incidences

Video Playback

- Cloud storage ability to download recording images with fast retrieval and saved to a PC
- Tamper proof recording format - recording data shall be deemed acceptable as evidence in legal proceedings
- Hardware design should easily allow all data (video recordings and still images) to be locally stored on standard memory card or hard drive in case of download failure

Maintenance

- Maintain and repair all camera systems, equipment, hardware, and software throughout the life of the agreement.
- Available technical staff to trouble shoot and repair camera system
- Maintenance support will not affect equipment warranty
- Provide training and support for District maintenance staff on installation, maintenance for day-to-day purpose

Wiring and Cabling

- The selected vendor shall install all wiring and cabling in a manner that makes it inaccessible during normal operations and all wiring shall be hidden from view
- The wiring shall be uniformly color coded and tagged
- The selected vendor shall submit wiring and cabling diagrams of installed video/camera equipment upon completion of installation

Additional Information

- Test equipment and spare parts
- Maintenance Plan (maintenance, parts, & repair)
- Part availability – spare parts to be kept on hand for quick install if needed
- Warranty information
- Brochures that include the details of all equipment offered to be provided in the RFP response
- Provide 24/7 support/service

Training

- Provide system wide training to designated staff
- Training shall be conducted on-site or on-line as required

This is a turnkey project. All software, licensing, services, shipping, configuration will be assumed to be included in submitted proposals.

III. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

To be considered for selection, the respondent entities and individuals (“Responding Firm”) shall submit the following items in the District’s specified format.

1. Cover Letter (Exhibit “A”)

The Proposal must contain a cover letter and introduction, as Exhibit A, including the names, addresses, telephone numbers, and e-mail addresses of personnel authorized to represent the firm regarding all matters related to the proposal and who will be available, knowledgeable, and regularly attentive to the District and who will be the primary points of contact. The Responding Firm will not be allowed to change the designated personnel without prior written approval from the District. The Cover Letter shall include the following information:

- a. Describe in detail Responding Firm’s understanding of the requested products and how the Responding Firm proposes to service the District.
- b. What differentiates the Responding Firm from other providers?
- c. The Responding Firm’s letter must also contain the following statement:

“I/We have read the District’s Request for Qualifications and Proposal (RFP) and fully understand its intent. I/We certify that I/we have adequate personnel, equipment, and facilities to provide the District’s requested services that I/we have indicated I/we can provide. I/We understand that our ability to meet the criteria outlined in the RFP shall be judged solely by the District. In addition, I/we certify that I/we have thoroughly examined the RFP requirements and our proposed fees cover all the services that I/we have indicated I/we can meet, and I/we acknowledge and accept all terms and conditions in this RFP”.

A person authorized to bind the Responding Firm to all commitments made in the Proposal shall sign the letter, which should be no longer than three single-sided pages.

2. Process (Exhibit “B”)

The Proposal shall contain a detailed explanation of how the Responding Firm will implement its proposed solution. Such discussion shall include, without limitation, the following:

- a. Proposed implementation schedule
- b. How the Responding Firm intends to conduct the implementation within the timeframe proposed in its proposal.

3. Consultant Company History (Exhibit “C”)

Each Responding Firm submitting a Proposal in response to this RFP shall detail the following information in Exhibit C:

- a. Number of Years in Business.
- b. Presence in Kern County (Local Hire).

4. Project Information & References (Responding Firm) (Exhibit “D”)

Please provide information about the projects, in the following format, where the Responding Firm provided comparable products within the past five years. The District prefers experience with other school districts but will accept references from other types of agencies.

Include at a minimum:

- a. Dates of Project
- b. Name of District or Entity
- c. District/Entity Contact
- d. Description of Project
- e. Value of Project

5. Litigation History (Exhibit “E”)

Provide specific information on any termination for default, termination for convenience, claims filed by or against the Responding Firm in connection with any project, litigation settled or judgments entered within the last five years related to your firm, joint venture partners, or sub-consultants. Also, provide information relative to any convictions for filing false claims within the past five years.

6. Insurance Certification Requirements (Exhibit “F”)

The District requires the following insurance limits:

- a. General Liability – \$1,000,000
- b. Automobile Insurance-Policy limits \$1,000,000 with Insert the District as an additional insured
- c. Workers Compensation - California State Minimum Requirements
- d. Professional Liability - Policy Limits \$1,000,000.00 per incident, \$2,000,000 Aggregate

Please detail the insurance limits maintained by the Responding Firm or Assessor.

IV. FEE SCHEDULE PROPOSAL

The District's selection will be based on the Responding Firm's qualifications and competitiveness. To facilitate the District's selection process, each Responding Firm shall submit the proposed Fee Schedule that would be applicable to the District on the Project. The Fee Schedule in both hourly and flat monthly rate basis must be provided for all proposed Project fees and must include a description and definition of the billing rates as it applies to all working times.

V. EVALUATION OF SUBMITTALS

The District will develop a short list of Responding Firms that are most qualified and responsive to this RFP and from that listing request firm service. The District will identify the most qualified firms or individuals based on the following criteria:

- a. Overall responsiveness of the RFP
- b. Evaluation of Approach to Performing Services – Including Oral Interview if requested by the District
- c. Past performance of the Responding Firm on relevant similar work and satisfaction regarding prior projects
- d. Litigation History
- e. Proposed Fees

Proposals should be complete and be prepared to provide an insightful, straightforward, and concise overview of the capabilities of your company. Any proposal received after the deadline of Proposal Due Date specified herein, will not be considered or reviewed.

As set forth herein, the District is seeking responses for specialized services and equipment through the Request for Proposal process as authorized by Public Contract Code section 20111(d) and Government Code section 53060. Therefore, the District is not obligated to award a contract to the respondent offering the lowest price. Instead, the District shall assess all proposals based on the requirements and criteria set forth herein and the District's overall determination of which Responding Firm provides the best overall option to meet the District's needs and requirements as set forth herein. The District, at its sole discretion, may conduct oral interviews of some or all of the Responding Firms and may engage in direct negotiations and/or discussions with selected Responding Firms to further identify the best overall proposal. However, please note that no Responding Firm is guaranteed the opportunity to clarify or supplement its written proposal through an oral interview or direct negotiations. Thus, Responding Firms are encouraged to present their complete and best offer through their written response to this RFP. The District shall not be responsible for any cost or expense incurred by any Responding Firm in preparation of their response to this RFP or participation in the District's selection process.

The emphasis of your proposal should be on completeness and clarity of content. Proposals may be rejected if not prepared in the format described above, or if submitted without all required information and signatures. Additional facts and information may be included if it will help to highlight your firm's qualifications and experience. The District will not be responsible for any errors or omissions on the part of the Responding Firm in the preparation of the submittal.

Upon submission to District, proposals and other documents responding to this RFP become the exclusive property of District, are deemed matters of public record and shall be thereupon considered public records, except for information contained in such proposals or other documents submitted with the proposals deemed to be "Trade Secrets" (as defined in California Civil Code §3426.1), "Confidential" or "Proprietary." A proposer who indiscriminately marks all or most of its proposal or other documents submitted with its proposal as exempt from disclosure as a public record, whether by the notations of "Trade Secret", "Confidential", "Proprietary" or otherwise, may render the proposal non-responsive and it may be rejected. At such time as proposals and other documents are deemed matters of public record, pursuant to the above, any party shall be afforded access thereto for inspection and/or copying, by request made to District in conformity with the California Public Records Act, California Government Code §§6250, *et. seq.*

If District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a proposal or documents submitted with a proposal deemed exempt from disclosure hereunder, the proposer submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the District and its Board of Education, employees, officers and agents, in any action or proceeding from and against any liability, including without limitation attorneys' fees and costs arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials. The District's sole involvement in any such action shall be that of a stakeholder, retaining the requested records/documents/materials until otherwise ordered by a court of competent jurisdiction to disclose or to keep such records/documents/materials confidential. Failure of any proposer to indemnify and defend the District upon request shall be deemed the proposer's consent to the disclosure of the requested records/documents/materials and the District shall thereafter immediately release and disclose the requested records/documents/materials to the requesting party.

Each Responding Firm or individual is requested to submit one (1) original, one (1) copy, and one (1) digital copy of the Proposal to the District on or before the Proposal Due Date. Each packet must be clearly identified by firm name, and clearly identified as a Proposal in response to the District's **"REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR TRANSPORTATION GPS AND CAMERA SYSTEMS.** Direct Proposals to:

Sierra Sands Unified School District
Attention: Pamela P. Smith, Asst Superintendent for Business & Support Services
133 W Felspar
Ridgecrest, CA 93555

An individual or individuals authorized to execute legal documents on behalf of the consultant shall sign the Proposal on the last page of the document. Failure to provide the information requested in this RFP, or the inclusion of any conditional limitations, or misrepresentations, may adversely affect the evaluation of your submittal, or be cause for consideration as non-responsive to the RFP.

Once the District receives the responses to the RFP, the submittals will remain valid and may not be withdrawn for a period of ninety (90) days.

VI. QUESTIONS/CLARIFICATIONS

Questions or clarifications during the RFP preparation period should be directed to psmith@ssusd.org AND dmorrison@ssusd.org on or before the date indicated above. The District will post responses to all questions on its website at https://www.ssusd.org/departments/business_services under *Current Bids and RFP's* so all interested parties receive the same information on or before the date indicated above.

VII. FINGERPRINTING REQUIREMENT

The Responding Firm shall obtain a criminal history clearance in conformance with California Education Code Section 45122.1 through the California Department of Justice fingerprint program. The firm shall not permit any employee or any subcontractor's employee to perform services at a school campus until the California Department of Justice has determined that the employee has not been convicted nor has criminal charges pending of a felony offence as defined in the Education Code section 45122.1.

VIII. HOURS OF WORK

The work at school sites shall be coordinated with the District. The District shall establish actual start dates and completion dates. The District must authorize any "premium" (overtime) work. Evening and weekend work may be necessary.

IX. INSURANCE REQUIREMENT

Requirements as set forth in this package.

X. DISTRICT RIGHT TO REJECT

The District reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract with whomever and in whatever manner the District decides, to abandon the RFP entirely, to select on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the interests of the District may require.

The Responding Firm's information package, and any other supporting materials submitted to the District in response to this Request for Proposals will not be returned and will become the property of the District. This document does not commit the District to select any Responding Firm.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFP and makes no representation that a firm will be selected. Furthermore, District reserves the right to add additional firms for consideration after receipt of this RFP if it is found to be in the best interest of the District.