



**Technology Services Department**

**REQUEST FOR PROPOSAL (RFP)**

**TRANSPORTATION FLEET CCTV**

**PROJECT# TFTS-24-04**

**IMPORTANT: READ ALL CONDITIONS AND INSTRUCTIONS CAREFULLY.**

**PROPOSALS MUST BE SUBMITTED TO:**

**EASTSIDE UNION SCHOOL DISTRICT**

**JOANNE DOWNEN**

**CHIEF BUSINESS OFFICER**

**JDOWNEN@EASTSIDEUSD.ORG**

**44938 30<sup>TH</sup> STREET EAST**

**LANCASTER, CA 93535**

**DUE ON:**

**APRIL 30, 2024, BY 1:59 P.M. (PST)**



## **Technology Services Department**

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## **Technology Services Department**

### **1. SUMMARY AND BACKGROUND**

Eastside Union School District is looking to secure its transportation fleet of 24 buses. Our goal is to achieve this by implementing CCTV for monitoring purposes.

### **2. PROPOSAL GUIDELINES**

To be considered Proposals must contain the following.

1. Company Name.
2. 3 references of projects completed.
3. Estimated time of completion.
4. Total overall cost for all services, materials, and hardware combined itemized with explanation.

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1:59pm PST, XXXX, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

**Sealed Bids Accepted Until: April 30, 2024 at 1:59 pm**

**Sealed Bids will be open in a public forum: April 30, 2024 at 2:05 pm**

**Sealed Bids delivered to: 44938 30<sup>th</sup> St. East Lancaster, CA. 93535 in person or by Federal Express, UPS or USPS. Sealed Bids must be stamped by the district time clock no later than April 30, 2024 1:59 pm.**

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Eastside Union School District legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.



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### **3. PROJECT PURPOSE AND DESCRIPTION**

**The purpose of this project is as follows:**

The Purpose of this project is to outfit our entire transportation fleet with CCTV that can monitor our students, bus drivers, and exteriors of our transportation fleet to record any and all events deemed necessary.

**Project Description:**

Our goal is to remotely monitor the interior and exterior of our bus fleet via High-definition cameras. Utilize local and web-based applications for staff to view cameras and make archived clips or recordings as needed.

### **4. PROJECT SCOPE**

1. Perform comprehensive assessment of our bus fleet and transportation depot.
2. Propose best fitting solutions that meet our technical needs as well as cost thresh hold.
3. Create itemized list including cost of hardware and services required for project success and completion.
4. Provide a zero service interruptions timeline of installation and project completion.
5. Perform all labor and services necessary to provide a turnkey solution of outfitting 24 buses with all requested technologies.
6. Proof of concept and quality control testing of all installed hardware and software systems.
7. Provide training for applicable staff on all associated or proprietary applications web based or local.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

Request for Proposal Timeline:

**Sealed Bids Accepted Until: April 30, 2024, at 1:59 pm**



## **Technology Services Department**

**Sealed Bids will be open in a public forum: April 30,2024 at 2:05 pm**

**Sealed Bids delivered to:**

**JoAnne Downen**

**Chief Business Officer**

**44938 30<sup>th</sup> St. East Lancaster, CA. 93535 in person or by Federal Express, UPS or USPS. Sealed Bids must be stamped by the district time clock no later than April 30, 2024 1:59 pm.**

### **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project.  
All categories must include itemized breakdown and total overall cost per category.

Project Initiation and Planning  
Research/ assessment  
Labor/ construction  
Installation Materials  
Applications and Licensing  
Hardware  
Payment and Performance Bond (forms Attached)

NOTE: All costs and fees must be clearly described in each proposal.

### **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Examples of 3 or more relatable projects in similar scale.
- Testimonials from past clients on successful installations.
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full comprehensive testing plan
- Timeframe for completion of the project
- Project management methodology
- License and bonded with / comprehensive General liability insurance.



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### **OTHER REQUIREMENTS:**

#### **Proposals should also include the following:**

- A. SB 854 became effective July 1, 2014, and requires contractors to register with the Department of Industrial Relations prior to bidding on public works projects. This registration form is attached. **All contractors and sub-contractors MUST register with the Department of Industrial Relations @ [www.dir.ca.gov](http://www.dir.ca.gov)**
- B. Prevailing Wage: Proposal will include labor at Prevailing Wage Rates. Proposal will be rejected if Prevailing Wage is not included in price.
- C. Public Works Contractor Registration Certification: Pursuant to Labor Code sections 1725.5 and 1771.1 all contractor's and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations (DIR). **Proposals will be rejected if vendor is not registered with the DIR**
- D. Fingerprinting and Employee Background Checks: In circumstances that may involve workers having more than limited contact with students, the District may require that all workers on the project (including without limitation, employees of the bidder and its subcontractors) undergo criminal- history background checks requiring submission of the fingerprints to the Department of Justice. The District may impose other requirements designed to protect the students regardless of whether it requires such criminal history background checks. The vendor to which the District awards a contract for the project shall be responsible for compliance with any and all such requirements of its own forces and by its subcontracted forces.
- E. A reference list of at least three (3). Please also include the name and contact information for all references.
- F. Prior to contract, the winning vendor will be required to show evidence of insurance coverage.
- G. Information concerning any suits filed, judgments entered, or claims made against the vendor during the last five (5) years with respect to playground systems, any declaration of default or termination for cause against the vendor with respect to such services. In addition, state whether during the past five (5) years the vendor has been suspended from bidding or entering into any public works contract.
- H. All Bids must include Payment and Performance Bond (forms Attached)



## **Technology Services Department**

### **8. PROPOSAL EVALUATION CRITERIA**

Eastside Union School District will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to installation as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.
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### **9. QUESTIONS AND ANSWERS**

**1. THE PROPOSAL SUBMITTAL QUESTIONS SHALL BE SUBMITTED IN WRITING TO:**  
**[KKLEIN@EASTSIDEUSD.ORG](mailto:KKLEIN@EASTSIDEUSD.ORG) BY 11:59 AM ON April 19, 2024. ANSWERS TO QUESTIONS WILL BE PUBLISHED ON THE DISTRICT WEBSITE BY 4 PM April 23, 2024**

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO REACH OUT TO KELLY KLEIN AT 661-952-1200 OR BY EMAIL [KKLEIN@EASTSIDEUSD.ORG](mailto:KKLEIN@EASTSIDEUSD.ORG)