



Truman State University  
McClain Hall 106  
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Kirksville, MO 63501  
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**REQUEST FOR PROPOSALS (RFP) - DECEMBER 7, 2021**  
**PROJECT SP22-13 SECURITY CAMERA SYSTEM**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

SUBMITTAL DEADLINE	SUBMIT
2:00pm Central Time Thursday, January 27, 2022	One (1) Electronic copy via Email or Thumb Drive
DELIVERY BY MAIL	DELIVERY BY HAND
Truman State University Attn: Laura Thrasher, Buyer 106 McClain Hall 100 E Normal Ave Kirksville, MO 63501	Truman State University Purchasing Department 106 McClain Hall (corner of Franklin and Normal)

Truman State University (Truman) is requesting proposals from qualified Vendors to provide a campus security camera system. Proposals are to be delivered to the Purchasing Department at Truman until 2:00 PM CT, January 27, 2022, at which time the names of those Vendors submitting proposals will be read aloud. No other public disclosure will be made until after an award of the contract.

RFP documents are available at <http://businessoffice.truman.edu/purchasing/bids/OpenBids.asp>. A notification of intent to respond to this RFP is located immediately below. This form is required if you plan to submit a proposal and wish to receive any (1) RFP addenda and (2) answers to questions regarding the RFP. Please complete and submit this form prior to the submittal deadline as shown on the Request for Proposals document. This page is not part of the RFP package and must be submitted to notify Truman of your interest in this project and to notify your organization of any addenda. These addenda are issued if there is a change to the specifications or closing date/time of the request.

**INTENT TO RESPOND STATEMENT**

\_\_\_ YES our organization plans to submit a response to this solicitation for proposals:

**NO RESPONSE STATEMENT**

\_\_\_ NO our organization is not submitting a response for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Do not offer this commodity or equivalent | <input type="checkbox"/> Insufficient time to respond            |
| <input type="checkbox"/> Schedule would not permit us to perform   | <input type="checkbox"/> Cannot meet delivery requirements       |
| <input type="checkbox"/> The project is too small                  | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large                  | <input type="checkbox"/> Other reasons                           |

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**I. OVERVIEW:** Truman is requesting proposals from qualified Vendors interested in providing indoor and outdoor internet protocol (IP) based security cameras, camera mounting hardware, a video management software system, support, maintenance, warranty, cabling and training. The system must accommodate both indoor and outdoor areas that require camera presence for its 210 acre campus located in Kirksville, Missouri. Truman is requesting a turn-key solution. The Vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at the campus. The Vendor will be responsible for coordinating with Truman's ITS Department in configuring equipment to work with Truman's existing network. Student records can hold some of the most private information about a person and could contain information that could be valuable to identity thieves or other conniving parties. Government regulations require Truman to maintain strict control over students' records. Vendors will be required to make at least one proposal to provide a basic security camera system servicing high traffic areas and main parking lots. Vendors are encouraged to submit up to one additional proposal outlining an enhanced system that may offer additional services and security coverage. Should a case arise in which the specifications provided immediately below do not address all product requirements, the Selection Committee will respond to Vendor questions and its clarifying response(s) will be shared with all proposing Vendors.

**II. SPECIFICATIONS:**

- A. Resource Consolidation: Consolidation of human and technology resources necessary for monitoring of locations from a single view point with a single workflow and alarm trigger systems.
- B. Retention: It is imperative to have a minimum 30-days of retention of video camera footage. Storage needs to be redundant; both on premises and the potential for offsite storage.
- C. Compatibility: The system must integrate to Truman's current network with minimum enhancement
- D. Support: Any services/systems included in this RFP need to include a comprehensive service contract to support all cameras, DVRs, Video Management Systems and training.
- E. Encryption: All traffic between consoles and cameras will be encrypted while in transit and at rest.
- F. Capacity and Scalability: The IP Security Camera solution should be capable of handling 20 or more cameras on campus. The system should have future expansion capability by adding components or services, such as additional cameras or increased storage.
- G. Coverage: Exhibit A highlights outside areas Truman has identified for exterior camera coverage.
- H. Hardware: All outdoor cameras should be vandal proof, weather proof and anti-vibration. All indoor and outdoor cameras should have the following specifications at a minimum:
  - 1. Full high definition (FHD) a minimum of 5Mp
  - 2. IP66 rating to protect against dust and environmental elements
  - 3. IK10 rating for vandal resistant housing
  - 4. Day and night capability with infrared illumination for low light visibility
  - 5. Defocus Detection
  - 6. Capability to produce a minimum of 30 FPS or higher / 2048x1536 Resolution
  - 7. RJ45 connectivity (Cat 6) or fiber optic connectivity if necessary due to distance
  - 8. Power over Ethernet (PoE) or 110 volt power if necessary due to distance
  - 9. Motion detection
  - 10. Simple wall penetration for installation inside/outside
- I. Video Management System: The proposed solution should describe the software interface that will be implemented. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have an HTML client, and have the ability to record on alarm. Additionally, the system must be able to do the following:
  - 1. Provide multiple levels of administrators that will have varying roles in the system
  - 2. Provide a user interface via a web page, computer application or cell phone application
  - 3. Provide notifications of system events via email, app notifications or cell phone messaging
  - 4. Provide real-time and historical video analysis, such as searching for matching video images, detecting motion in a user defined area and automatically generating corresponding alerts.

5. Provide a technical roadmap for the proposed solution(s). Please provide a list of policies on software updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

J. Systems that are in compliance with and follow the guidelines of the Department of Homeland Security CCTV Technology Handbook (CCTV-Tech-HBK\_0713-508.pdf) are preferred.

K. Installation: The system must be installed and Truman staff training complete by August 1, 2022.

L. Support and Maintenance: Truman requires 3 years of onsite support with the option to continue annual support after the 3-year period has ended. The Vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

**III. PERMITS AND LICENSES:** The selected Vendor will give the proper authorities all notices as required by law relative to the product sale.

**IV. INSPECTIONS:** A mandatory pre-proposal meeting will be held on January 11, 2022 at 10 am CT at McClain Hall room 206J located on Truman's campus. Each Vendor is required to examine Truman's facilities to satisfy themselves as to the existing conditions where they will be obligated to perform. These examinations are intended to allow all Vendors to respond with accurate proposals. No allowance will be made for any error or negligence on the part of the selected Vendor for not examining the campus for existing conditions. If alterations to the campus are necessary to support the Vendor's proposal(s), then those alterations should be identified and recommended as part of the Vendor's proposal(s). All products and services proposed by the selected Vendor will be subject to the approval of the Selection Committee. The Vendor will be required to correct any imperfections upon review at the time of installation and throughout the warranty period.

**V. EVALUATION CRITERIA:** The evaluation committee will determine if a proposal satisfies the mandatory requirements stated in this RFP. The award will be based on the lowest and best proposal taking into consideration:

A. Pricing including any volume discount for multiple units (34%)

B. Product features (33%)

C. Credentials, References and Third Party Reviews (33%)

Truman reserves the right to consider historic information and fact, whether gained from the Vendor's proposal response, references, or any other source, in the evaluation process. Truman shall have the right to take such steps as it deems necessary to determine the ability of a Vendor to provide the products, and each Vendor shall furnish to Truman such information and data for this purpose as it may request. Truman reserves the right to reject any proposal response where an investigation or consideration of the information submitted by such Vendor does not satisfy Truman's requirements that the Vendor is qualified to carry out properly the terms of these specifications.

**VI. SALES TAX EXEMPTION:** Truman will utilize its exemption from payment of sales tax in any available venues. The proposals will not include sales tax. The selected Vendor will be provided with the University Sales Tax Exemption Letter to be utilized for this project only.

**VII. PRICING:** Prices quoted will include all aspects of the work specified.

A. Vendors will be asked to provide a price quote for products including all associated software, installation service and warranties that could be considered as a component of the overall system.

B. Only one (1) contract will be awarded for the products requested.

**VIII. GENERAL REQUIREMENTS**

A. The purchase contract between Truman and the selected Vendor will consist of (1) RFP and any amendments thereto, and (2) the proposal submitted by the selected Vendor in response to this RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP will govern. However, Truman reserves the right

to clarify any contractual relationship in writing with the concurrence of the selected Vendor and such written clarification will govern in case of conflict with the applicable requirements stated in this RFP or the selected Vendor's proposal response. In all other matters not affected by written clarification, if any, the RFP will govern. The Vendor is cautioned that its proposal will be subject to acceptance by Truman without further clarification.

- B. Any change to the contract including the specifications described herein must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the selected Vendor and Truman. Any amendments to the contract will (1) specify an effective date; (2) specify any increases or decreases in the amount of the selected Vendor's compensation, if applicable; (3) describe changes, if any, to the provisions of the contract; (4) be entitled as an "Amendment"; and (5) signed by the parties identified in the preceding sentence. The selected Vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, will be used or construed as an amendment to the contract.
- C. All reports, data and materials developed or acquired by the selected Vendor as a direct requirement specified in the contract/purchase order will become the property of Truman. All reports, data or materials that may reveal names or identification numbers of individuals, employees, or corporate entities, if not returned to Truman, must be properly destroyed so as to keep such information confidential. No reports or materials prepared, as required by the contract/purchase order, will be released to the public without the prior written consent of Truman.
- D. The selected Vendor will not at any time sell, convey, transfer, mortgage or assign any interest in the contract/purchase order, either in whole or in part, nor any of its rights, title, interest or privilege hereunder whatsoever, in the contract/purchase order.
- E. Vendor agrees that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. Vendor further agrees that no person having any such known interest will be employed or conveyed an interest, directly or indirectly, in the contract/purchase order.
- F. Vendor will not provide any perquisites, favors, or gifts to any Truman employees which tend to curry favor with any specific persons or which incur expenses to be borne by Truman. Vendor will not attempt to gain support and appreciation from any group of employees other than providing the highest quality services possible.
- G. Upon filing for any bankruptcy or insolvency proceeding by or against the Vendor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee or assignee for the benefits of creditors, the Vendor must notify Truman immediately. Upon learning of such actions, Truman reserves the right at its sole discretion to either cancel or reaffirm the contract.
- H. Truman may cancel the contract at any time for a material breach of any contractual obligation by providing the selected Vendor with a written notice cancellation. At its sole discretion, Truman may give the Vendor an opportunity to cure the breach or to explain how the breach will be cured. If the Vendor fails to cure the breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and charge the Vendor for any additional costs incurred as a result. Should Truman exercise its right to cancel the contract/purchase order for such a reason, the cancellation will become effective on the date as specified in the Notice of Cancellation sent to the selected Vendor.
- I. Any written notice of the Vendor will be deemed sufficient when deposited in the United States mail, postage prepaid, and addressed to the Vendor or at its address as listed on the signature page of the contract, or as such address as the Vendor may have requested in writing.
- J. The Vendor understands and agrees that monies required to fund the contract must be appropriated for each fiscal year included within the contract period (Truman's fiscal year runs July 1 through June 30).

The contract will not be binding upon Truman for any period in which funds have not been appropriated, and Truman will not be liable for costs associated with termination caused by lack of appropriations.

- K. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of goods and services. Data obtained through this consulting process must be handled as confidential and may not be shared with other Vendors who may want to do business with Truman without the prior written approval of the University's Purchasing Department. Any future business with Truman will be obtained through a proposal process.
- L. The contract will be construed according to the laws of the State of Missouri. The Vendor will comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- M. The Vendor represents himself/herself to be an independent Vendor offering such product and services to the general public and will not represent itself or its employees to be an employee of Truman. Therefore, the selected Vendor will assume legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify, save and hold Truman, its officers, agents and employees, harmless from and against any loss; cost (including attorney fees); and damages.
- N. The selected Vendor will provide Workman's Compensation Insurance for all workers involved with this project. The selected Vendor will also carry commercial liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate. The selected Vendor will provide certificates of insurance prior to the commencement of the project naming Truman State University as a certificate holder.
- O. If the Vendor's proposal contains any information deemed to be a trade secret or proprietary, this information must be identified. This information will not be disclosed outside Truman or duplicated other than to evaluate the Vendor's proposal. This restriction will not include price information.
- P. The selected Vendor, and all subcontracted Vendors, doing business with Truman must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by the selected Vendor or subcontracted Vendor is found to exist, Truman will take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all Respondents' lists until corrective action is made and ensured, and referral to the Attorney General's Office.
- Q. Buy American – Domestic Products Procurement Act. The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency or used or supplied in the construction, alteration, repair, or maintenance of any public works must be manufactured or produced in the United States unless such purchase would increase the cost of the contract by more than ten percent (10%) or would contravene any existing treaty, law, agreement, or regulation of the United States. As defined in 34.350 RSMo, United States means the United State of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. In order to receive preference for providing products, which meet the requirements outlined in the Missouri Domestic Products Procurement Act, the bidder must complete, sign and return the form provided with this packet with their bid. If this form is not completed, signed, and returned, the items bid will not be considered to meet the requirements for preference.
- R. In accordance with the State of Missouri (HB 1729) legislation passed and signed by the Governor of Missouri, public works projects valued \$75,000 or less are not subject to the Prevailing Wage Law. If labor will exceed \$75,000, the selected Bidder agrees to comply with Chapter 290, Revised Statutes of Missouri, which concerns the payment of prevailing wages on public works. A copy of the State

of Missouri, Division of Labor Standards Annual Wage Order No. 28, Section 001, Adair County, Annual Incremental Wage Increase, effective April 25, 2018 (Last updated March 10, 2021) is attached hereto and is a part of the contract. Not less than the prevailing hourly rate of wages determined by the Division shall be paid by a contractor or subcontractor. Contractor will forfeit a penalty to the Owner One Hundred Dollars (\$100) per day (or portion of a day) for each worker that is paid less than the prevailing rate for work done under the contract by the Contractor or by any Subcontractor under them. Contractor will provide the University Certified Payroll Records and a Prevailing Wage Affidavit prior to or with an approved invoice for work performed.

- S. Executive Order 03-27: Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. In addition to the above, Vendors must provide the following information:
1. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
  2. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
  3. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
  4. If any products and/or services offered under this RFP are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
  5. MBE/WBE Certification. In accordance with Executive Order 98-21, Vendors are encouraged and may be required per the RFP to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, and Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the <https://oeo.mo.gov/>.

\_\_\_\_\_ MBE      \_\_\_\_\_ WBE      \_\_\_\_\_ Both

In the evaluation of proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less.

Truman reserves the right to consider historic information and fact, whether gained from the Vendor's proposal response, question and answer conferences, references, or any other source, in the evaluation process. The final determination of award shall be made by Truman. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected. Truman will notify all Vendors responding to this RFP the Vendor whom has been selected to perform these creative design services. Any proposal award protest must be received within 20 days after the date of award.

## TRUMAN STATE UNIVERSITY PROPOSAL CERTIFICATION

Vendor certifies it is authorized to obligate the represented Vendor and further agrees with all terms, conditions, and requirements of the Truman's request for proposal. Vendor further certifies the responses and resulting proposal to Truman's request for proposal are true and accurate. In submitting a response to Truman's request for proposal, the Vendor understands:

- (1) That Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contract in the best interests of Truman.
- (2) Truman will first determine if a proposal satisfies the mandatory requirements stated in this request for proposal
- (3) The award will be based on the best proposal. Truman will consider all available information including, but not limited to, a Vendor's qualifications, reputation, financial position, references, available equipment, etc., when determining the best proposal.
- (4) It is also understood that proposals may not be withdrawn for a period of 60 days after the date and time set for the receipt of proposals.

The Vendor hereby affirms:

- (1) That I am the Vendor (if the Vendor is an individual), a partner in the Vendor (if the Vendor is a partnership), or an officer or employee of the Vendor having authority to sign on its behalf (if the Vendor is a corporation);
- (2) That the proposal has been arrived at by the Vendor independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposal designed to limit independent proposals or competition;
- (3) That the Vendor has fully informed itself regarding the accuracy of the statements made in their response.
- (4) The Vendor certifies that it (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The Vendor agrees to notify Truman of changes to this status, until an award has been made under this procurement action.

In compliance with this request for proposal, Project SP22-13 Security Camera System, and after reviewing all the terms, conditions, and requirements contained therein, the Vendor agrees to furnish such services in accordance with the specifications.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Federal Tax ID No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

## TRUMAN STATE UNIVERSITY PROPOSAL FORM

**Vendor Name:** \_\_\_\_\_

**To:** Truman State University  
106 McClain Hall  
Kirksville, MO 63501

**For:** Security Camera System

The Vendor hereby proposes and agrees to furnish the products to Truman as set forth in the specifications outlined for Project No. SP22-13 dated December 7, 2021. Please provide pricing for up to two options:

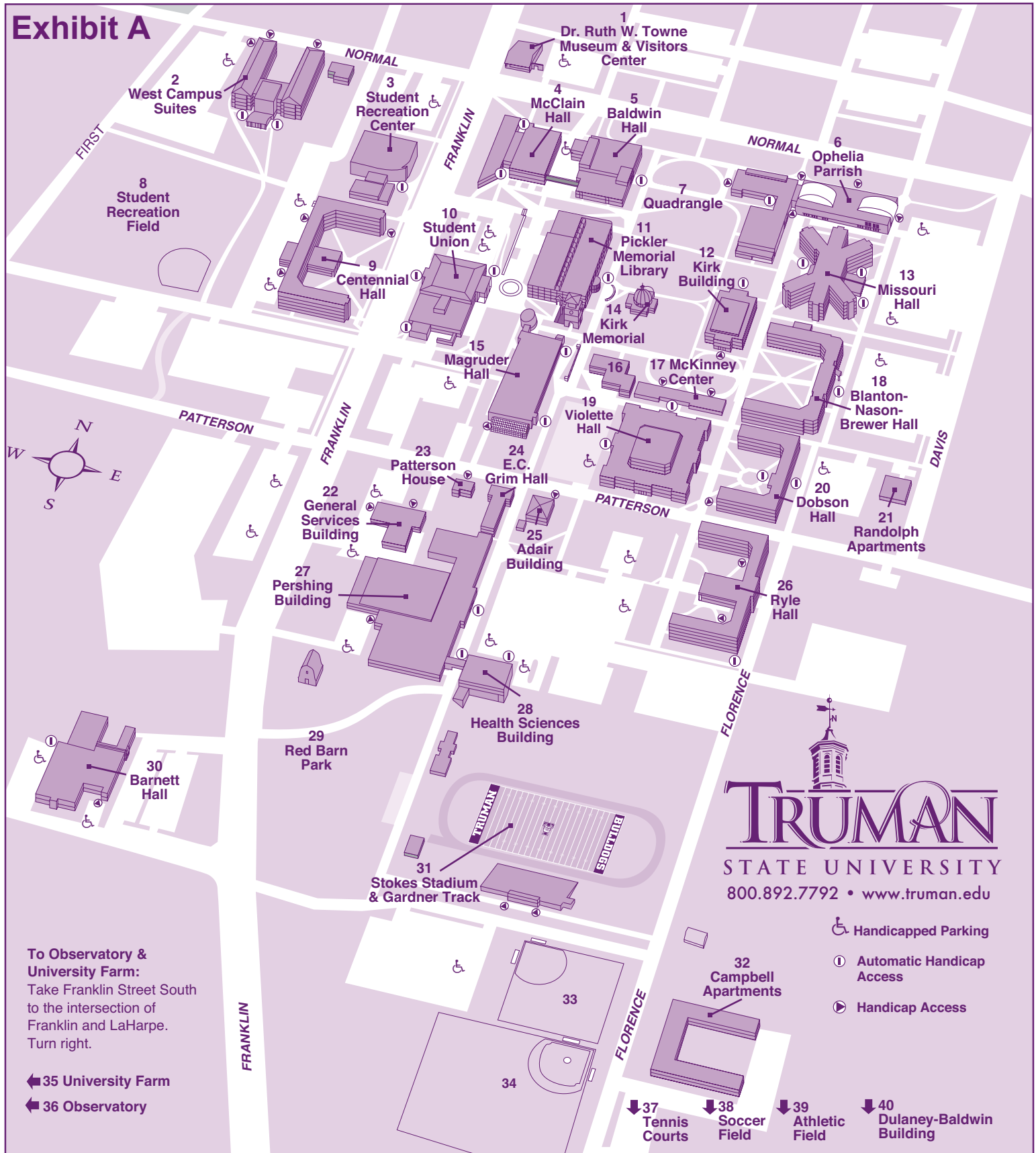
	<b>Proposal #1</b>	<b>Proposal #2 (Optional)</b>
Security Cameras	\$ _____	\$ _____
Associated Equipment	_____	_____
Software	_____	_____
Delivery	_____	_____
Installation	_____	_____
Other Ancillary Costs	_____	_____
Total Proposed Cost	\$ _____	\$ _____

Vendor hereby certifies that:

- Vendor has read and understands the request for proposal;
- Proposal is genuine and is not made in the interest of or on behalf of an undisclosed entity;
- Vendor has not induced or solicited any other vendor to submit a false or sham proposal;
- Vendor has not induced any person, vendor or corporation to refrain from responding;
- Vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or nationality in connection with the performance of the work.
- Vendor understands purchase may only commence upon acceptance of a Purchase Order/Contract from Truman.



# Exhibit A



- |  |                              |                             |                                   |                        |                            |
|--|------------------------------|-----------------------------|-----------------------------------|------------------------|----------------------------|
| 1 Admission/Ruth W. Towne Museum & Visitors Center | 32 Campbell Apartments       | 14 Kirk Memorial            | 13 Missouri Hall                  | 21 Randolph Apartments | 8 Student Recreation Field |
| 25 Adair Building                                  | 9 Centennial Hall            | 15 Magruder Hall            | 36 Observatory                    | 27 Ryle Hall           | 10 Student Union           |
| 39 Athletic Field                                  | 40 Dulaney-Baldwin Buildings | 4 McClain Hall              | 6 Ophelia Parrish                 | 29 Red Barn Park       | 37 Tennis Courts           |
| 5 Baldwin Hall                                     | 24 E.C. Grim Hall            | 23 Patterson House          | 27 Pershing Building              | 38 Soccer Field        | 35 University Farm         |
| 30 Barnett Hall                                    | 22 General Services Building | 11 Pickler Memorial Library | 29 Red Barn Park                  | 33 Softball Field      | 19 Violette Hall           |
| 34 Baseball Field                                  | 28 Health Sciences Building  | 16 Power Plant              | 31 Stokes Stadium & Gardner Track | 39 Athletic Field      | 2 West Campus Suites       |
| 18 Blanton-Nason-Brewer Hall                       | 12 Kirk Building             | 7 Quadrange                 | 3 Student Recreation Center       |                        |                            |



