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## Alvin C. York Agricultural Institute

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August 13, 2024

### Statement of Procurement Need

Alvin C. York Agricultural Institute (“York”), located in Jamestown, TN invites bids for a video recording & security system (hardware & software) that will enable school staff to record teaching lessons in rooms throughout the school building. This system will also have the ability to be used by school staff in the case of an emergency on school premises for monitoring and recording purposes.

The primary purpose behind this video recording & security system is to assist in addressing student learning loss currently occurring at York. This video system will include the functionality of 360-degree high pixel cameras and software to seamlessly manage camera access for teachers. This video system will support the acceleration and reteaching of learning opportunities. York teachers/faculty will be able to record and share their classroom’s instructional content with their students. This will also help address retention issues with students. In addition to academic support, it will give York teachers/faculty and school administration the tools to help students with social and emotional needs.

The secondary purpose behind this video system is the functionality of a separate interface for security/network recorder view. In case an unfortunate situation arises where York school administration needs real-time access to security footage, this functionality will enable them to have the ability to use this video recording & security system to gain real-time knowledge of school threats and their current activities.

**A site visit is required.** Site visits will be held on Wednesday September 4, 2024, and Thursday September 5, 2024, between the hours of 8:00a.m. – 12:00p.m. CT each day. Please contact John Bush at (931)897-2136 or email him at [John.Bush@yaidragons.com](mailto:John.Bush@yaidragons.com) for questions regarding the site visit.

### Scope of Work

The Contractor shall be responsible for providing the following:

1. **Removal and Disposal:** The Contractor shall be responsible for the removal and disposal of ALL product packaging at the conclusion of the installation/project.
2. **Compliance Reporting:** The Contractor shall be responsible for providing weekly submission of the Davis Bacon wage report to the Federal Programs Director (Julia Sells, [julia.sells@yaidragons.com](mailto:julia.sells@yaidragons.com)), throughout the project duration. The selected Contractor shall

provide the Federal Programs Director the Davis Bacon worker classifications that likely will be used on the project and the expected hourly wages of those classifications.

3. **On-Site Technical Point of Contact:** The Contractor shall work with the York Technology Director (Jerry Hyso, [jerry.hyso@yaidragons.com](mailto:jerry.hyso@yaidragons.com)) to ensure all technical, cabling, and system access meets required specifications and is compliant with security, access, and installation technical protocols of all hardware and software.
4. **Video System Installation:** The Contractor shall supply and install new video system materials and all necessary equipment in accordance with the following criteria:
  - a. ALL materials (cameras, cables, electrical hardware, etc.) installed in the classrooms/York designated locations shall be new (not previously used on or recycled from other Contractor projects).
  - b. The installation of ALL materials shall be in compliance with all applicable state of Tennessee building codes.
  - c. The Contractor shall provide protection of all classroom equipment, furniture, hardware, and materials during installation and shall not damage any existing school property.
  - d. The required 52 camera bundles installed in classrooms/York designated locations shall be NDAA compliant 12MP 360-degree.
  - e. The required 52 camera bundles shall be installed into the drop ceiling of each classroom/York designated location.
  - f. The Contractor shall install new CAT-6 network cables in each classroom/York designated location. These cables shall run from the camera to the nearest/most accessible network closet.
  - g. The Contractor shall use either Linux or Windows as the server OS. This server shall host the York teacher/faculty access application either locally (on-premise) or within the United States (if cloud-based).
    - 1) The Contractor shall ensure that York teachers/faculty will be able to access their classroom video for streaming, editing and archiving their video instructions as needed.
    - 2) Any editing of video recordings shall create a new copy of the video; leaving the original video recording intact.
    - 3) Video can only be edited and exported/shared by authorized users. The system shall keep an audit log of any video exported which includes username, date, and time the video was altered and exported/shared.
    - 4) The server shall have the capability to be backed-up daily, weekly, and monthly as desired; with the ability to set automatic “delete” schedules based on age of the recordings.

- 5) The Contractor shall destroy all Confidential State Data it holds (including any copies such as backups) in accordance with the current version of National Institute of Standards and Technology (“NIST”) Special Publication 800-88. The Contractor shall provide a written confirmation of destruction to the State within ten (10) business days after destruction.
- h. The video system shall include a network video recorder to be used to record a security stream from the cameras on an as needed basis.
    - 1) Security access to this system functionality shall be limited to designated York school administration, including the York Technology Director.
    - 2) York will provide a list of these individuals’ names and necessary contact information during the system testing step outlined below in Section 4.j.
    - 3) York school administration and the York Technology Director will have the ability to add or remove faculty member security access as needed.
    - 4) Access to the system will be controlled by an industry standard two-factor authentication (2FA) method.
  - i. Data/video stored on the video recorder server shall be encrypted to prevent unauthorized viewing/access to recordings.
  - j. Once the installation of all required hardware/software is complete, the Contractor shall conduct comprehensive testing to confirm the system is fully functional and receive written approval from the York Technology Director that it satisfies all requirements.
  - k. Once the installation of all required hardware/software and video system testing is complete, the Contractor shall provide virtual OR on-site trainings within thirty (30) calendar days for all York teachers/faculty. These trainings shall include the following two (2) separate sessions:
    - 1) The first training session shall be a broad training for all York teachers/faculty with a focus on the classroom recording functionality that will assist in addressing student learning loss. The date/time of this training session shall be proposed by the Contractor and agreed upon by the York Technology Director.
    - 2) The second training session shall be for the York school administration and the York Technology Director with a specific focus on the network video recorder functionality of the video system (how to properly use the security system, how to add or remove user access to the security system, etc.). The date/time of this training session shall be proposed by the Contractor and agreed upon by the York Technology Director.

Once both training sessions are completed, the Contractor shall provide the York school administration and the York Technology Director with written (paper form and/or electronic form) training materials and instructions on the video system’s functionality for future use.

1. After completion of the project, the Contractor shall provide a comprehensive cleanup, leaving no excess materials, tools, or debris on school property.
5. **Financial Considerations:** Pricing for this bid shall include for costs related to all work performed including, removal, material, freight, and installation.
6. **Safety and Compliance Inspection:** The Contractor shall conduct a comprehensive pre-inspection as part of the onsite inspection required by section 3.20 of the ITB Terms and Conditions, including an electrical inspection to ensure compatibility for all new video system with York's existing infrastructure. The Contractor shall also conduct a post-installation, including a comprehensive safety inspection with York to ensure all cameras and cabling are installed correctly and meet all local building codes and safety standards. This should include video testing and stability checks. The Contractor shall provide York with any report generated from such inspection.
7. **Warranty:** The Contractor shall provide at minimum, a comprehensive five-year warranty covering all materials and workmanship for the video system project at York. This warranty, effective from the date of project completion and acceptance, includes the structural integrity of the cameras, functionality of local application server and the network video recorder. The Contractor is obliged to repair or replace, without additional cost to York, any component found defective in material or workmanship during the warranty period. This encompasses all associated costs, including labor and materials. Such warranty shall apply to damages resulting from intentional misuse, third-party alterations or regular wear and tear.
8. **Required Permits:** The Contractor shall acquire all relevant building, safety, and other permits from local, state, and federal authorities before commencing work. The Contractor shall be responsible for ensuring that all work complies with applicable codes, laws, regulations, and standards, and shall bear all associated fees and costs. Copies of these permits must be provided to York for records.
9. **Background Checks:** The Contractor shall ensure that all employees and subcontractors provided under the Contract have a satisfactory background check prior to being assigned for service at York. This includes an FBI and TBI check, in accordance with T.C.A. § 49-5-413(d)(1)(A). A satisfactory background check for the purposes of this Contract means the check has no indications for offenses as outlined in T.C.A. § 49-5-413(d)(3). Clearance letters from the TBI for each employee shall be required prior to the first date of service, and York reserves the right to request documentation of background checks at any time. The Contractor shall be solely responsible for all costs associated with the background check.
10. **Required Contractor's License:** The Contractor shall have and actively maintain one or both of the below contractor's licenses during the entirety of the installation/project and throughout any beforementioned warranty period.
  - a. S-Audio Visual Systems and S-Low Voltage Cabling; AND/OR
  - b. Full CE (or a CE-D) (Sound and Intercom Systems, Fire Detection Systems, Signal and Burglar Alarm Systems, and Security Systems up to (70) volts.)
11. **All work is to be completed and invoiced by November 30, 2024.**

## Specifications for Video System Project

1. 52 Cameras Bundles for Classrooms
  - Each camera has 360-Degree view
  - Each camera has 12MP minimum resolution
  - Each camera has one stream for classroom recording view (for York teachers/faculty)
  - Each camera has one stream for security/network recorder view (for York school administration and the York Technology Director)
  - Each camera has the required mounting hardware
  - Each camera has CAT-6 cabling and installation from camera to the nearest/most accessible network closet
  
2. Network Video Recorder
  - Network access
  - Records security/network recorder view from cameras
  
3. Server
  - Functions as application host for ALL York teachers/faculty
  - Either Linux or Windows as the server OS
  - Appliance software that manages the classroom recording view
  - User permission access that is editable by York school administration and the York Technology Director
  - Can be either on-premise or cloud-hosted solution