



**REQUEST FOR PROPOSAL**  
**Security Camera Systems**

**Responses will be received at:  
National Heisey Glass Museum  
169 W Church St  
Newark, OH 43055**

**Proposals MUST be received at the above  
location (via email or mail) prior to 4:00 PM EDT,  
Friday, Aug 11, 2023.**

**For inquiries regarding this RFP contact:**

**Jay Goletz  
Chair, Properties Committee  
Heisey Collectors of America  
[business@heiseymuseum.org](mailto:business@heiseymuseum.org)**

The National Heisey Glass Museum reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.

**July 10, 2023**

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## NOTICE OF INTENTION REQUEST FOR PROPOSAL

# 1 Statement of Work

## 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective qualified vendors to submit a proposal to supply and install a Security Camera System at the National Heisey Glass Museum (NHGM) located in Newark, Ohio.

## 1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the National Heisey Glass Museum. National Heisey Glass Museum reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

# 2 General Information

## 2.1 Original RFP Document

National Heisey Glass Museum shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

## 2.2 The Organization

The National Heisey Glass Museum was opened in Newark, Ohio in 1974 in order to establish a permanent place for the display and study of glassware manufactured by A. H. Heisey & Company in Newark between 1896 and 1957. The Museum maintains a staff of eight including a Business Director, Museum Director / Curator and a number of additional staff.

## 2.3 Existing Technology Environment

The Museum does not currently have an existing CCTV infrastructure.

We are looking to:

- Implement and install a CCTV system.
- Have a scalable system for future growth.
- Have the capability of retaining video for longer periods of time.
- Have the ability to review footage offsite

## 2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

RFP Released July 10, 2023  
EST Site Visits by July 20, 2023  
EST Technical Questions/Inquiries due July 28, 2023  
EST Proposal Due and Opened Aug 11, 2023 at 4:00 PM  
EST Complete Initial Evaluation Aug 18, 2023  
EST Final Award Notification Aug 25, 2023

Site visits should be scheduled in writing with no less than 72 hours notice to Jennifer Miller, Business Manager via [jmiller@heiseymuseum.org](mailto:jmiller@heiseymuseum.org).

## 3. Proposal Preparation Instructions

### 3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to National Heisey Glass Museum as necessary to gain such understanding. The National Heisey Glass Museum reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the National Heisey Glass Museum reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to National Heisey Glass Museum.

### 3.2 Good Faith Statement

All information provided by National Heisey Glass Museum in this RFP is offered in good faith. Individual items are subject to change at any time. The National Heisey Glass Museum makes no certification that any item is without error. National Heisey Glass Museum is not responsible or liable for any use of the information or for any claims asserted there from.

### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

**3.3.1 Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between National Heisey Glass Museum and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Jay Goltez  
Chair, Properties Committee  
National Heisey Glass Museum  
169 W Church St  
Newark, OH 43055

Telephone: 740-345-2932  
Email: [business@heiseymuseum.org](mailto:business@heiseymuseum.org)

**3.3.2 Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any National Heisey Glass Museum employee or representative of any kind or capacity with the exception of Business / Management Staff for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

**3.3.3 Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to

July 28, 2023 at 4:00 p.m. (EDT)

- Errors and omissions in this RFP and enhancements. Vendors shall recommend to the National Heisey Glass Museum any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to National Heisey Glass Museum any enhancements, which might be in the National Heisey Glass Museum's best interests. These must be submitted in writing and be received prior to July 28, 2023 at 4:00 p.m. (EDT)
- Inquiries about technical interpretations must be submitted in writing and be received prior to July 28, 2023 at 4:00 p.m. (EDT). Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.4 **Addenda:** National Heisey Glass Museum will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda. All questions, answers, and addenda will be posted by Aug 4, 2023 at 5:00 p.m. (EDT).

National Heisey Glass Museum will not respond to any questions or requests for clarification that require addenda, if received by National Heisey Glass Museum after July 28, 2023 at 4:00 p.m. (EDT).

*All addenda will be posted to our Web site only: [www.heiseymuseum.org/rfp](http://www.heiseymuseum.org/rfp)*

### **3.4 Proposal Preparation and Submission**

In order to be considered for selection, vendors must submit a complete response to this RFP by **Aug 11, 2023, prior to 4:00 p.m. (EDT)**. Proposals must be signed by an authorized representative of the proposal and be delivered sealed to:

**Jay Goletz  
Chair, Properties Committee  
National Heisey Glass Museum  
169 W Church St  
Newark, OH 43055**

**Telephone: 740-345-2932  
Email: [business@heiseymuseum.org](mailto:business@heiseymuseum.org)**

**RE: Security Camera Systems RFP**

on or prior to Aug 11, 2023 at 4:00 p.m. (EDT). Vendors are to submit One original copy via email or U.S. Mail.

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.

4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed Security Camera System.
5. Vendor Certification – Completed and signed Vendor Certification (*Section 8*).

All information requested in the Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. The National Heisey Glass Museum may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP will not be required to give an oral presentation of their response to the National Heisey Glass Museum.

### **3.5 Criteria for Selection**

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply National Heisey Glass Museum with a Security Camera System identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

#### **Evaluation Criteria:**

1. Capability of vendor to provide IP Security Camera Solution
2. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's depiction average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management and support of the IP Security Camera solution
7. Capability of vendor to provide administrator and/or end user training
8. Cost effectiveness of the IP Camera Security Solution

# 4. Scope of Work, Specifications & Requirements

National Heisey Glass Museum is requesting proposals from qualified firms interested in providing Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware, a Network Voice Recording (NVR) System, NVR Software, a Video Management System, Support, Maintenance, Warranty, Cabling and Training.

## LOCATION:

**National Heisey Glass Museum  
169 W Church St,  
Newark, OH 43055**

After an Assessment of the current security mechanisms, it has revealed the following needs:

### **1-Needs to protect assets**

One of the most important parts of Asset Management is having the right equipment to do the job. Security cameras in open areas, galleries, interior and exterior of the building as well as the courtyard can help keep our assets safe, making the museum operations more efficient.

### **2-Needs to have remote monitoring**

Advances in IP video make it possible to view surveillance footage remotely from any internet browser, or in some cases, a mobile phone. This will allow the National Heisey Glass Museum to stay protected 24 hours a day.

### **3-Needs to monitor resource consolidation**

A consolidation of human and technology resources necessary for monitoring of all camera locations from a single view point with a single workflow and alarm trigger systems, as well as centralized video archiving.

### **4-Needs to have a 30-day retention**

It is imperative to have a minimum 30-days of retention of video camera footage. This needs to be redundant; both on premises and in the cloud storage that will accomplish this. A SIEM (Security Information and Event Management) will be required to maintain compliance of records, video and recordings. This will be included with the RFP.

### **5-Needs to have integrality**

The new system must be able to integrate to our current systems or enhance its function of our current systems. Alarms/panic buttons/card swipe/striker plates all need to be a consideration when going out for bid.

### **6-Needs to include support contract**

Any and all services/systems included in this RFP need to ensure we get a comprehensive Service contract to support all cameras/routers/DVR/and VMS Solutions (Video Management System)/ training.

### **7-Traffic needs to be encrypted**

All traffic between consoles/cameras and switches need to be encrypted while in transit and at rest.

## 4.1 Technical Specifications

### 4.1.1 Capacity and Scalability

The IP Security Camera solution should be capable of handling 12 or more cameras. The solution should have the capability of adding cameras as deemed necessary by the Museum.

#### Desired camera locations and amounts:

Exterior (4)

1- side of King House to view courtyard and parking lot (360)

1 shipping door alley

1 administration porch/mail delivery

1 alley corner (south side)

Interior (8)

1 museum entrance overhead

1 museum shop corner looking over shop/drawer

1 gallery 2 overview

1 library overview (able to turn off during meetings!)

1 lower level overview

2 King House corners to get all areas in view.

1 archives

### 4.1.2 Indoor and Outdoor Camera

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:

- A. Full High Definition (FHD) 5Mp IP based cameras (no lease or renting software/equipment)
- B. IP66 Rating to protect against dust and environmental elements
- C. IK10 rating for vandal resistant housing
- D. Infrared Illumination for night visibility
- E. Defocus Detection
- F. View DR (120dB) for areas that have lighting differences
- G. Capability to produce 30 FPS or more / 2048x1536 Res.
- H. Image stabilizing to reduce blurring
- I. Day/Night capability
- J. RJ45 Connectivity (Cat 6)
- K. Power Over Ethernet (PoE)
- L. 5-megapixel resolution
- M. Must have tamper detection
- N. Must have motion detection
- O. Capability to record audio
- P. Simple wall penetration for installation inside/outside
- Q. ONVIF capable



## 4.2 Video Management System

The proposed solution should describe the administration/management interface that will be used. 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, have the ability to record on alarm, supports video aging, and have the option to search by thumbnails. 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 email notification of critical system events.
3. Has the capability to store 36TB or more.
4. Has the capability to provide video monitors.
5. Has the capability to view live video and review historical video up to 1 month.

## 4.3 Support and Maintenance

National Heisey Glass Museum requires 3-years support and 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.

### 4.3.1 Service Provider

Please state the name of the company which will be delivering service and on-site support for each campus. If service has been outsourced to another firm, how long has this relationship been in effect?

### 4.3.2 Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

## 4.4 Engagement Methodology

The National Heisey Glass Museum is looking for 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 College campuses. The vendor will be responsible for coordinating with the Museum in configuring the networking equipment to work with the existing LAN.

# 5. Vendor & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
  - Full legal name of the company
  - Year business was established
  - Number of people currently employed
2. An outline of the product line-up and/or services they currently support.

3. A description of their geographic reach.
4. Information on its current clients, including:
  - Total number of current clients.
  - A list of clients with similar needs using similar products and/or services.
  - Evidence of successful completion of a project of a similar size and complexity, preferably Higher Ed.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## 6. Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for HPD's IP Camera Security solution project as described in this RFP. Costs should be identified as either capital or non capital in nature. The vendor must agree to keep these prices valid for 90 days as of May 1, 2023.

### 6.1 Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

<b>Three Year Total Cost Summary</b>						
<b>Costs</b>	<b>Total</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation & Training						
Project Management						
Miscellaneous						
Other (specify)						
<b>Total:</b>						

**Hardware:** List, describe, and record the cost of each piece of hardware that is required.

**Software Licensing:** List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

**Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

**Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

**Documentation & Training:** If there are fees associated with your user or technical documentation, list them here.

**Project Management:** If there are project management fees associated with your proposed solution, list and describe them here.

**Miscellaneous:** List and describe any other costs associated with your proposed solution.

## 7. Additional Terms & Conditions

### 7.1 Personal Information

#### 7.1.1 General

Depending on the circumstances, the National Heisey Glass Museum may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

#### 7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by National Heisey Glass Museum shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to the National Heisey Glass Museum. National Heisey Glass Museum will consider that the appropriate consents have been obtained for the disclosure to and use by National Heisey Glass Museum of the requested information for the purposes described.

### 7.2 Costs

The RFP does not obligate National Heisey Glass Museum to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of National Heisey Glass Museum.

### 7.3 Intellectual Property

The Respondent should not use any intellectual property of National Heisey Glass Museum including, but not limited to, all logos, registered trademarks, or trade names of National Heisey Glass Museum, at any time without the prior written approval of National Heisey Glass Museum, as appropriate.

### 7.4 Respondent's Responses

All Responses shall become the property of National Heisey Glass Museum and will not be returned.

### 7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Ohio.

### 7.6 No Liability

National Heisey Glass Museum shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

## **7.7 Nondiscrimination of Contractors**

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## **7.8 Tax Exempt Status**

Sales of goods to the National Heisey Glass Museum are NOT exempt from State sales tax.

## **7.9 Entire RFP**

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

# 8. Vendor Certification

This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the Security Camera System RFP issued by the National Heisey Glass Museum. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety (90) calendar days as of July 10, 2023.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify National Heisey Glass Museum of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: Title:

Signature: Date:

Name: Title:

Signature: Date:

**Signature of Authorized Officer:**

Name: Title:

Signature: Date:

# NOTICE OF INTENTION REQUEST FOR PROPOSAL

From:  
VENDOR'S NAME  
AUTHORIZED REPRESENTATIVE  
TELEPHONE NUMBER  
FAX NUMBER  
E-MAIL

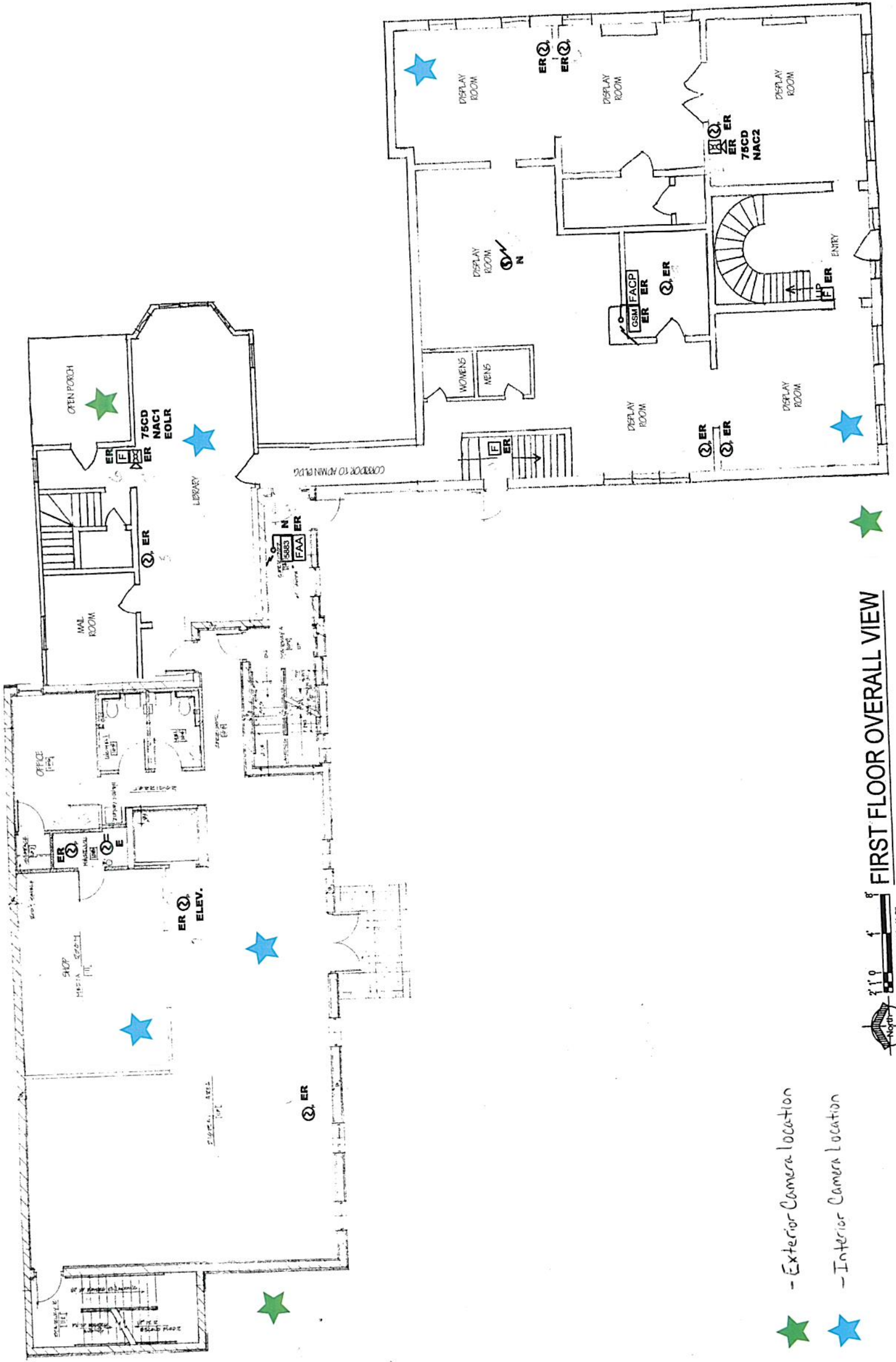
Please state your intention with regard to the Request for Proposal RFP-02-1920 Security Camera System by selecting one of the following:

Intends to respond to National Heisey Glass Museum Request for Proposal

Does not intend to respond to National Heisey Glass Museum Request for Proposal

TO:

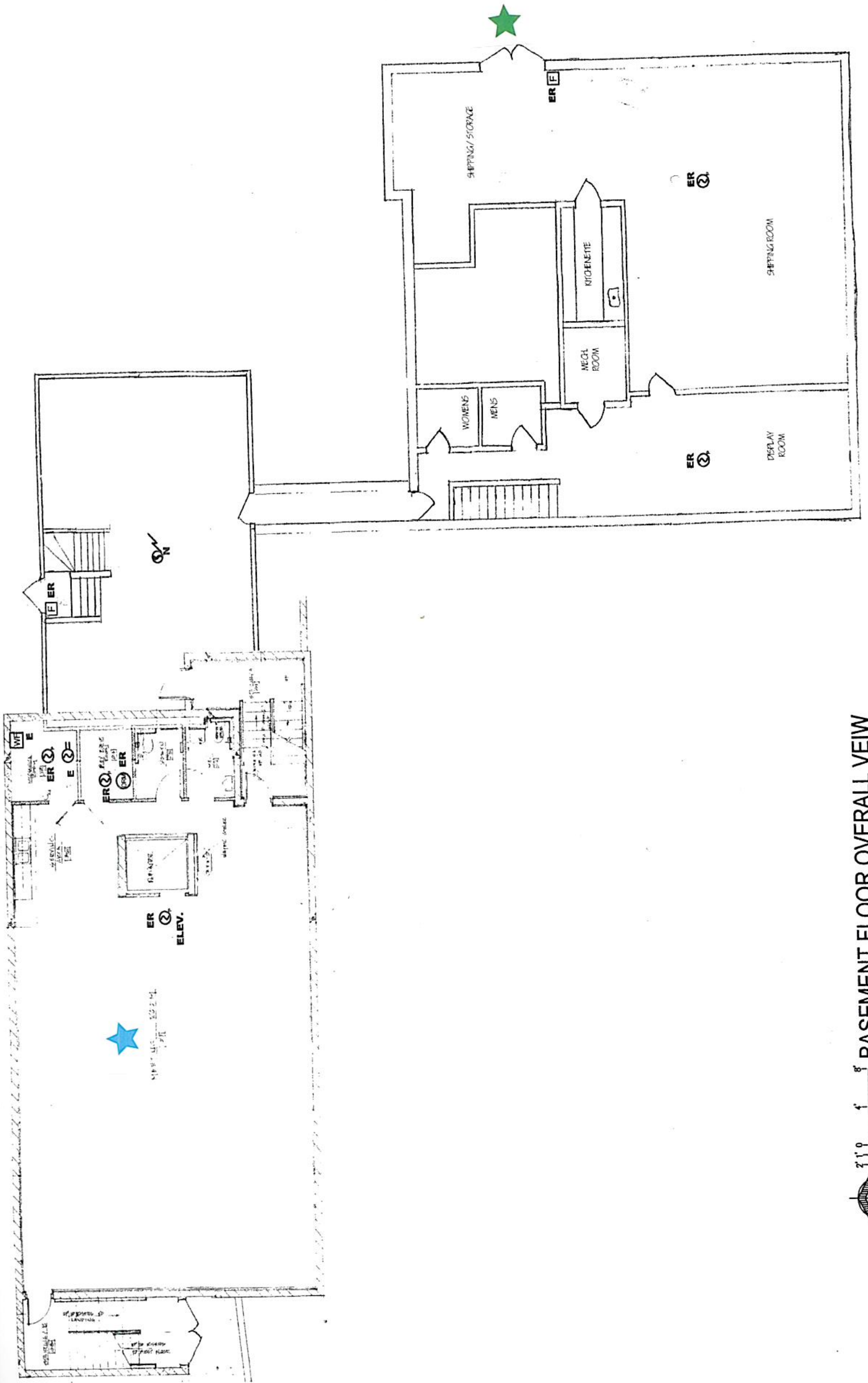
Jay Goltez  
Chair, Properties Committee  
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169 W Church St  
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Telephone: 740-345-2932  
Email:  
business@heiseymuseum.org



- ★ - Exterior Camera Location
- ★ - Interior Camera Location

**FIRST FLOOR OVERALL VIEW**





**BASEMENT FLOOR OVERALL VIEW**

