

# SOUTHERN OREGON UNIVERSITY

## **REQUEST FOR INFORMATION (RFI)**

**RFI 2021-12**

ADMINISTRATOR: Southern Oregon University

PHONE: (541) 552-6700

FAX: (541) 552-6138

### **Security Camera System**

ISSUE DATE: February 2, 2021

RFI DUE DATE: **March 2, 2021, 3:00 PM**

Web Viewers Note: There may be attachments to this RFI.  
Please contact the Procurement Analyst listed to obtain any necessary attachments.

**NO ORAL RESPONSES WILL BE ACCEPTED**

**NO LATE RESPONSES WILL BE ACCEPTED**

#### **Preferred Submittal Location:**

<https://sou.bonfirehub.com/portal>

#### **Alternative Submittal Location:**

Southern Oregon University  
Service Center, Susanne Homes  
1250 Siskiyou Blvd  
Ashland, OR 97520  
Phone: (541) 552-6700

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## **Schedule of Events**

Request for Information Issue Date.....February 2, 2021

Deadline for Vendor Questions about the RFI.....February 15, 2021 3:00 PM

Deadline for SOU Response to Questions .....February 17, 2021 3:00 PM

**Request for Information Due Date** .....March 2, 2021 3:00 PM

**Any changes to schedule dates will be posted on the website <https://sou.bonfirehub.com/portal>**

## **Purpose and Scope**

This is a Request for Information (RFI), issued by Southern Oregon University (SOU). The purpose of this RFI is to solicit potential service providers that will assist SOU leadership in determining the most cost effective method of procuring a security camera system.

## **Introduction and Background**

Southern Oregon University (SOU) began as Ashland Academy in 1872, and today serves as a regional University and center for education, culture and scholarship. The main campus is located in Ashland, Oregon, combining quality education with a spectacular location. Surrounded by rugged mountains, rivers, and lakes, the beautiful 175-acre campus is home to 6,100 students from around the world.

SOU is a four-year public university specializing in liberal arts, sciences, and select graduate and professional programs. Our faculty and staff create a dynamic environment that engages students in the process of learning. Our strong commitment to each student provides a personalized approach that is both academically challenging and personally supportive. Our rich liberal arts and sciences curriculum is balanced with career-focused preparation. With 100 areas of study including 35 majors, we are committed to making the educational experience unique and enriching for all of our students.

SOU's values are reflected in our mission statement:

Southern Oregon University is a regionally-engaged learning community committed to being the educational provider of choice for learners throughout their lives. We inspire curiosity and creativity, compel critical thinking, foster discovery, and cultivate bold ideas and actions. We achieve student success, professional preparation, and civic engagement through service excellence, evolving technologies, and innovative curriculum. We foster access, equity, inclusion and diversity in thought and practice. We prepare our learners to be responsible, engaged citizens in our democracy. We promote economic vitality, sustainability, cultural enrichment, and social well-being in our region, the state, the nation, and the world.

SOU is committed to sustainability and it is integral to all we do.

SOU's current security camera system has been built slowly over a period of numerous years without a clear vision for the future. The current system is overburdened and near the end of its recommended lifespan. The purpose of this information request is to identify a more technologically advanced security camera and recording system that will provide more coverage capabilities.

Based on the responses to this RFI, SOU may choose to issue a competitive solicitation for the purchase of a security camera system. Any firm that submits a response to this RFI will be notified directly if a solicitation is issued.

SOU seeks to obtain goods and services that represent "best value" to the university, in accordance with applicable federal and state regulations. Solicitations issued by the university are administered in accordance with the university's procurement policies and procedures.

## **Important Notices**

### **Responsibilities for Each Vendor Participating in the Proposal Process**

Southern Oregon University requests that all potential respondents refer daily to the Bonfire Procurement Gateway (Bonfire) website portal (<https://sou.bonfirehub.com/portal>) to check for any available amendments or addenda, responses to inquiries and/or questions, cancellations, and any and all additional information regarding this posted Request for Information (RFI). Bonfire is SOU's official process for notification to potential respondents.

All respondent questions and inquiries must be sent by email to the contact person listed below. The subject line of the email must state the following: "RFI 2021-12 for Security Camera System". Any questions and inquiries that are not so submitted and identified may not receive a response in a timely manner.

Submit Requests for Clarification and Protests to the following SOU representative:

Southern Oregon University  
Service Center, Susanne Homes  
1250 Siskiyou Blvd  
Ashland, OR 97520  
E-Mail: [sou-rfp@sou.edu](mailto:sou-rfp@sou.edu)  
Voice: (541) 552-6700  
Fax: (541) 552-6138

### **Submission of RFI Responses**

The original Proposal must be **signed in blue ink** by an authorized representative of the Responder. Alterations or erasures shall be initialed in ink by the person signing the Proposal. Proposals may not be submitted by telephone or fax.

It is the responsibility of the Responder to ensure that Proposals arrive by the Closing Date and Time. **LATE PROPOSALS WILL NOT BE ACCEPTED.** Proposals may be hand delivered, or mailed to:

#### **Hand Delivery:** *(Including UPS, FEDEX)*

Southern Oregon University  
Service Center, Susanne Homes  
1250 Siskiyou Boulevard  
Ashland, Oregon 97520

#### **Mailing Address:**

Service Center  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, Oregon 97520

SOU shall not be responsible for identifying or considering any RFI not properly marked and not submitted in a timely manner.

### **Equal Opportunity**

SOU promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual origin, or veteran status.

### **Trade Secrets and Oregon Public Records Law**

If your response contains any information that is considered a “trade secret” under ORS 192.501(2), the Responder must mark each sheet of such information with the following legend:

“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular interest” ORS 192.501(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determinations made pursuant to the Public Records Law.

The above restriction may not include cost or price information, which must be open to public inspection. An entire response marked as proprietary (“trade secret”) is unacceptable. The Responder will be requested to mark only specific pages or text and return the response prior to closing. Responses in which the entire document is marked or otherwise identified in its entirety as confidential or a “trade secret” will be rejected as non-conforming.

Please note that information sent electronically may not be secure, and that SOU assumes no liability for information that in any way becomes a part of the public domain prior to receipt of any email.

**Contact Persons.** Please list the name(s), address, telephone numbers, and email address of all persons we may contact if we have questions regarding your Response.

**Response Date.** Responses must be received no later than the date and time specified on the cover page. This is not a bid or proposal solicitation.

**Ownership and Costs.** Ownership of all data, material, and documentation originated and prepared for SOU pursuant to this RFI will belong exclusively to SOU. Any costs in the preparation of your Response, including cost and expenses for site visits, are entirely your responsibility.

**Conditions and Limitations.** This RFI does not represent a commitment or offer by SOU to enter into an agreement with the Responder or to pay monies or costs incurred in the preparation of a response to this request.

**Caution to Responders.** SOU is not responsible for locating or securing any information that is not identified in the RFI and reasonably available to SOU. Responders are encouraged to ask questions to clarify items in the RFI.

## **RFI Instructions and Requirements**

1. All vendors shall use the SOU Service Center as a sole point of contact for all communication throughout the entire RFI process. Vendors shall not, under any circumstance, contact (directly or indirectly) any other person within SOU.
2. Each vendor will identify a single point of contact for all matters during the RFI process.
3. RFI responses may be withdrawn by a vendor prior to 3:00 PM local time on March 2, 2021, but not thereafter.
4. Vendors are entirely responsible for any expenses that are associated with their RFI responses. SOU shall have no responsibility for respondents' expenses.
5. SOU reserves the right to perform whatever research it deems appropriate in order to assess the merits of any vendor's RFI response. Such research may include, but is not necessarily limited to, discussions with outside consultants, interviews with the vendor's existing clients, and analyses of industry reports.
6. SOU reserves the right to seek clarifications and follow up information from vendors.
7. In the event of litigation, the related matters shall be governed by and construed in accordance with Oregon law. The venue shall be with the appropriate state or federal court located in Jackson County, Oregon.
8. By submitting an RFI response, the vendor warrants that the proposed products and services comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)) and its implementing regulations. Vendor agrees to make the requirement applicable to any and all subcontractors.
9. All vendors' questions about this RFI shall be submitted in writing via email to [sou-rfp@sou.edu](mailto:sou-rfp@sou.edu) no later than 3:00 PM local time on **February 15, 2021**.
10. Each submittal shall be signed by the vendor with his/her usual longhand signature, and by a person who has the legal authority to bind the vendor in all relevant matters. When requested by SOU, satisfactory evidence of the authority of all those who signed the proposal shall be furnished.
11. By submitting an RFI response, the vendor agrees that it shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The vendor shall take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during their employment without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in a conspicuous place, available to employees or applicants for employment, notices to be provided by their supplying officer setting forth the provisions of the nondiscrimination clause; the vendor, where applicable will in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to their age, race, creed, color, national origin, ancestry, marital status, or sex.

12. The vendor shall comply with all federal, state and municipal laws and regulations including but not limited to those concerning equal employment opportunity, employment eligibility under the Immigration Reform and Control Act of 1987, safety, and wage and hour, regardless of race, religion, color, age, sex, marital status or national origin. The vendor further represents that all services provided hereunder shall comply with the Occupational Safety and Health Act as amended, including all regulations adopted pursuant thereto and in effect at the time of service.
13. By submitting an RFI response, the vendor certifies that its submittal is made without collusion or fraud, and that they have not offered or received any inducement, or kickback in connection with the RFI.