

# **INTERNAL AUDIT REPORT**

**Review of Installation and Replacement  
of Video Surveillance Systems  
Bid No. 28-134T and Bid No. 55-045C  
June 2015**



**BROWARD COUNTY  
PUBLIC SCHOOLS**

*The Nation's Sixth Largest School District*



**To be presented to the:**

**Audit Committee on  
September 3, 2015**

**The School Board of Broward County, Florida on  
October 6, 2015**

**By**

**The Office of the Chief Auditor**



# **Broward County Public Schools**

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August 27, 2015

Members of The School Board of Broward County, Florida  
Members of The School Board Audit Committee  
Mr. Robert W. Runcie, Superintendent of Schools

Ladies and Gentlemen:

In accordance with the 2015-2016 Audit Plan, we performed the Review of Installation and Replacement of Video Surveillance Systems Bid No. 28-134T and Bid No. 55-045C. The primary objectives of the audit were to review the monitoring process and controls by management administering the procurement of installation of video surveillance equipment and repairs; determine whether the invoices paid for the projects and repairs were in compliance with prices approved by the Board for Bid No. 28-134T and Piggyback Agreement No. 55-045C; analyze the vendor installation and repair processes and billings, to ascertain whether work performed was completed in an effective and efficient manner; and report recommendations to the administration, if needed.

We reviewed the Installation and Replacement of Video Surveillance Systems including an examination of the contract documents, which consisted of Bid No. 28-134T, Piggyback Agreement No. 55-045C, Palm Beach County Contract No. 11C-36S, vendor installation proposals, service work orders, invoices, price lists and other documentation.

It is the opinion of the Office of the Chief Auditor that management needs to improve efficiency and strengthen internal controls over the installation and replacement of video surveillance systems throughout the District, as well as adhering to contract terms by strengthening internal controls over surveillance equipment purchases and ensuring Compliance with SBBC Business Practice Bulletin O-100 – Procedure for Property and Inventory Control; strengthening procedures over the repair/replacement of surveillance equipment; improving efficiency by eliminating the process of installing and removing “loaner” surveillance equipment and maintaining an inventory system of all surveillance equipment removed from District sites by the vendor; obtaining competitive solicitations when making purchases in excess of \$50,000, as required by School Board Policy 3320 - Purchasing Policies; and ensuring that the terms and Special Conditions in Contract No. 55-045C are met prior to approval of invoices for payment. A follow up response to management’s response was provided by our office for Finding #1.

This report will be presented to the Audit Committee at its September 3, 2015 meeting and will be presented to the School Board at its October 6, 2015 meeting.

Sincerely,

Patrick Reilly, CPA  
Chief Auditor  
Office of the Chief Auditor

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## **EXECUTIVE SUMMARY**

In accordance with the 2015-2016 Audit Plan, we reviewed Bid No. 28-134T Installation and Replacement of Video Surveillance Systems for compliance with Contract Documents and School Board of Broward County, Florida policies. In addition, as part of our audit procedures, we reviewed Piggyback Contract from The School District of Palm Beach County after Bid No. 28-134T was terminated on November 12, 2014. The School Board prepared a contract No. 55-045C Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services, that was awarded on November 12, 2014. This contract was a piggyback on the School District of Palm Beach County, Invitation to Bid/Contract No. 11C-36S.

### **Objectives**

The primary objectives of the audit were to:

- review the monitoring process and controls by management administering the procurement of installation of video surveillance equipment and repairs;
- determine whether the invoices paid for the projects and repairs were in compliance with prices approved by the Board for Bid No. 28-134T and Piggyback Agreement No. 55-045C;
- analyze the vendor installation and repair processes and billings, to ascertain whether work performed was completed in an effective and efficient manner; and
- report recommendations to the administration, if needed.

### **Scope and Methodology**

This review of the Installation and Replacement of Video Surveillance Systems includes an examination of the contract documents, which consist of Bid No. 28-134T, Piggyback Agreement No. 55-045C, Palm Beach County Contract No. 11C-36S, vendor installation proposals, service work orders, invoices, price lists and other documentation.

Our audit was conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The aforementioned standards require that we plan and perform the audit to ensure a reasonable basis for our judgments and conclusions regarding the function under audit. An audit includes assessments of applicable controls and compliance with the requirements of laws, rules and regulations when necessary to satisfy the audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

It is our responsibility to perform the review under generally accepted auditing standards and Government Auditing Standards, as well as provide recommendations to improve operations, strengthen internal controls and ensure compliance with the requirements of laws, rules and regulations in matters selected for review. It is the administration's responsibility to implement recommendations, to maintain an internal control environment conducive to the safeguarding of District assets and to preserve the District's resources, and to comply with applicable laws, regulations and School Board policies.

The procedures used to satisfy our objectives in this audit included the following:

- Review the Invitation to Bid, Form of Agreement Between Owner & Contractor;
- Review vendor invoices and service work orders for installation projects and service repairs;
- Review contract price lists;
- Conduct interviews with District management and vendor;
- Perform other auditing procedures as deemed necessary.

## **Background**

The District provides video surveillance equipment in all District locations, including elementary, middle and high schools, centers and administrative sites, to ensure safety and security of all students, staff and visitors. There are approximately 8,500 cameras districtwide. The need to replace obsolete equipment, install new surveillance cameras and repair existing systems is an ongoing process. The Broward District School Police Department's Supervisor, Alfonso Gebbia, is responsible for managing contractual services contracts for video surveillance installation, repair services, parts, labor and equipment of video surveillance systems at schools and departments throughout the District. Since February 2008, the District has spent approximately \$10 million in surveillance equipment purchases and services, primarily using Bid No. 28-134T. Since 2007, we have used the services of Holb Sierra Corporation in the following contracts:

### **Bid No. 28-134T Installation and Replacement of Video Surveillance Systems**

Bid No. 28-134T was awarded to Holb Sierra Corporation on February 20, 2008. (See Exhibit A). The contract period was from February 21, 2008 through February 28, 2013. Purchase orders were issued as work was ordered, in lieu of a written contract at the time of award. The bid was awarded, and included a Bid Summary Price Sheet. This bid was extended through February 28, 2015; however, the bid was terminated on November 12, 2014, due to staff's request to discontinue the use of Bid No. 28-134T, because it was impacted by changes to Policy 3320 Purchasing Policy. The bid exceeded the authorized spending authority of \$4 million. On November 12, 2014, the District proceeded to use a piggyback contract through the School District of Palm Beach County, Bid Contract No. 11C-36S.

### **Bid Contract No. 11C-36S School District of Palm Beach County – Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services (Piggyback Agreement 55-045C) with Holb Sierra using the terms and conditions of Bid Contract No. 11C-36S**

As mentioned above, Bid No. 28-134T was terminated. The District approved a piggyback agreement using the School District of Palm Beach County, Contract No. 11C-36S. The District prepared a contract with Holb Sierra Corporation (one of the eight awarded vendors) for an amount not to exceed \$1 million, using the Palm Beach County terms and conditions (Bid No. 55-045C). This contract period is from November 13, 2014 through May 4, 2016. As of May 31, 2015, a total of \$25,500 has been expended under this piggyback contract (55-045C). (See Exhibit B). The District is planning to solicit a new bid at a future date.

## Opinion and Summary of Results

We reviewed the Installation and Replacement of Video Surveillance Systems including an examination of the contract documents, which consisted of Bid No. 28-134T, Piggyback Agreement No. 55-045C, Palm Beach County Contract No. 11C-36S, vendor installation proposals, service work orders, invoices, price lists and other documentation.

It is the opinion of the Office of the Chief Auditor that management needs to improve efficiency and strengthen internal controls over the installation and replacement of video surveillance systems throughout the District, as well as adhering to contract terms.

We summarized our findings below:

- Strengthen Internal Controls over Surveillance Equipment Purchases and Ensure Compliance with SBBC Business Practice Bulletin O-100 – Procedure for Property and Inventory Control;
- Strengthen Procedures Over the Repair/Replacement of Surveillance Equipment;
- Improve Efficiency by Eliminating the Process of Installing and Removing “Loaner” Surveillance Equipment and Maintaining an Inventory System of all Surveillance Equipment Removed from District Sites by the Vendor;
- Obtain Competitive Solicitations When Making Purchases in Excess of \$50,000, as Required by School Board Policy 3320 - Purchasing Policies; and
- Ensure that the Terms and Special Conditions in Contract No. 55-045C are Met Prior to Approval of Invoices for Payment.

We would like to thank the Broward District Schools Police Department and all District personnel who aided in the completion of this report.

Audit performed by:

Mark Magli  
Joe Wright

Submitted by:

Patrick Reilly, CPA  
Chief Auditor  
Office of the Chief Auditor

## **SECTION I**

## **FINDINGS**



## **FINDING #1**

### **Strengthen Internal Controls over Surveillance Equipment Purchases and Ensure Compliance with SBBC Business Practice Bulletin O-100 – Procedure for Property and Inventory**

## **CONDITION**

The Broward District Schools Police Department (BDSPD) via Capital Budget did not follow proper purchasing protocols with regard to the itemized acknowledgement of goods received for new surveillance system components. This practice inhibits staff's ability to physically account for and/or track systems, system enhancements or modifications, as required. (See Exhibit C).

## **CRITERIA**

In accordance with Business Practice Bulletin O-100 – Procedure for Property and Inventory Control, the following requirements outline the procedures to appropriately account for tangible personal property.

Business Practice Bulletin O-100 Procedure for Property and Inventory Control, Section A - PURCHASING TANGIBLE PERSONAL PROPERTY states:

- “1. All non-consumable tangible personal property with a unit value of \$1,000 or greater must be ordered through the District's Purchasing system utilizing appropriate coding.
2. When ordering tangible personal property, locations are prohibited from purchasing items in “lots”, “bundles”, or “attached lists”. The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the appropriate delivery address should be noted. The Supply Management & Logistics Department (currently Procurement and Warehousing Services Department) will reject all requisitions for tangible personal property not complying with appropriate guidelines.
3. When tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word “none” should be utilized when receiving those items online that do not have a manufacturer assigned serial number.”

## **CAUSE**

Equipment was purchased in “bundles”, rather than accounting for each surveillance equipment item purchased. Items were not ordered on unique lines of a requisition; therefore, at the time of acknowledging receipt of goods, purchases were recorded as bundled items. The Procurement and Warehousing Services Department did not reject requisitions that did not comply with the appropriate guidelines. Surveillance equipment received on-line was not processed separately, in order to record the unique serial number for each item.

## **IMPACT**

School administrators are unable to specify and monitor surveillance equipment at their assigned facilities. New systems and system upgrade purchases are usually initiated by the BDSPD via the Capital Budget Department. System expansion (surveillance cameras, DVD recorders, etc.) is periodically funded by School based administrators, but the design and approval is provided by BDSPD.

## **RECOMMENDATIONS**

We recommend that the BDSPD take action necessary to ensure compliance with Business Practice Bulletin O-100 regarding the purchasing, tracking and recording of new and existing surveillance components as part of their active inventory roster. Specifically, all departments must adhere to the established goods receiving procedures for new equipment purchases. Items must be physically verified by the designated District staff and subsequently recorded in the asset records for tangible personal property (via SAP Purchasing Module) as individual components. Bundled purchases are prohibited.

## **MANAGEMENT'S RESPONSE – Broward District Schools Police Department**

**Position:** Agree

**Action taken:** *Currently In-progress and to be completed within 30 days*

### **Response/Recommendation:**

We will review Business Practice Bulletin O-100 Procedures for Property & Inventory Control and implement procedures to ensure that surveillance equipment purchases are not “bundled”. Surveillance equipment with a unit value of over \$1,000 will be ordered on separate lines of the requisition and acknowledgement of goods received for new equipment will be documented and recorded in the asset records for tangible personal property.

## **MANAGEMENT'S RESPONSE – Procurement & Warehousing Services Department**

Procurement & Warehousing Services agrees with the concerns raised in the report regarding items being “bundled” and on “attached lists” in requisitions rather than being itemized.

In collaboration with the Broward District Schools Police Department, the following process is recommended for processing requisitions:

- The police department will submit a “framework” requisition with two line items:
  - Line 1 – Service calls at \$55 per hour
  - Line 2 – Miscellaneous parts and repairs under \$1,000

Line 1 – Allows the police department staff to dispatch the security company out to a District location immediately to make an assessment. Due to the nature of this service, processing a

purchase order for each service call would not be effective; therefore, a “framework” purchase order is needed for immediate service.

Line 2 – Allows the security company to make repairs under \$1,000 at the time of the service call.

- In the event that a repair and/or parts are over \$1,000, the security company is not authorized to make the repair until they provide an itemized proposal to be approved by police staff. Once approved, an itemized requisition will be processed by police staff and electronically submitted to the procurement department for a purchase order. This process will satisfy the requirement of tracking property and inventory.

### **OCA’S FOLLOW UP RESPONSE**

As noted in our recommendation, all departments must adhere to the established goods received procedures for new equipment purchases, as outlined in Business Practice Bulletin O-100 Procedures for Property & Inventory Control. The current and the prior contracts for review and replacement of video surveillance systems included procedures for the purchase of new installation systems that required the breakdown of equipment purchases over \$1,000. Our concern was bundled purchases (see Exhibit C), which is prohibited by Business Practice Bulletin O-100. As noted, items should not be bundled and assets over \$1,000 need to be captured as tangible personal property. This process is for new installations, as well as purchases for replacement of video surveillance equipment that costs more than \$1,000. Lastly, the service calls under the new piggyback contract (Bid #55-045C) are \$60 per hour.

## **FINDING #2**

### **Strengthen Procedures Over the Repair/Replacement of Surveillance Equipment**

#### **CONDITION**

During our review, we noted that the Broward District Schools Police Department (BDSPD) does not maintain records or physically verify the exchange/replacement of pre-existing surplus equipment components, despite authorizing payment for services. School/Department based personnel are present during the installation or repair work, but do not possess the necessary skills to provide oversight. In addition, the BDSPD does not monitor or review the cost of repairs for equipment sent out to sub-contractors of the vendor. Items declared obsolete by the vendor are not being returned to the District, so that the District can properly dispose of the equipment, in accordance with Florida Administrative Code 69I-73.005 Disposition of Property and Business Practice Bulletin O-100 Procedure for Property and Inventory Control. This condition occurred in the terminated contract No. 28-134T and continues to occur in the current piggyback contract No. 55-045C.

We also noted that in most instances, permits and inspections were not obtained for new installation of surveillance equipment, as required by the Florida Building Code.

In addition, there is inadequate segregation of duties over the procurement process for the installation of new surveillance systems and repair work, in that only one individual is responsible for accepting the proposal from the vendor, requesting the purchase order from Capital Budget, authorizing work and signing off on the completion of the work performed by the vendor. Although the Capital Budget staff processes the Purchase Requisition from the BDSPD administrator, they are not responsible for authorizing work or verifying the receipt of work or subsequent installation. Their role is only to verify the accuracy, accounting, coding and funding source of the invoice before forwarding to the Capital Payment Department.

#### **CRITERIA**

The Florida Administrative Code 69I-73.005 Disposition of Property, outlines the requirements for appropriately accounting for tangible personal property:

“(1) Methods of Disposition – Property within the meaning of these rules may be lawfully disposed of, as provided in Sections 274.05, 274.06 and 274.07, F.S. Property of the governmental unit which is not accounted for during regular or special inventories shall be subject to the rules regarding unaccounted for property (See Rule 69I-73.006, F.A.C.).

(2) Required Information – The following information shall be recorded on the individual property record for each item lawfully disposed of, pursuant to Sections 274.05, 274.06 or 274.07, F.S.:

- (a) Date of disposition.
- (b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, F.S.).
- (c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
- (d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.

(e) For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in).

(f) For property certified as surplus, reference to documentation evidencing that such property was disposed of in the manner prescribed by Section 274.05 or 274.06, F.S.”

Business Practice Bulletin O-100 Procedure for Property and Inventory Control, Section F Surplus of Tangible Personal Property provides specific procedures for the removal of surplus equipment.

The Florida Building Code outlines the requirements for permitting and inspection of renovation/remodeling of surveillance equipment.

Florida Statute 287.057(15) stipulates “For each contractual services contract, the agency shall designate an employee to function as contract manager who shall be responsible for enforcing performance of the contract terms and conditions and serve as liaison with the contractor. The agency shall establish procedures to ensure that contractual services have been rendered in accordance with the contract terms prior to processing the invoice for payment.”

### **CAUSE**

The BDSPD staff defers to the vendor, Holb Sierra Corporation, to provide system assessments regarding repair and/or potential new purchases. District management does not verify prices for purchases of equipment or repairs to existing equipment.

The BDSPD did not ensure that permits and inspections were obtained for installation projects, as required by the Florida Building Code.

The BDSPD has only one individual responsible for managing projects, from the initiation to the completion, for the installation of video surveillance equipment.

### **IMPACT**

Repairs of components are executed based on the third party analysis. Replacement equipment is purchased from the same vendor. Old equipment is forfeited to the vendor without compensation. No specific log of the removed components is kept by District to ensure that rebuilding, modifying or repurposing of equipment is managed efficiently. Essentially, the vendor, Holb Sierra Corporation, uses District equipment for parts in the repair of equipment for which no information on cost avoidance or trade-in value is maintained or documented by District staff.

The lack of a consistent permit and inspection process increases the risk that work is not performed according to the requirements of the Florida Building Code.

The lack of adequate segregation of duties minimizes the internal control over the purchases made under this service contract.

## **RECOMMENDATION**

We recommend the Broward District Schools Police Department ensure compliance with Florida Administrative Code 69I-73.005 Disposition of Property, Business Practice Bulletin O-100 Procedure for Property and Inventory Control, Florida Building Code and Florida Statute 287.057(15) for the removal and final disposal of surveillance equipment when the items have been assessed, documented and authorized to be retired from active use. Trade value should be sought and subsequently documented, when applicable. The BDSPD should monitor and obtain documentation for the cost of repaired items sent out by the vendor to a sub-contractor. In addition, all purchases of new equipment should be verified with the approved vendor's pricelist. Also, exchanges and/or removal of surveillance equipment by the vendor should be documented/logged by manufacturer's serial number to ensure against the re-issuing of the same equipment.

We also recommend that permits are obtained and inspections are performed when required for new installation of surveillance equipment.

Additionally, the procurement process for video surveillance equipment should be strengthened by establishing an additional review and approval of vendor proposals and invoices by an additional BDSPD administrator.

## **MANAGEMENT'S RESPONSE – Broward District Schools Police Department**

**Position:** Agree

**Action taken:** *Currently In-progress and to be completed within 90 days*

### **Response/Recommendation:**

- We will review the Florida Administrative Code 69I-73.005 Disposition of Property and Business Practice Bulletin O-100 Procedures for Property & Inventory Control to ensure compliance with the requirements for the disposition of property.
- We also will ensure that permits are obtained and inspections are performed for all new installations of surveillance equipment at District sites.
- We will strengthen our approval process over the procurement of video surveillance equipment purchases and repairs to include additional administrative approval.

### **FINDING #3**

#### **Improve Efficiency by Eliminating the Process of Installing and Removing “Loaner” Surveillance Equipment and Maintaining an Inventory System of all Surveillance Equipment Removed from District Sites by the Vendor**

### **CONDITION**

The Broward District Schools Police Department incurs additional labor charges due to the current process of having multiple service visits to various locations for the analysis, removal, repair and installation of surveillance equipment. Currently, the vendor removes equipment in need of repair and replaces it with a loaner unit owned by the District. Subsequently, when the original equipment is repaired, the vendor returns and removes the loaner unit and replaces it with the repaired equipment. During our review of paid invoices and supporting documentation, we observed multiple instances where this process occurred. For example, listed below are two schools where loaners were installed and later removed, resulting in labor costs which could have been avoided:

<b>School</b>	<b>Billing Invoice</b>	<b>Service Invoice</b>	<b>Invoice Date</b>	<b>Purchases &amp; Repair Charges</b>	<b>Labor Charge</b>	<b>Total Charges</b>
Tamarac Elementary	21467	26231	2/27/14		\$82.50	\$82.50
		26337	3/31/14	\$495.00	\$82.50	\$577.50
Total						\$660.00

**Chronology of service call** – On February 27, 2014, the vendor responded to a service request at Tamarac Elementary School. A broken DVMRe Multiplex/Recorder (Serial Number D506T925N0648) was removed and sent out for repair. A loaner DVMRe Multiplex/Recorder (Serial Number D506ZT92541890) was installed. On March 31, 2014, the loaner DVMRe Multiplex/Recorder (Serial Number D506ZT92541890) was removed and the original DVMRe Multiplex/Recorder (Serial Number D506T925N0648), which was repaired at a cost of \$495, was re-installed. Additional labor costs of \$82.50 could have been avoided by simply leaving the loaner unit in place. The repaired units could have been stored as inventory for future repairs. (See Exhibit D.)

<b>School</b>	<b>Billing Invoice</b>	<b>Service Invoice</b>	<b>Invoice Date</b>	<b>Purchases &amp; Repair Charges</b>	<b>Labor Charge</b>	<b>Total Charges</b>
Coral Glades High	21254	25675	9/27/13	\$273.00	\$165.00	\$438.00
		25890	11/6/13	\$405.00	\$192.50	\$597.50
		26010	12/19/13	\$376.42	\$137.50	\$513.92
Total						\$1,549.42

**Chronology of service call** – On September 27, 2013, the vendor responded to a service call for two broken DVMRe Multiplex/Recorders and one broken camera. The broken camera was replaced with a new camera and lens. The two broken DVMRe Multiplex/Recorders (Serial Numbers D506T925N0660 and D506ZT92401473) were removed and sent out for repair. Two loaner DVMRe Multiplex/Recorders (Serial Numbers D506T925N0662 and D606T92880062) were installed. On November 6, 2013, DVMRe Multiplex/Recorder (Serial Number D506T925N0660), which was repaired at a cost of \$375, was installed and the loaner DVMRe Multiplex/Recorder (Serial Number D606T92880062) was removed. DVMRe Multiplex/Recorder (Serial Number D506ZT92401473), which was repaired at no cost, was re-installed and the loaner DVMRe Multiplex/Recorder (Serial Number D506T925N0662) was removed. During the service call, an additional DVMRe Multiplex/Recorder was broken (Serial Number D506ZT92401467) and sent out for repairs by the vendor. The loaner recently removed (Serial Number D606T92880062) was re-used as the loaner. One power-pack was needed for the project. On December 19, 2013, DVMRe Multiplex/Recorder (Serial Number D506ZT92401467) that was repaired at a cost of \$376.42 was installed and the loaner DVMRe Multiplex/Recorder (Serial Number D606T92880062) was removed. DVMRe Multiplex/Recorder (Serial Number D506ZT92401473) was designated as “unrepairable” and was replaced by DVMRe Multiplex/Recorder (Serial Number D606T92720468). Also, a camera was installed (Serial Number 0942648) and the loaner (Serial Number 0310033005616) was removed. Additional labor costs could have been avoided by simply leaving the loaner units in place. The repaired units could have been stored as inventory for future repairs. (See Exhibit E.)

## **CRITERIA**

The District contracted with Holb Sierra Corporation to service and maintain surveillance equipment for all District schools and locations. The District’s objective is to maintain the surveillance equipment in the most effective, economical manner. Sound business practice dictates that a procedure is in place to ensure vendor repair visits are limited to reviewing installed systems (by location), collecting the parts/overstock replacement components and the potential for transporting the needed components to the repair site prior to the vendor visiting the school/department for the repair. This would allow the vendor to make one (1) versus three (3) visits to assess, remove equipment needing repair and install the replacement, rather than providing “loaner” units while the item is repaired by another out of state repair agency via the installation/repair vendor that will necessitate additional labor charges.

## **CAUSE**

The Broward District Schools Police Department does not have an established procedure and inventory model which would provide an effective exchange with the vendor to minimize visits to schools for the repair and replacement of surveillance system equipment, as needed. Additionally, unqualified school based staff is challenged with oversight of the work being performed.

## **IMPACT**

The School Board of Broward County incurs multiple labor charges for service visits to address issues, when one well planned visit could resolve the concern. The process of installing a loaner unit and making a return visit to reinstall the original repaired unit is not cost effective or efficient.



## **RECOMMENDATION**

We recommend the Broward District Schools Police Department develop a procedure to maintain a detailed record of all surveillance system equipment installed at District locations. When systems are upgraded or modified, the components should be assessed to determine if the items/parts can be salvaged and cataloged for use in the replacement of surveillance equipment at other District locations to expedite repairs while mitigating costs. A process should be implemented where non-functioning surveillance equipment is replaced with a refurbished/working unit from the District's inventory. It is not efficient or cost effective to make a return visit to remove the replacement unit (loaner) with the original repaired unit.

## **MANAGEMENT'S RESPONSE – Broward District Schools Police Department**

**Position: Agree**

**Action taken: *Currently initiated.***

### **Response/Recommendation:**

We plan to develop a procedure to maintain a detailed record of all surveillance system equipment installed at the District locations, including refurbished/working units maintained for future repair requests. In addition, we will critically assess and recommend the vendor will no longer perform the process of installing and later removing loaner surveillance equipment and reinstalling the original "repaired" surveillance equipment.

Currently, the District employs one supervisor to support camera security projects and service/repairs for all school and administrative sites. The supervisors duties also include: BDSP computer forensic investigation assistance in collaboration with department investigator, fingerprint technology support for Security Clearance department, respond to subpoena camera recording requests, insurance liability claims, supervise District access control system, and supervise six 24/7 console viewers who monitor District burglar alarms. As stated in audit, unqualified staff conducts oversight. Currently, service repair expenditures average more than \$200,000.00 annually. A review for Additional staff is recommended to maintain increased contract monitoring and sustain compliance procedures to safeguard District assets. BDSPD recommends a review for additional staff:

- Administrator: administer vendor contract(s), manage console viewer staff, access control sites, security camera installation projects, budget, asset assessment, and provide assessment for refurbished, aging, or obsolete equipment.
- Security Camera Repair Technician(s): provide service calls and repairs under a certain estimated amount, facilitate on-site project installation assessments, and make recommendations on submitted proposals.

#### **FINDING #4**

##### **Obtain Competitive Solicitations When Making Purchases in Excess of \$50,000, as Required by School Board Policy 3320 - Purchasing Policies**

#### **CONDITION**

As part of our detailed review, we selected five (5) purchases for the installation of video surveillance systems. The Procurement & Warehousing Services Department and the Broward District Schools Police Department (BDSPD) did not follow School Board Policy 3320 Purchasing Policies and obtain competitive solicitations when it purchased surveillance equipment totaling \$713,542 for installation at several Broward County school locations.

Surveillance equipment was purchased and installed by Holb Sierra Corporation, which had an approved Bid/Contract No. 28-134T with the School Board; however, the equipment that the BDSPD purchased and had installed was not included in Bid/Contract No. 28-134T. The Bid only contained analog equipment, but the District had changed to the use of digital equipment. The new digital equipment was not negotiated by the School Board purchasing staff (Procurement & Warehousing Services Department) as approved equipment. Since the surveillance equipment purchased was not included in Bid/Contract No. 28-134T, competitive solicitations from three (3) or more sources should have been obtained, per School Board Policy 3320 Purchasing Policies.

We reviewed the District's payments to Holb Sierra Corporation and documented that they were paid a total of \$2,263,815 for the period from May 15, 2013 through May 15, 2015. This total represents amounts paid on invoices submitted for installation of complete systems, as well as amounts paid for service visits and repairs. As part of our detailed review, we selected five (5) purchases totaling \$713,542. The five (5) purchases were for installation only; each had installation costs greater than \$50,000. There were no documented solicitations from three (3) or more sources for any of the five (5) purchases reviewed.

Surveillance System purchases in excess of \$50,000 are as shown below:

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>School</b>	<b>Vendor</b>
21137	11/5/2013	\$210,083	Ft. Lauderdale High	Holb-Sierra
21208	12/3/2013	\$254,546	Cooper City High	Holb-Sierra
21499	4/21/2014	\$85,774	Gulfstream Middle	Holb-Sierra*
21546	5/8/2014	\$97,904	So. Broward High	Holb-Sierra
21613	6/13/2014	\$65,235	Park Lakes Elem	Holb-Sierra
<b>Total</b>		<b>\$713,542</b>		

\*See Exhibit F

Additionally, all vendor invoices contained the statement "*Installed CCTV Surveillance System Per Bid No. 28-134T*" which is a misleading statement, as the items purchased and prices paid were not included in Bid No. 28-134T.

## **CRITERIA**

School Board Policy 3320, Purchasing Policies provides guidance for all purchases within the School District. Part II. Purchasing Policies – General Provisions, paragraph D. states: *...Except as authorized by law or rule, competitive solicitations shall be requested from three (3) or more sources for any authorized commodities or contractual services to the amount established in 6A-1.012(7) F.A.C. [This amount is currently \$50,000.]*

## **CAUSE**

The Broward District Schools Police Department did not comply with the requirements of School Board Policy 3320 Purchasing Policies by purchasing equipment from a bid that did not contain the digital equipment that the District was purchasing.

## **IMPACT**

It is unknown if prices totaling \$713,542 paid for surveillance equipment were the best or lowest prices available to the School District as both the Procurement & Warehousing Services Department and the Broward District Schools Police Department did not seek or request competitive solicitations for the purchases.

## **RECOMMENDATION**

We recommend the Procurement & Warehousing Services Department and the Broward District Schools Police Department take actions necessary to ensure compliance with School Board Policy 3320 Purchasing Policies, Part II, Paragraph D, by obtaining competitive solicitations from three (3) or more sources for all purchases with a dollar amount in excess of \$50,000 as required by School Board Policy 3320 Purchasing Policies, for items not included in a bid. As noted, Contract No. 28-134T was terminated. The District is currently piggybacking on Palm Beach County Bid No. 55-045C; however, when the District prepares a new bid, it is critical that all items to be purchased are included in the bid, to ensure that competitive prices are received for all items that the District may purchase under the contract.

## **MANAGEMENT'S RESPONSE – Broward District Schools Police Department**

**Position:** Agree

**Action taken:** *Currently completed and will begin bid process before May 2016.*

### **Response/Recommendation:**

- We no longer are purchasing surveillance equipment that was not competitively solicited and referenced in contract No. 28-134T, which did not contain digital surveillance equipment as part of the contract.
- Currently, we are using the Bid Contract No. 11C-36S School District of Palm Beach County-Video Surveillance Installation, Repair Service, Parts and Equipment and Related Services (Piggyback Agreement 55-045C), which include digital surveillance equipment at competitive prices.
- We plan to issue a new bid in May 2016 to meet the District's needs for new surveillance installation systems and repair work.

## **FINDING #5**

### **Ensure that the Terms and Special Conditions in Contract No. 55-045C are Met Prior to Approval of Invoices for Payment**

#### **CONDITION**

During our review of the Contract No. 55-045C for Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services, we noted approximately \$25,255 had been paid as of June 30, 2015, primarily for service calls related to equipment repairs. Our review of paid invoices disclosed the following:

- Invoices to the School Board did not include the price/catalog list price, single firm fixed percentage discount and discount price of equipment purchased from vendor, in accordance with the contract. (See Exhibit G, page 64).
- Cost of repair work for equipment sent out to a subcontracted repair shop by the vendor was not included with the invoice; therefore, expenditures cannot be substantiated by the District. This condition also occurred with Bid No. 28-134T. See Exhibit D, page 46).
- The District created a contract which was a piggyback on Palm Beach County Schools' Contract 11C-36S. Palm Beach County Contract (11C-36S) awarded multiple vendors that could perform installation and repairs; however, the District created an exclusive contract (55-045C), with only one of the awarded vendors, Holb Sierra Corporation. This bypassed having a competitive proposal process for installation and repair services. (See Exhibit G, pages 62-63).

#### **CRITERIA**

The District created an agreement from a competitive contract provided by the School District of Palm Beach County, No. 11C-36S for Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services. The School District of Palm Beach County's agreement specifically required that all work be in accordance with the specifications and the terms and conditions outlined in the Palm Beach County Contract No. 11C-36S.

#### **CAUSE**

District management did not comply with Contract No. 55-045C, which was based on the School District of Palm Beach County's Contract No. 11C-36S.

#### **IMPACT**

The District did not take advantage of the opportunity to obtain multiple proposals when seeking installation and repair services for surveillance equipment, by only contracting with one of the multiple selected vendors. In addition, the District is at risk of not receiving correctly discounted prices and subcontractor repair work, since District management is not verifying prices from the vendor's pricelist or reviewing repair bills from subcontractors of the vendor.

## **RECOMMENDATIONS**

We recommend that BDSPD management ensure compliance with contract term deliverables, and obtain sufficient back-up documentation of subcontractor costs, prior to the approval of vendor payments. Procedures should be strengthened to ensure that all invoice amounts reconcile to the specified contract terms. Stronger contract monitoring and compliance procedures will help safeguard District assets. We also recommend that the District use multiple vendors from the piggyback contract, to ensure the best competitive prices are obtained.

## **MANAGEMENT'S RESPONSE – Broward District Schools Police Department**

**Position:** Agree

**Action taken:** *Currently initiated.*

### **Response/Recommendation:**

- We will review contract deliverables to ensure discount prices of surveillance equipment are included on invoices. Secondly, all expenditures for repair work sent out to a subcontracted repair shop by the vendor will require a detailed invoice from the subcontractor for review prior to payment.
- Also, we will establish multiple vendors' submissions using contract No. 55-045C to ensure competitive prices are obtained for installation of surveillance systems and replacement parts.

## **MANAGEMENT'S RESPONSE – Procurement & Warehousing Services**

Due to changes to Policy 3320, many contracts required rebidding. The surveillance camera bid fell into the category of a bid that did not meet the guidelines of the policy's revisions. With the need to repair school cameras, accessing Palm Beach County's bid was determined to be the quickest vehicle to satisfy this immediate need.

Palm Beach County Schools awarded a contract to ten (10) vendors. In order for SBBC to utilize these ten (10) vendors an agreement would have had to be prepared and executed for each vendor, which could have taken up to 1-2 months to complete. The current vendor, Holb-Sierra Corporation, was one of the awarded vendors; therefore, the agreement was prepared and quickly executed to fulfill the District's immediate needs. The remaining vendors can still be added to the piggyback; the police department is reviewing each vendor's proposal to determine the vendors that can provide the services and parts needed by the District.

The time allotted on the piggyback contract will allow the police department to make a full assessment of its future needs and provide a scope of work to rebid the service.

## **SECTION II**

### **EXHIBITS**



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>EXHIBIT A</b>	
Special Order Request	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
Open Agenda	
<input type="radio"/> Yes	<input checked="" type="radio"/> No

ITEM No.:

E-5.

MEETING DATE

Nov 12 2014 10:15AM - Regular School Board Meeting

AGENDA ITEM

CONSENT ITEMS

CATEGORY

E. OFFICE OF STRATEGY &amp; OPERATIONS

DEPARTMENT

Procurement &amp; Warehousing Services

TITLE:

Termination of Bid 28-134T - Installation and Replacement of Video Surveillance Systems

**REQUESTED ACTION:**

Approve the termination of Bid 28-134T - Installation and Replacement of Video Surveillance Systems, with Holb-Sierra Corporation: Bid Term: February 21, 2008, through February 28, 2015, 7 Years; User Department: Broward District Schools Police Department; Award Amount: \$4,000,000; Vendor(s) Awarded: Holb-Sierra Corporation; M/WBE Vendor(s): None

**SUMMARY EXPLANATION AND BACKGROUND:**

This agenda item requests approval to terminate the bid with Holb-Sierra Corporation, due to staff's request to discontinue use of the contract, because it has been impacted by the changes to Policy 3320. Additionally, due to the length of time for which the contract has been in effect, staff will review the current scope of services and negotiate more competitive pricing. Pursuant to Bid 28-134T, Section 3, General Conditions 23, "The School Board of Broward County, Florida reserves the right to terminate any contract resulting from this invitation at any time and for no reason, upon giving 30 days prior written notice to party." An emergency request for \$100,000 was granted by the Superintendent on October 7, 2014, for funding for immediate repair and installation of surveillance cameras to eighteen (18) schools. The awarded vendor has been notified that Bid 28-134T will terminate upon Board approval. There will be no lapse of service due to this termination. See Supporting Docs for Continuation of Summary Explanation and Background.

**SCHOOL BOARD GOALS:**

☐ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☐ Goal 3: Effective Communication

**FINANCIAL IMPACT:**

There is no financial impact to the District.

**EXHIBITS: (List)**

(1) Continuation of Summary Explanation and Background (2) Approved ARF 2-20-2008 RSMB EE-1 (3) Termination Letter (4) Recommendation Tabulation 2-20-2008 (5) Financial Analysis Worksheet

**BOARD ACTION:****APPROVED**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Ruby Crenshaw

Phone: 754-321-0501

Name:

Phone:

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA****Senior Leader & Title**

Maurice L. Woods - Chief Strategy &amp; Operations Officer

**Signature**

Maurice Woods

Thu Oct 30 16:18:41 2014

Approved In Open  
Board Meeting On:

NOV 12 2014

By:

School Board Chair

Electronic Signature  
Form #4189 Revised 12/12  
RWR/MLW/RC:dj

**Termination of Bid****28-134T – Installation and Replacement of Video Surveillance Systems****November 12, 2014 Board Agenda****Page 2****CONTINUATION OF SUMMARY EXPLANATION AND BACKGROUND**

Additional spending on the contract was a result of increased requests from various schools requesting to replace equipment that has exceeded their usefulness, as well as to install new equipment that was prioritized based on the aged equipment. Funding was also used to repair cameras in schools; prior contractors installed incorrect equipment that could not be supported by Broward District Schools Police.

In order to avoid exceeding the authorized spending authority in the future, agreements will be put in place that will limit only authorized allocations originally approved by the Board and/or the Superintendent.

In order to have continuity of services, staff has made the recommendation to piggyback the School District of Palm Beach County's contract. The new bid is scheduled for award to the November 12, 2014, Board meeting, as item EE-4.





# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323 • SUNRISE, FLORIDA 33351-6704 • TEL 754-321-0505 • FAX 754-321-0936

**SUPPLY MANAGEMENT & LOGISTICS**  
**RUBY CRENSHAW, CPPB, DIRECTOR**  
[www.browardschools.com](http://www.browardschools.com)

## SCHOOL BOARD

*Chair* PATRICIA GOOD  
*Vice Chair* DONNA P. KORN

*Board Members* ROBIN BARTLEMAN  
 ABBY M. FREEDMAN  
 ANN MURRAY  
 DR. ROSALIND OSGOOD  
 LAURIE RICH LEVINSON  
 NORA RUPERT

**ROBERT W. RUNCIE**  
*Superintendent of Schools*

October 9, 2014

Mr. Marcos Vidal, President  
 Holb-Sierra Corporation  
 2045 Sherman Street  
 Hollywood, Florida 33020-3551

RE: ITB No.: 28-134T – Installation and Replacement of Video Surveillance Systems  
 Subject: Termination of Contract


Dear Mr. Vidal:

In accordance with General Conditions 23 – Cancellation, states: "The School Board of Broward County, Florida reserves the right to terminate any contract resulting from this invitation at any time and for no reason, upon giving thirty (30) days written notice to the other party."

Therefore, this letter is to notify your company of the thirty (30) day termination of this contract. The recommendation to terminate this contract will be placed on the November 12, 2014 School Board meeting. Information about any School Board meetings can be found at this website: <https://webappe.browardschools.com/eagenda/>. The termination of this contract will be based upon final School Board approval at this meeting. The termination date will be effective on November 13, 2014, upon approval.

If you have any questions, please contact me at [diane.leray@browardschools.com](mailto:diane.leray@browardschools.com).

Respectfully,

  
 Diane LeRay, CPPO  
 Purchasing Agent

AGENDA REQUEST FORM  
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**EXHIBIT A**

Meeting Date 02/20/08	Open Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item Number EE-1
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**TITLE:** **Bid/RFP And Other Financial Recommendations \$500,000 Or Greater**

**REQUESTED ACTION:**

Approve the Bid/RFP recommendations as stated on the attached award recommendation for each Bid/RFP listed below.

BID/RFP	TITLE	LOCATION	AMOUNT	M/WBE VENDOR(S)
28-084N	Photo Identification Systems Parts and Accessories Contract period: February 20, 2008 through January 31, 2011	Various	\$600,000	
28-086N (A)	Extra Curricular Transportation Services Contract period: February 20, 2008 through February 19, 2013	Various	\$1,250,000	Includes an award recommendation to two certified M/WBE Vendors: Gold Star Transportation, Inc. (African American M/WBE: Lauderdale Lakes, Florida)

Page 1 of 2 Pages

**SUMMARY EXPLANATION AND BACKGROUND:**

Board approval of these Bid/RFP recommendations does not mean that the amounts shown will be spent. These amounts represent the spending authority, which may be spread among the awarded vendors through the term of this contract from available funds already included in various school/department/center budgets.

**SCHOOL BOARD GOALS:**

- Goal One: All students will achieve at their highest potential.
- Goal Two: All schools will have equitable resources.
- ✓ • Goal Three: All operations of the school system will demonstrate best practices while supporting student achievement.
- Goal Four: All stakeholders will work together to build a better school system.

**FINANCIAL IMPACT:**

The financial impact of each Bid/RFP Recommendation is indicated on its respective exhibit.

**EXHIBITS: (List)**

1. Bids/RFPs

**BOARD ACTION:**

**APPROVED**

(For Official School Board Records' Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Donnie Carter

754-321-2610

Name

Phone

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Donnie Carter, Deputy Superintendent, Operations

FEB 20 2008

Approved in Open Board Meeting on:

By:

*[Signature]*

School Board Chair

Revised November 28, 2006

JFN/D. Carter/Watson-Gray

February 20, 2008

Page 2 of 2 Pages

Agenda Item EE-1

Bid/RFP And Other Financial Recommendations \$500,000 Or Greater

<u>BID/RFP</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>AMOUNT</u>	<u>M/WBE VENDOR(S)</u>
28-086N (A)	(Continued)			Laramax Productions, Inc. D.B.A. A.L.M. Transportation & Tours (White Female M/WBE: Fort Lauderdale, Florida)
28-130T	Fire Alarm Services Contract period: March 1, 2008 through February 28, 2013	Various	\$4,000,000	
28-134T	Installation and Replacement of Video Surveillance Systems Contract period: February 21, 2008 through February 28, 2013	Various	\$4,000,000	Includes an award recommendation to one certified M/WBE Vendor: Holb Sierra Corporation (Hispanic American M/WBE: Hollywood, Florida)
28-136H	Science Supplies, Equipment, Specimens and Laboratory Chemicals Contract period: February 20, 2008 through November 30, 2011	Various	\$3,000,000	

The School Board of Broward County, Florida  
Supply Management and Logistics Department

**EXHIBIT A**

Bid No.: <u>28-134T</u>	Board Meeting: <u>FEBRUARY 20, 2008</u>
Description: <u>INSTALLATION AND REPLACEMENT OF VIDEO</u>	Notified: <u>501</u> Downloaded: <u>38</u>
<u>SURVEILLANCE SYSTEMS</u>	Bids Rec'd: <u>9</u> No Bids: <u>4</u>
For: <u>VARIOUS LOCATIONS</u>	Bid Opening: <u>JANUARY 4, 2008</u>
(School/Department)	Advertised Date: <u>DECEMBER 11, 2007</u>
Fund: <u>VARIOUS FUNDS</u>	Award Amount: <u>\$4,000,000 (PER CONTRACT PERIOD)</u>

**POSTING OF BID RECOMMENDATION/TABULATION:** Bid Recommendations and Tabulations will be posted in the Supply Management and Logistics Department and www.Demandstar.com on JANUARY 15, 2008 @ 3:00 P.M., and will remain posted for 72 hours. Any person desiring to protest the Bid Recommendation/Tabulation shall file, in writing, a notice of protest within 72 hours after the time posted as stated herein, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the school district administration is closed shall be excluded in the computation of the 72-hour time period. Filings shall be at the office of the Director of Supply Management and Logistics Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Any person who files an action protesting and intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, in an amount equal to one percent (1%) of the Board's estimate of the total volume of the contract. Failure to file a protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**RECOMMENDATION/TABULATION**

**VENDOR NAME**

**ITEM(S) AWARDED**

\* HOLB SIERRA CORPORATION  
(HISPANIC-AMERICAN M/WBE; HOLLYWOOD, FL)

A (1 - 61)

\* CERTIFIED M/WBE VENDOR

RECOMMEND AWARD BE MADE TO THE ABOVE LOW BIDDER MEETING SPECIFICATIONS, TERMS AND CONDITIONS.

CONTRACT PERIOD: FEBRUARY 21, 2008 THROUGH FEBRUARY 28, 2013.

IT IS RECOMMENDED THAT FOR REASON(S) STATED ON THE ATTACHED BID REJECTION SHEET, THE BID RECEIVED EITHER IN ITS ENTIRETY OR FOR THE PARTICULAR ITEMS LISTED, BE REJECTED FOR NOT COMPLYING WITH BID REQUIREMENTS.

By:



Date: 01/15/08

(Buyer/Purchasing Agent)

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Director of Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Director of Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

**EXHIBIT B****AGENDA REQUEST FORM**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request

☐ Yes☒ No

Time

Open Agenda

☒ Yes☐ No

MEETING DATE

Nov 12 2014 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

CATEGORY

EE. OFFICE OF STRATEGY &amp; OPERATIONS

DEPARTMENT

Procurement &amp; Warehousing Services

ITEM No.:

EE-4.

TITLE:

Piggyback Recommendation of \$500,000 or Greater - 55-045C - Video Surveillance Installation, Repair, Service, Parts and Equipment, and Related Services

**REQUESTED ACTION:**

Approve the recommendation to award the Piggyback Agreement for the provision of services. Contract Term: November 13, 2014, through May 4, 2016, 1 Year and 6 Months; User Department: Broward District Schools Police; Award Amount: \$1,000,000; Vendor(s) Awarded: Holb-Sierra Corporation; M/WBE Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**

The School Board of Broward County, Florida, Purchasing Policy 3320, Part II, Section M, permits the District to piggyback on contracts awarded by other city or county governmental agencies. This request is to piggyback the School District of Palm Beach County's contract for Video Surveillance Installation, Repair, Service, Parts and Equipment, and Related Services, to facilitate the need to replace obsolete equipment, install new surveillance cameras, and repair existing systems to ensure the security and safety of the schools and facilities.

A copy of the School District of Palm Beach County's contract is available online at: <http://www.broward.k12.fl.us/supply/docs/contracts/Exhibit A.pdf>.

The Agreement has been reviewed and approved as to form and legal content by the Office of General Counsel.

**SCHOOL BOARD GOALS:**

☐ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☐ Goal 3: Effective Communication

**FINANCIAL IMPACT:**

The estimated financial impact will be \$1,000,000; funds derived from the capital budget, specifically for surveillance cameras. A total of \$735,000 will be budgeted to the Broward District Schools Police department, and the difference in the allocation total will be budgeted by other departments requiring additional services.

**EXHIBITS: (List)**

(1) Executive Summary (2) Agreement (3) Recommendation Tabulation (4) Financial Analysis Worksheet (5) Supplier Evaluation

**BOARD ACTION:****APPROVED**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Anthony C. Williams

Phone: 754-321-0725

Name: Ruby Crenshaw

Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Senior Leader &amp; Title

Maurice L. Woods - Chief Strategy &amp; Operations Officer

Approved in Open  
Board Meeting On:

NOV 12 2014

Signature

Maurice Woods

Fri Oct 31 12:49:57 2014

By:

School Board Chair

Electronic Signature  
Form #4189 Revised 12/12  
RWR, MLW/RC/ACW:dl

**EXECUTIVE SUMMARY**

**Piggyback Recommendation of \$500,000 or Greater  
55-045C – Video Surveillance Installation, Repair, Service, Parts and Equipment,  
and Related Services**

---

**BACKGROUND:**

The District has invested millions of dollars installing video surveillance in all District locations including the elementary schools, middle schools, high schools, centers, and administrative sites, to ensure the safety and security of students, staff, and visitors. There are approximately 8,500 cameras. Maintenance and repair and, in some cases, replacement are needed to preserve the integrity and functionality of the system.

**JUSTIFICATION:**

Phase one, of a two phase approach, is needed to replace the main recording units because they are no longer supported by the manufacturer; they are at the end of their life. Parts for these units no longer exist; replacing them will ensure the security of the schools and facilities. The total amount for this phase is \$435,000. This is to replace the main recorder unit, not for additional cameras.

The remaining amount of the requested budget is for maintenance and repair on the current systems, as well as any additional work that might be requested from the Broward District Schools Police department. Additional work, to include an upgrade to the system located at K.C. Wright, Administration Center will be performed as part of this contract.

The following schools are slated to be a part of phase one main recorder replacement:

Indian Ridge Middle	Endeavor Primary
Millennium Middle	McNab Elementary
Larkdale Elementary	Ramblewood Middle
Horizon Elementary	Falcon Cove Middle
James Hunt Elementary	Sandpiper Elementary
Pasadena Lakes Elementary	Meadowbrook Elementary
Plantation Middle	Riverside Elementary
Central Park Elementary	Oakland Park Elementary
Everglades Elementary	Manatee Bay Elementary
Park Springs Elementary	Silver Lakes Elementary
Atlantic West Elementary	Coral Springs Middle
Piper High	Hallandale Adult

**RECOMMENDATION:**

The Broward District Schools Police department is requesting Board approval for an allocation in the amount of \$1,000,000 to ensure the security and safety of our schools and facilities.

# AGREEMENT

THIS AGREEMENT is made and entered into as of this 12<sup>th</sup> day of November, 2014, by and between

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

(hereinafter referred to as "SBBC"),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**HOLB-SIERRA CORPORATION**

(hereinafter referred to as "CONTRACTOR"),  
whose principal place of business is  
2045 Sherman Street, Hollywood, Florida 33020

**WHEREAS**, Broward District School Police requires the services to install, repair, and service Video Surveillance cameras and equipment in various schools and facilities district-wide to ensure the safety of the students, faculties and personnel, and

**WHEREAS**, SBBC desired to purchase from a competitive contract provided by The School District of Palm Beach County, No.: 11C-36S for Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services (Exhibit "A"); and

**WHEREAS**, Procurement and Warehousing Services has issued an internal control Contract Number: 55-045C to identify the Contract; and

**WHEREAS**, CONTRACTOR has allocated the necessary resources and is willing and able to perform the Work for the compensation and on the terms hereinafter set forth.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

## ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## ARTICLE 2 - SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on the date after Board approval and shall conclude on May 4, 2016.

2.02 **Scope of Work.** The CONTRACTOR shall furnish all of the materials, tools, equipment, labor and everything necessary to perform; and shall perform, in accordance with the specifications and the terms of this Agreement, the work of Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services according to the terms and conditions of Solicitation No.: 11C-36S (Exhibit A) which is attached

hereto and incorporated herein by reference. The provisions of Exhibit "A" defines the Scope of the Work, and the description contained in this paragraph is merely for reference.

2.03 **Payments to CONTRACTOR.** The total amount to be paid by the SBBC under this Agreement for all services and materials shall not exceed a total Agreement amount of One-Million Dollars (\$1,000,000). The SBBC will immediately notify the CONTRACTOR to stop work if funds are not appropriated in accordance with Section 3.07 herein, and will pay CONTRACTOR for all work performed up to the time of the stop work notice.

2.04 **Invoices.** CONTRACTOR, shall invoice the SBBC for the work performed under this Agreement. Invoices received from the CONTRACTOR pursuant to this Agreement shall be reviewed and approved by the SBBC's authorized representative. If there is no objection to the invoice, the SBBC shall pay the full invoice amount within thirty (30) days of the SBBC's receipt of the invoice. If there is a dispute as to the invoiced amount, the SBBC shall notify the CONTRACTOR of the dispute within fifteen (15) days of the SBBC's receipt of the invoice. The SBBC shall pay the CONTRACTOR the undisputed invoiced amount within thirty (30) days of its receipt of the invoice. The disputed amount of the invoice shall not be paid by the SBBC until a resolution has been reached between the SBBC and the CONTRACTOR as to the disputed portions of the invoice. Invoices must include the Purchase Order number, the manufacturer, model number and serial number, when applicable of the item(s) delivered and detail as to services performed. Invoices shall be submitted in duplicate to: Accounts Payable Department of the School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 304, Sunrise, Florida 33351-6704. Invoices must show the entire "Ship To" location exactly as shown on the Purchase Order.

2.05 **Final Invoice.** In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR's final/last billing to the SBBC for each individual project under this Agreement. The final invoice certifies that all services have been properly performed and all charges and costs have been invoiced to the SBBC. Since this account will thereupon be closed, and any other further charges if not properly included on this invoice are waived by the CONTRACTOR.

2.06 **Inspection of CONTRACTOR's Records by SBBC.** CONTRACTOR shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All CONTRACTOR's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by CONTRACTOR or any of CONTRACTOR's payees pursuant to this Agreement. CONTRACTOR's Records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. CONTRACTOR's Records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) **CONTRACTOR's Records Defined.** For the purposes of this Agreement, the term "CONTRACTOR's Records" shall include, without limitation, any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to CONTRACTOR's Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to CONTRACTOR pursuant to this Agreement.



(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide CONTRACTOR reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to CONTRACTOR's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by CONTRACTOR to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any CONTRACTOR's claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC CONTRACTOR in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by CONTRACTOR. If the audit discloses billings or charges to which CONTRACTOR is not contractually entitled, CONTRACTOR shall pay said sum to SBBC within twenty (20) days of receipt of written demand under otherwise agreed to in writing by both parties.

(g) Inspection of Subcontractor's Records. CONTRACTOR shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by CONTRACTOR to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to CONTRACTOR pursuant to this Agreement and such excluded costs shall become the liability of CONTRACTOR.

(h) Inspector General Audits. CONTRACTOR shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.07 Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a copies to: Chief - Broward District Schools Police Department  
7720 W. Oakland Park Boulevard  
Sunrise, Florida 33351

CONTRACTOR: Marcos Vidal, President  
Holb-Sierra Corp.  
2045 Sherman Street  
Hollywood, Florida 33020-3551

2.08 **Background Screening:** CONTRACTOR agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of CONTRACTOR or its personnel providing any services under the conditions described in the previous sentence. CONTRACTOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to CONTRACTOR and its personnel. The parties agree that the failure of CONTRACTOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. CONTRACTOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from CONTRACTOR's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

2.09 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

B. By CONTRACTOR: CONTRACTOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by CONTRACTOR, its agents, servants or employees; the equipment of CONTRACTOR, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of CONTRACTOR or the negligence of CONTRACTOR's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by CONTRACTOR, SBBC or otherwise.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.07 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC with interest calculated from the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by SBBC.

3.09 **Public Records.** Pursuant to Section 119.0701, Florida Statutes, any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services

rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

3.10 **Student Records:** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

3.11 **Compliance with Laws.** Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.14 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.16 **Assignment.** Neither this Agreement or any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial

assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.22 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.24 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.25 **Contract Administration:** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.26 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

**FOR SBBC**

(Corporate Seal)

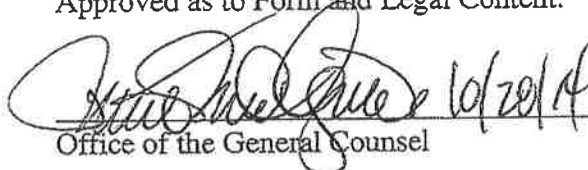
THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By   
Patricia Good, Chair

ATTEST:

  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

 10/20/14  
Office of the General Counsel

**FOR CONTRACTOR**

(Corporate Seal)

HOLB-SIERRA CORPORATION

By , PRESIDENT

ATTEST:

\_\_\_\_\_, Secretary

-or-

Witness

Witness

**The Following Notarization is Required for Every Agreement Without Regard to  
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 10 day of

October, 2014 by Marcos Vidal of

Name of Person

Holb Sierra Corp, on behalf of the corporation/agency.

Name of Corporation or Agency

He/She is personally known to me or produced \_\_\_\_\_ as identification and  
did/did not first take an oath. Type of Identification

My Commission Expires:  
Sept 19, 2018

  
Signature - Notary Public

Sandra J. Vidal  
Printed Name of Notary

(SEAL)



SANDRA J. VIDAL  
MY COMMISSION # FF 155657  
EXPIRES: September 19, 2018  
Bonded Thru Budget Notary Services

155657  
Notary's Commission No.

The School Board of Broward County, Florida  
Procurement & Warehousing Services

ITB No.:	<u>55-045C</u>	Board Meeting:	<u>11/12/14</u>
Description:	<u>Video Surveillance Installation, Repair, Service, Parts and Equipment and Related Services</u>	Notified:	<u>N/A</u> Downloaded: <u>N/A</u>
		ITB Rec'd:	<u>N/A</u> No Bids: <u>N/A</u>
For:	<u>Various Departments</u>	ITB Opening:	<u>N/A</u>
	<u>(School/Department)</u>	Advertised Date:	<u>N/A</u>
Fund:	<u>Various</u>	Award Amount:	<u>\$1,000,000</u>

## RECOMMENDATION/TABULATION

BIDDER'S NAME

HOLB-SIERRA CORPORATION

IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION RULE 6A-1.012(5) AND SCHOOL BOARD POLICY 3320, PART II, RULE M, THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA MAY PARTICIPATE IN THE AWARD BY THE SCHOOL DISTRICT OF PALM BEACH COUNTY, INVITATION TO BID/CONTRACT NO.11C-36S. RECOMMEND THE AWARD BE MADE TO THE ABOVE BIDDER MEETING SPECIFICATIONS, TERMS AND CONDITIONS AS AWARDED BY THE SCHOOL DISTRICT OF PALM BEACH COUNTY ON MAY 3, 2011. CONTRACT IS NOW IN A RENEWAL PERIOD AS STATED BELOW.

CONTRACT PERIOD: NOVEMBER 13, 2014 THROUGH MAY 4, 2016, OR AS RENEWED
---

By: \_\_\_\_\_

(Purchasing Agent)

Date: \_\_\_\_\_

10/1/14




The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.


Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

REVISED: 2/13/14



Tuesday, July 07, 2015 11:28:06 AM  
Page 1 of 2

From:  Patrick O. Reilly  
Subject: PURCHASING-Bundles  
To:  Ruby Crenshaw  
Cc:  Mark R. Magli

Wednesday, February 04, 2015 5:17:51 PM 

Attachments:  O-100 BPB-AFRD 2014.pdf / PDF File (583K)

Ms. Crenshaw,

We need your assistance. We have identified an increase in the amount of "bundled" purchases being processed over the last several months. It has prevented the Accounting & Financial Reporting Department from capturing individual components accurately. This is a direct contradiction to the established procedure and standards delineated in Business Practice Bulletin O-100 for breaking apart bundles or capturing assets correctly.

The example below identifies a purchase for Hallandale Adult that was split into only two items. In particular, CCTV control and surveillance equipment has been an on-going area of tremendous difficulty for correction since the components are usually contained in a centralized cabinet/unit with limited access. A failure to properly itemize the components during the initial requisition and goods receipt only compounds the difficulty for staff to access and properly verify the equipment. In addition, periodic maintenance and/or upgrades are performed via a third party vendor that further distort our ability to fix the initial failures/errors.

FLORVIL, JUDITH	P00075628 4514041513 5000502981 15-02068 CCTV FIELD EQUIPMENT	0592 OFF CAMPUS LEARNING CENTER	1	18,620.00
	4514041513 5000502981 15-02068 HEADEND CONTROL SYSTEMS	0592 OFF CAMPUS LEARNING CENTER	1	33,025.00
FLORVIL, JUDITH	HALLANDALE ADULT/COMMUNITY		2	46,645.00

It is imperative that this process be reviewed with staff. Properly identifying and recording individual assets is critical in meeting the District's recording responsibilities/requirements defined in Florida Administrative Code 69I-73.003. NOTE: Price and specification comparisons are very limited when records do not reflect individual item by item pricing. It would be nearly impossible to compare solicitations/quotes in a transparent and effective manner. The adding of flash drives and/or digital cameras as a computer "bundling" feature doesn't necessarily result in a clear comparison of component cost in alignment with bid specifications either.

The Auditor General cited this condition in their previous engagement sampling.

Printed by: Patrick O Reilly

### 2012-2013 Auditor General's Report (SAMPLED)

*Audio visual equipment with costs totaling \$5,207 consisted of two separate items; however, the purchase was erroneously recorded in the property records as one item. As such, only one property number was assigned, resulting in one item recorded in the property records for the wrong amount and the second item not recorded in the property records, tagged, or inventoried.*

Under Florida law, e-mail addresses, and all communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Patrick Reilly, Chief Auditor  
Office of the Chief Auditor  
Office (754) 321-2400  
Fax (754) 321-2719  
[patreilly@browardschools.com](mailto:patreilly@browardschools.com)

Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22(3) (d) [student records], or any other law of the State of Florida. If you do not want your email address to be released as part of any public records request, do not send email to this address, rather contact this office by phone or in writing.

# Invoice

**HOLB SIERRA** HOLD SIERRA CORP.  
2046 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-6000 • BROWARD (954) 922-2476 • FAX (954) 922-8032  
• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

DATE	INVOICE #
10/7/2014	21846

BILL TO:

SHIP TO:

SCHOOL BOARD OF BROWARD COUNTY  
ACCOUNTS PAYABLE DEPT.  
7720 W. OAKLAND PARK BLVD. SUITE 304  
SUNRISE, FLORIDA 33351

CAPITAL BUDGET  
1643 NORTH HARRISON PARKWAY,  
BLDG. H  
SUNRISE, FL. 33323

P.O. NUMBER	TERMS	REF	SHIP	VIA	F.O.B	PROJECT
4514011513	Net 30		10/7/2014			
QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT		
1	INSTALL CCTV	INSTALLED CCTV SURVEILLANCE SYSTEM PER BID NO. 28-134T FOR PARK LAKES ANNEX	48,917.00	48,917.00		
		Sales Tax	0.00	0.00		
				\$13,620.00		
				33,025.00		
				Equipment		
				Only		
				Installation		
				Conduit		
				210.00		
				\$48,917.00		

Aut - Am  
10/6/14

Date Goods/Services Received: October 2014  
Received by: CCIC - Park Lakes Am  
[Signature]  
Approver: [Signature]  
Date: 10/21/2014

We appreciate your prompt payment.

**TOTAL** \$48,917.00

## Purchase Order

School Board of Broward County, Florida  
 Supply Management and Logistics  
 7720 West Oakland Park Boulevard, Suite 323  
 Fort Lauderdale, FL 33351  
 Tel: 754-321-0505



Purchasing Agent/Buyer: Kay Lloyd  
 E-mail: kay.lloyd@browardschools.com  
 Telephone: 754-321-0504  
 PA Technician Tel: 754-321-0523

## Submit All Invoices To:

School Board of Broward County, Florida  
 Accounting & Financial Reporting Department  
 ATTN: Accounts Payable  
 600 SE 3rd Avenue, 7th Floor  
 Fort Lauderdale, FL 33301 / Tel: 754-321-2270

Purchase Order Number: 4514041513  
 Purchase Order Date: 05/12/2014

P21436

T HOLB SIERRA CORPORATION  
 O 2045 SHERMAN STREET  
 HOLLYWOOD, FL 33020

S Off Campus Learning Center  
 H 1000 SW 3rd Street  
 I Hallandale, FL 33309  
 P Tel: 754-321-7050

T  
 O Contact: JUDITH FLORVIL

Vendor Number: 104075

Terms of Delivery: FOB Destination

Terms of Payment: Net 7 Days

Line	Material No/ Description	Vendor Material Number	Order Quantity	Unit of Measure	Delivery Date	Bid Number	Bid Expiration Date	Unit Price	Net Value
1	CCTV Field Equipment		1	AU	05/23/2014	28-134T		13,620.00	13,620.00
2	Headend Control Systems		1	AU	05/23/2014	28-134T		33,025.00	33,025.00
3	Field Installation		1	AU	05/23/2014	28-134T		2,062.00	2,062.00
4	Conduit/Trenching/Overhead Wiring		1	AU	05/23/2014	28-134T		210.00	210.00

Total Net Value 48,917.00 USD

FLORIDA STATE SALES TAX EXEMPT: 85-8013140099C-8  
 FEDERAL EXCISE TAX EXEMPT: 59-70-0062-I

Delivery of this Purchase Order via electronic means or via  
 US Postal Service constitutes SBBC's approval for the  
 purchases of the goods and services stated herein.  
 Additional Purchase Order Terms and Conditions follow  
 on a separate Page.

## School Board of Broward County

### Order Form

Desired Vendor:	Holt Sierra	Req #:	
Address:	2045 Sherman Street	Date:	2/11/2014
City:	Hollywood	State:	FL
Phone #:	1-800-871-6000	ZIP:	33020
	Fax #:		305-922-8032

GRN Account (8)	Bus A	Cost Center (10)	Internal Order (12)	WBS Element (14)	Grant (14)	Fund (4)	Functional Area (18)

[illegible]

Requestor:	Wade Edmond	Date:
Approver:	Installation & Replacement of Video	
Explanation of Purchase:	Surveillance Systems for Park Lakes Annex	
Bookkeeper/Budget keeper:	Rebecca Wright	
Bookkeeper/Budgetkeeper Phone:	754-321-7614	
School or Dept. Name	Community School North	

<b>Subtotal</b>		48,917.00
<b>Order Discount</b> Enter discount%		0.00
<b>Shipping &amp; Handling</b>		
<b>TOTAL</b>		48,917.00

**HOLB SIERRA**

INTEGRATED ELECTRONIC SYSTEMS SALES SERVICE INSTALLATION DESIGN

10-Feb-14

School Board Broward County  
 7720 W Oakland Park Blvd  
 Sunrise FL 33351

**Attn:** Alfonso Gebbia  
**Re:** 28-134T, Installation & Replacement of Video Surveillance Systems  
**From:** Matt White  
**Project:** Park Lakes Annex  
**Title:** Systems Proposal

**Alfonso:**

In accordance with the contract documents for the above referenced bids, below is the summation of the costs for the above.

1	CCTV Field Equipment "Bundled" Components	(BPI # 15-02068)	13,820
2	Headend Control Systems	(BPI # 15-02069)	33,025
3	Field Installation	\$	2,082
4	Conduit/Trenching/Overhead Wiring	\$	210
Total			\$ 49,917

Please see attached literature for additional detailed breakdown.

All SBBC furnished raceway system to be clear, correct, and provided with pullstring. Any work required to correct defects or deficiencies are in addition to the proposal amount. SBBC to provide any network connectivity as required.

2045 SHERMAN STREET HOLLYWOOD FLORIDA 33020 BWD (305) 922-2476 DAVE 1-800-871-0000 FAX (305) 922-8032

**EXHIBIT C**

15-02069

Headend Control System

Date: 10-Feb-14

Project: Park Lakes Annex  
Title: Headend Control Systems

Item	Quantity	Description	Unit	Price
		Altronix 2416 Power Supply	\$ - \$	
		Altronix 2408 Power Supply	\$ - \$	
		Veracity Highwire Ethernet/Coax Converter Pair	\$ - \$	
		Panasonic WJ-ND400M000 - 64 pos 4TB Network Recorder	\$ - \$	
		Panasonic Cannister 1000 1TB Storage for 400 Recorder	\$ - \$	
1		HSC - Viewing Station w/ peripherals - desk mount	\$ 2,500 \$	2,500 ←
1		TrendNet 24P Patch Panel w/10 patch cable set	\$ 306 \$	306
		HSC - Cat5 Patch Cables	\$ - \$	
		HSC - Mobile Viewing Station	\$ - \$	
		HSC - Mobile Viewing Station Bluetooth Keyboard	\$ - \$	
		TrippLite OmniBC Pro 1500 BUPS, rk mt	\$ - \$	
		Dtek Surge Suppression for Video	\$ - \$	
204		Labor svcs, installation, Relocate, Configure/Reconfigure	\$ 65 \$	11,220
1		Misc hardware, connectors, cable,	\$ 150 \$	150
		LIR services for removal of existing equipment	\$ - \$	
		A/S 300 Series Enclosure, wall mt w/door	\$ - \$	
1		Quest Free-Standing Server Enclosure	\$ 1,100 \$	1,100 ←
		Server Support Rack Shelf	\$ - \$	
		Dtek Surge Suppression for Video 12 pos / power cords	\$ - \$	
1		Avigilon NVR Gateway License	\$ 162 \$	162
		Avigilon NVR Server 5.0 TB	\$ - \$	
		Avigilon NVR Server 10.0 TB	\$ - \$	
1		Avigilon NVR Server 15.0 TB	\$ 9,678 \$	9,678 ←
		Avigilon NVR Server 21.0 TB	\$ - \$	
		Avigilon NVMS 4 channel NVR Software	\$ - \$	
		Avigilon NVMS 8 channel NVR Software	\$ - \$	
		Avigilon NVMS 16 channel NVR Software	\$ - \$	
1		Avigilon NVMS 24 channel NVR Software	\$ 5,678 \$	5,678 ←
		Avigilon Surveillance PTZ Joystick	\$ - \$	
		Avigilon POE extender	\$ - \$	
2		Avigilon 4-port Video Encoder	\$ 287 \$	574
1		Avigilon Encoder Rk Mt	\$ 45 \$	45
		D-Link DGS1210-10P PoE switch w/DEM311GT F/O Mod	\$ - \$	
		D-Link DGS1210-10P PoE switch, copper trx	\$ - \$	
1		D-Link DGS312024PC/SI 24p Gb PoE Switch	\$ 1,611 \$	1,611 ←
		BlackBox LGB1005A-R2 24-SFP F/O switch	\$ - \$	
		D-Link DEM311GT Gigabit Fiber Mod	\$ - \$	
			\$	33,026

**EXHIBIT C**

Date: 10-Feb-14

15-02068 CCTV Field Components

Project: Park Lakes Annex  
Title: Camera Location and Type

Name	Description	Type	Installed Cost
1	South Parking SMP	XVI	\$ 1,085
2	E 007 Hallway 1MP	I	\$ 725
3	S 002 Hallway 1MP	I	\$ 725
4	E 002A Hallway 1MP	II	\$ 604
5	S 001 Hallway 1MP	I	\$ 725
6	E 003 Hallway 1MP	II	\$ 604
7	E 005 Hallway 1MP	I	\$ 725
8	E 002B Hallway 1MP	II	\$ 604
9	C 002 Hallway 1MP	I	\$ 725
10	C 001 Hallway 1MP	I	\$ 725
11	E 004 Hallway 1MP	I	\$ 725
12	Cafeteria SMP	XII	\$ 935
13	E 009 Hallway 1MP	I	\$ 725
14	E 005 Hallway 1MP	I	\$ 725
15	N 002 Hallway 1MP	I	\$ 725
16	N 001 Hallway 1MP	I	\$ 725
17	E 006 Hallway 1MP	I	\$ 725
18	N Exterior SMP	XVI	\$ 1,085
			\$
			\$
Page Total			\$ 13,620



# EXHIBIT C

Date: 2/10/14

Project: Park Lakes Annex  
Title: Cable/Conduit/Trenching

Item	Description	Amount	Total
I	Total Cable Footage	0 ft	
	PVC Grounding Cable @ \$.80/ft	0 ft	\$ -
	PVC Video Cable @ \$.35/ft	0 ft	\$ -
	Plenum Video Cable @ \$.70/ft	2945 ft	\$ 2,062
	UDR F/O Cable @ 3.70/ft	0 ft	\$ -
			<u>\$ 2,062</u>
II	Conduit		
	3/4" Feet @ \$ 3.50 / ft	60 ft	\$ 210
	1" Feet @ \$ 4.20 / ft	0 ft	\$ -
	1 1/4" Feet @ \$ 5.80 / ft	0 ft	\$ -
	1 1/2" Feet @ \$ 8.20 / ft	0 ft	\$ -
	3/4" Rigid Feet @ \$ 5.20 / ft	0 ft	\$ -
	1 1/4" R Feet @ \$ 8.20 / ft	0 ft	\$ -
	1 1/2" R Feet @ \$ 9.50 / ft	0 ft	\$ -
	3/4" Rigid Feet @ \$5.20 / ft	0 ft	\$ -
			<u>\$ 210</u>

**Standard PO 4514041513 Created by ANN SIMPSON**

Menu

Standard PO: 4514041513 Vendor: 104075 HOLB SIERRA CORPORATIC Doc date: 05/12/2014

Header

Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Item Group	Print	Str. Location
1			K	CCTV Field Equipment		1	AU	D 05/23/2014	13,620.00	USD	1	AU	T 68087		Schools and Administ Alternatives C
2			K	Headend Control Systems		1	AU	D 05/23/2014	33,025.00	USD	1	AU	T 68087		Schools and Administ Alternatives C
3			K	Field Installation		1	AU	D 05/23/2014	2,062.00	USD	1	AU	T 68087		Schools and Administ Alternatives C

Item

[ 1 ] CCTV Field Equipment

Material Data Quantities/Weights Delivery Schedule Distribution Recipient

Account Assignment Account Assignment Texts Delivery Address Confirmations

Single account assign CoCode School Board

Unloading Point

Acc-Ass-Cat Cost center

Order

G/L Account	56410000
Business Area	3481
CO Area	568C
Cost Center	3481565010
Order	
WBS Element	
Fund	1000
Functional Area	5652000000000000
Funds Center	3481565010
Earmarked Funds	0

NOT RELEVANT

**HOLB SIERRA**HOLB SIERRA, INC.  
2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-6000 • BROWARD (954) 922-2476 • FAX (954) 922-8032

• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION AND DESIGN

REPORTING DEPT.

**Invoice**

DATE

INVOICE #

**EXHIBIT D**

4/8/2014 ✓

21467 ✓

2014 APR 25 PM 2:48 \

BILL TO:

SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDASCHOOL BOARD OF BROWARD COUNTY  
ACCOUNTS PAYABLE DEPT.  
7720 W. OAKLAND PARK BLVD. SUITE 304  
SUNRISE, FLORIDA 33351CAPITAL BUDGET  
1643 NORTH HARRISON PARKWAY,  
BLDG. H  
SUNRISE, FL. 33323  
TAMARAC ELEMENTARY

PO NUMBER	TERMS	DATE	SHIP	TO	FOR	PROJECT
7514008523	Net 30	3/31/2014				
QUANTITY	DESCRIPTION	UNIT PRICE	PRICE EACH	AMOUNT		
1	REPAIR	REPAIRED DVMRE, S/N D506-Z92-25N0648	495.00	495.00		
1	LABOR/SVCS	SERVICE EXISTING CCTV SYSTEM PER SERVICE TICKET #S 26231, 26337, CONTROL # 140225-93	165.00	165.00		
	Sales Tax		0.00	0.00		
CAPITAL PAYMENTS						
2014 APR 23 PM 12:01						
3/11/12 6210						
We appreciate your prompt payment.						<b>TOTAL</b>
						\$660.00

# SERVICE

Nº 26231

EXHIBIT D

**HOLB SIERRA**

HOLB SIERRA CORP.  
2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-8000 • BRW (954) 922-2476 • FAX (954) 922-8032  
• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN •

PHONE

DATE OF ORDER

WORK AUTHORIZED BY:

CUSTOMER ORDER NUMBER

☐ DAY WORK ☐ CONTRACT ☐ EMERGENCY/OFF HOURS

JOB NAME/NUMBER

JOB LOCATION

JOB PHONE

STARTING DATE

☒ BILLABLE

☐ WARRANTY

TO:

ATTN:

SERVICE REQUESTED

QTY.

PARTS

PRICE

EXT.

System 2 - No HDD Power

LOANER DVMRe  
D506T92541890

See page 47 for  
pictures of a  
DVMRe Recorder

OTHER CHARGES

DATE	TECHNICIAN	SERVICE PERFORMED	TIME IN	TIME OUT	TRAVEL	HRS.	RATE	AMOUNT
2/27	REBOARDS	BLUESCREEN FOR e LEAS 1 minua	11:00	12:15	.5	16.55		\$8.50
		1 HDD only. (Almost incoherence)						
		"160" PARN SCREENS up to 1600						
		"A-SEQUENCE"						
		OUT. FOR REPAIR - D506T925N06421	9	12	6	210		
		LOANER IN - D506T92541890						
		PROGRAMMED TO SBBC SPECS						
<p>Note: Broken unit removed and sent out for repair. Replaced with temporary Loaner unit.</p>		COMMENTS	TOTAL LABOR			\$8.50		
			TOTAL MATERIALS					
			TOTAL OTHER					
			TAX					
			TOTAL			\$8.50		

CUSTOMER SIGNATURE

DATE:

I hereby acknowledge the satisfactory completion of the above described work.

№ 26337

**HOLB SIERRA CORP.**  
2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-6000 • BRW (954) 922-2476 • FAX (954) 922-8032  
**STEMS • SALES • SERVICE • INSTALLATION • DESIGN •**

ATTN:

PHONE	DATE OF ORDER 3-31-14 EXHIBIT
WORK AUTHORIZED BY: J. E.	CUSTOMER'S ORDER NUMBER 140225-93
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EMERGENCY/OFF HOURS	
JOB NAME/NUMBER	
JOB LOCATION	
JOB PHONE	STARTING DATE
<input checked="" type="checkbox"/> BILLABLE <input type="checkbox"/> WARRANTY	

[illegible]

DATE	TECHNICIAN	SERVICE PERFORMED	TIME		TRAVEL	HRS.	RATE	AMOUNT
			IN	OUT				
3/31	<i>[Signature]</i>	Symmetry 2 Drive. Power Repair installers & Programmers Loaner removed	2:00	2:45	.5	1.5	\$55	\$82.50
<div style="float: right;">R. H. Brown</div> <div style="clear: both;"></div>								
out DSOBZT92541890								
in DSOBGT925N0648			31, 9 12 62 10					

Note: Loaner unit removed and original (repaired) unit re-installed

## COMMENTS

10 161 199

Thank You

**TOTAL LABOR**

### TOTAL MATERIALS

TOTAL OTHER

## TAX

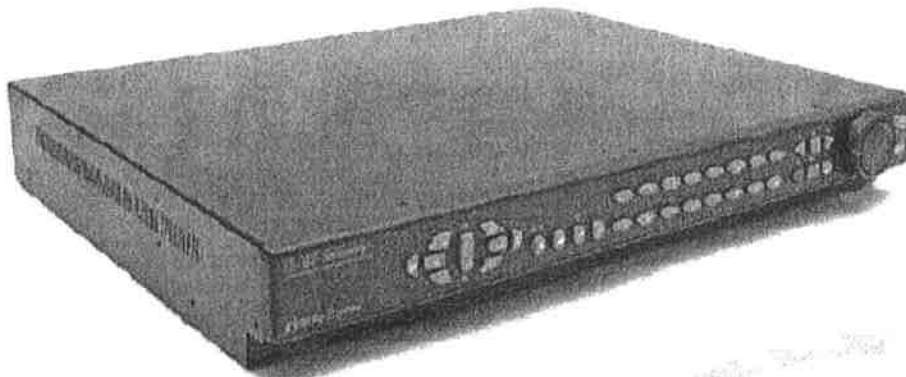
**TOTAL**

**CUSTOMER  
SIGNATURE**

DATE:

I hereby acknowledge the satisfactory completion of the above described work.

# DVMRe Triplex



## Features

- Multiplexer functionality with built-in digital recording.
- Triplex simultaneous recording, playback, and live multiscreen viewing.
- Remote programming and control through the RS232, RS485 and Ethernet ports.
- View live or recorded images remotely using WaveReader software.
- Dual multiscreen monitor displays.
- Auto-detect video mode on startup (NTSC or PAL).
- Video motion detection (intrusion and activity).
- Retail and Motion search.
- Preview search results with thumbnail images.
- Record speed selectable per camera.
- Displays include full screen, sequenced, picture-in-picture, and multiscreens.
- Alarm Handling with History Log. Pre- and post alarm recording, selectable per camera.
- Archive onto GE Security DVSe Disk Array, or RAID, DAT, AIT, or CD-Rs.
- IEEE 1394 Firewire interface for GE Security DVSe Disk Array or Firewire Disk Drives.
- Continuous Recording with simultaneous Archiving.
- PTZ control via ethernet or POTS, using CBR-KB3/J or KTD-405 keypad.
- Covert camera recording (recording without display).



**HOLB SIERRA**

HOLB SIERRA CORP.

2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020

1(800) 871-6000 • BROWARD (954) 922-2476 • FAX (954) 922-8032

• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

**Invoice  
EXHIBIT E**

DATE

INVOICE #

2014 JAN 22 PM 2:05

1/6/2014

21254

SHIP TO

SCHOOL BOARD OF BROWARD COUNTY  
ACCOUNTS PAYABLE DEPT.  
7720 W. OAKLAND PARK BLVD. SUITE 304  
SUNRISE, FLORIDA 33351

CAPITAL BUDGET  
1643 NORTH HARRISON PARKWAY,  
BLDG. H  
SUNRISE, FL. 33323  
CORAL GLADES HIGH

PO NUMBER	TERMS	REQ	SHIP	VIA	DATE	PROJECT
7514006210	Net 30		12/19/2013			
QTY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT		
1	EQUIP/MATE...	CAMERA, S/N-MHV-23454	185.00	185.00T		
1	EQUIP/MATE...	LENS	88.00	88.00T		
1	REPAIR	REPAIRED DVMRE, S/N D506-ZT92-401467	376.42	376.42T		
1	REPAIR	REPAIRED DVMRE'S, S/N'S D506-ZT92-401473, D506-T92-5N0660	375.00	375.00T		
1	EQUIP/MATE...	POWER PACK	30.00	30.00T		
1	OR/SVCS	SERVICE EXISTING CCTV SYSTEM PER SERVICE TICKET #S 26010, 25675, 25890, CONTROL # 130819-05	495.00	495.00T		
		Sales Tax	0.00	0.00		
3258338610						
TOTAL						
\$1,549.42						

We appreciate your prompt payment.

**EXHIBIT E**

SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

GRAINGER ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

ATTN:

**□ WARRANTY**

CUSTOMER Wickes Vaughn DATE: 9-27-13  
SIGNATURE I hereby acknowledge the satisfactory completion of the above described work.



# SERVICE

Nº 25890

EXHIBIT E

**HOLB SIERRA**

HOLB SIERRA CORP.  
2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-8000 • BRW (954) 922-2476 • FAX (954) 922-8032  
• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

TO: Coral Gables HS

ATTN:

PHONE	DATE OF ORDER <u>11/6/13</u>
WORK AUTHORIZED BY: <u>130819-05</u>	CUSTOMER'S ORDER NUMBER <u>12500-0001</u>
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EMERGENCY/OFF HOURS	
JOB NAME/NUMBER	
JOB LOCATION	
JOB PHONE	STARTING DATE
<input checked="" type="checkbox"/> BILLABLE	<input type="checkbox"/> WARRANTY

SERVICE REQUESTED	QTY.	PARTS	PRICE	EXT.
Remove two (2) VMRE's from Repair	2	VMRE IN from Repair #2 D5062T92401473		
		#6 D506T925N0660		325
ON ARRIVAL -	1	GE KTD I/O Power Pack		30
Printer (1) Syst 2 - Lower Recording Jumping Locators on Hard Drive				
(2) Syst 3 - Stopped Recording 10/25				
(3) Syst 4 - KEYBOARD DEAD				
OTHER CHARGES				

DATE	TECHNICIAN	SERVICE PERFORMED	TIME IN	TIME OUT	TRAVEL	HRS.	RATE	AMOUNT
11/6	ICCP	Syst 6 - (IN) from Rep. D506T925N0660	7:30	10:30		3.5	\$55	192.50
	Loaner	Loaner out - D. D606T92880062						
		Syst 3 out for Rep D5062T92401467						
	Loaner	Loaner IN D606T92880062						
		Syst 2 (IN) from Rep D5062T92401473						
	Loaner	Loaner out D506T925N0662	11/6	1:11		1.1		
		(3) New Power Pack for KTD I/O						
		Circuit Programming and Network Assignment						
		All six Systems						

COMMENTS	TOTAL LABOR	TOTAL MATERIALS	TOTAL OTHER	TAX	TOTAL
NOTE Syst 2 not repaired properly - Port 9 still bad with send back to GR Repair when system 3 returns Loaner Syst 3 - Spooler No output	192.50	405.00			597.50

Thank You

CUSTOMER  
SIGNATURE

Theresa Vaughn

DATE: 11-6-13

I hereby acknowledge the satisfactory completion of the above described work.

# SERVICE

Nº 26010

EXHIBIT E

**HOLB SIERRA**

HOLB SIERRA CORP.

2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-6000 • BRW (954) 922-2476 • FAX (954) 922-8032

• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN •

TO:

*Cord Glass AS*

3

ATTN:

PHONE	DATE OF ORDER 12-19-13
WORK AUTHORIZED BY: <i>U.S.</i>	CUSTOMER'S ORDER NUMBER 130819-05
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EMERGENCY/OFF HOURS	
JOB NAME/NUMBER	
JOB LOCATION	
JOB PHONE	STARTING DATE
<input checked="" type="checkbox"/> BILLABLE	<input type="checkbox"/> WARRANTY

SERVICE REQUESTED	QTY.	PARTS	PRICE	EXT.
① <del>REMOVE</del> REPAIR SYSTEM 3 DVMRC	1	DVMRC from Repair (sys 3)		376.42
② REMOVE REPAIR PTZ 2-13		s/n D5062T9240467		
③ 12-13 OUT AGAIN CHECK ALL B4 RE-IN REPAIR	1	DVMRC Replacement	566.00	
④ sys 2 DVMRC BAL - AGAIN AND AGAIN		for system 2 UNREPAIRABLE s/n D606T92720468		
OTHER CHARGES				

DATE	TECHNICIAN	SERVICE PERFORMED	TIME IN	TIME OUT	TRAVEL	HRS.	RATE	AMOUNT
12/19	KU	① LOANER OUT (sys 3) D606T92880062	2:00	4:00	.5	2.5	\$5	137.50
		REPAIR IN (sys 3) D5062T92401467						
		② PTZ from REPAIR IN/programmed s/n 0942648						
		③ PTZ LOANER OUT - NEED REPAIR 031003300 5616						
		④ System 2 OUT UNREPAIRABLE D5062T92401467						
		REPLACEMENT DVMRC D606T92720468						
		3258.33						

COMMENTS	TOTAL LABOR	137.50
NOTE ① LOANER OUT (062) NEED REPAIR - Pass "B" output	TOTAL MATERIALS	376.42
NOTE ② checked all 6 systems - nominal	TOTAL OTHER	
	TAX	
	TOTAL	513.92

Thank You

CUSTOMER SIGNATURE

*Paul [Signature]*

DATE: 12/19/13

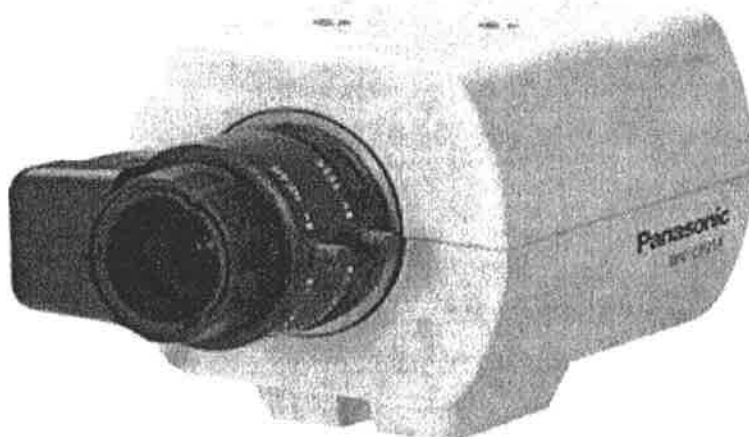
I hereby acknowledge the satisfactory completion of the above described work.

## Panasonic WV-CP314

### Indoor Security Camera (Analog / Dome)

Write a Review

**Panasonic**



### Technical Features for Panasonic BTS Panasonic WV-CP314

Panasonic's WV-CP314 is a Fixed Day/Night Camera that offers 650 lines color horizontal resolution. Additional features of the WV-CP314 include **Ultra High Sensitivity** with Day/Night function, **Adaptive Black Stretch (ABS)** to enhance visibility of dark areas without compromising bright areas and various adjustment features including BLC (Back-Light Compensation), ATW (Auto Tracing White Balance) and ALC (Automatic Light Control).

#### WV-CP314 Features:

- **High Resolution: 650 TV lines**
- **Day & Night Function**
- 24V AC or 12VDC
- **ABS (Adaptive Black Stretch)**
- Focus Assist
- **Digital zoom: Up to 2x**
- Adaptive Digital Noise Reduction
- Internal/Multiplexed Vertical Drive (VD2) synchronization
- Lens Distortion Correction
- Auto Image Stabilizer
- Various adjustment features including BLC (Back-Light Compensation), ATW (Auto Tracing White Balance) and ALC (Automatic Light Control)
- 16 Axis Matrix Color Compensation Function
- Electronic sensitivity enhancement: Auto (Up to 32x) / Fix (Up to 512x)
- Electronic shutter from 1/100 (NTSC), 1/120 (PAL) to 1/120,000 sec
- Over the Coaxial Cable Data Communication
- 16 Alphanumerics Camera Title Display
- Multi Language: English, French, Italian, Spanish, German, Russian, Chinese, Japanese
- On screen Display Menu
- ELC mode for easier lens adjustment upon installation

# EXHIBIT F Invoice

**HOLB SIERRA**

HOLB SIERRA CORP.  
2045 SHERMAN ST. • HOLLYWOOD • FLORIDA • 33020  
1(800) 871-6000 • BROWARD (954) 922-2476 • FAX (954) 922-8032  
FLOORING • INSTALLATION • DESIGN

• INTEGRATED ELECTRONIC SYSTEMS • SALES • SERVICE • INSTALLATION • DESIGN

DATE	INVOICE #
------	-----------

4/21/2014 ✓ 21499 ✓

2014 JUL -1 AM 10:08

THE SCHOOL BOARD OF

BILL TO:

SHIP TO

SCHOOL BOARD OF BROWARD COUNTY  
ACCOUNTS PAYABLE DEPT.  
7720 W. OAKLAND PARK BLVD. SUITE 304  
SUNRISE, FLORIDA 33351

**CAPITAL BUDGET**  
1643 NORTH HARRISON PARKWAY,  
BLDG. H  
SUNRISE, FL. 33323

PO NUMBER	TERMS	REP	SHIP	VIA	FOB	PROJECT
7514005221	Net 30		4/21/2014			
QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT		
1		INSTALL CCTV - INSTALLED CCTV SURVEILLANCE SYSTEM PER BID NO 28-134T FOR GULFSTREAM MIDDLE	85,774.00	85,774.00		
		Sales Tax	0.00	0.00		
<p> <i>Out R</i>  <i>06/23/14</i> </p> <p> <b>RECEIVED</b>  <b>FINANCIAL DEPT</b>  <b>2014 JUN 26 AM 7:32</b>  <b>THE SCHOOL BOARD OF</b>  <b>DADE COUNTY, FLORIDA</b> </p> <p> <b>RECEIVED</b>  <b>THE SCHOOL BOARD OF</b>  <b>DADE COUNTY, FLORIDA</b>  <b>2014 JUL 1 AM 8:55</b>  <b>CAPITAL PAYMENTS</b> </p> <p> <i>Rafael Brown</i> <i>7/1/14</i> </p>						
				<b>TOTAL</b>	<b>\$85,774.00</b>	

RECEIVED  
We appreciate  
ACCOUNTING DEPARTMENT  
REPORTING DEPARTMENT  
2014 JUL - 1 AM 7:12  
THE SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDA  
BROWARD

# Purchase Order

School Board of Broward County, Florida  
Supply Management and Logistics  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, FL 33351  
Tel: 754-321-0505

Purchasing Agent/Buyer: Kay Lloyd  
E-mail: kay.lloyd@browardschools.com  
Telephone: 754-321-0504  
PA Technician Tel: 754-321-0523



Submit All Invoices To: **EXHIBIT F**  
School Board of Broward County, Florida  
Financial Reporting Department  
Attn: Accounts Payable  
1643 North Harrison Parkway, Bldg H  
Sunrise, FL 33323 / Tel: 754-321-8484

Purchase Order Number: 7514005221  
Purchase Order Date: 09/24/2013

P21345

T HOLB SIERRA CORPORATION  
O 2045 SHERMAN STREET  
HOLLYWOOD, FL 33020

S Capital Budget  
H 1643 North Harrison Parkway, Bldg. H  
I Sunrise, FL 33323  
P Tel: 754-321-8200

T  
O Contact: Gail Savary

Vendor Number: 104075

Terms of Delivery: FOB Destination

Terms of Payment: Net 7 Days

Material No/ Description	Vendor Material Number	Order Quantity	Unit of Measure	Delivery Date	Bid Number	Bid Expiration Date	Unit Price	Net Value
1 VIDEO SURVEILLANCE GULFSTREAM MIDDLE AS PER BID AND SPECIFICATIONS BID NO: 28-134T CONTRACT VALID THROUGH 02/28/14 PROPOSAL DATED 9/4/13 INSTALLATION AND REPLACEMENT OF VIDEO SURVEILLANCE SYSTEMS (SYSTEM UPGRADE)		1	AU	09/23/2013	28-134T		85,774.00	85,774.00

SEP 24 2013

Total Net Value 85,774.00 USD

FLORIDA STATE SALES TAX EXEMPT: 85-8013140099C-8  
FEDERAL EXCISE TAX EXEMPT: 59-70-0062-1

Delivery of this Purchase Order via electronic means or via  
US Postal Service constitutes SBBC's approval for the  
purchases of the goods and services stated herein.  
Additional Purchase Order Terms and Conditions follow  
on a separate Page.



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
 7720 WEST OAKLAND PARK BOULEVARD, SUITE 100, FORT LAUDERDALE, FLORIDA 33351 • TEL 754-321-0735 • FAX 754-321-0736

**David Golt, Chief of Police**  
 Broward District Schools Police Department  
 Tel (754) 321-0735 • Fax (754) 321-0736  
 Tel (754) 321-0725 • Fax (754) 321-0930  
 www.browardschools.com

**SCHOOL BOARD**

*Chair* ANN MURRAY  
*Vice Chair* LAURIE RICH LEVINSON

ROBIN BARTLEMAN  
 MAUREEN S. DINNEN  
 PATRICIA GOOD  
 DONNA F. KORN  
 KATHERINE M. LEACH  
 NORA RUPERT  
 BENJAMIN J. WILLIAMS

ROBERT W. RUNCIE  
*Superintendent of Schools*

**MEMORANDUM**

**DATE:** September 4, 2013

**TO:** Rafiki Brown, Capital Budget Analyst III

**FROM:** Alfonso Gebbia, System Analyst III

*ay — M*

09/04/13

**SUBJECT:** Gulfstream MS

Can you open a PO for a system upgrade for Gulfstream MS, made out to Holb Sierra for the amount of \$85,774.00 Thank you.



INTEGRATED ELECTRONIC SYSTEMS SALES SERVICE INSTALLATION DESIGN

EXHIBIT F

CAPITAL PAYMENTS

2013 SEP 20 PM 3:46

4-Sep-13

School Board Broward County  
7720 W Oakland Park Blvd  
Sunrise FL 33351

Attn: Alfonso Gebbia  
Re: 28-134T, Installation & Replacement of Video Surveillance Systems  
From: Marcos Vidal ←  
Project: Gulfstream MS Avigation Upgrade  
Title: Systems Proposal

Alfonso:

In accordance with the contract documents for the above referenced bids, below is the summation of the costs for the above.

1	CCTV Field Equipment	\$	23,071
2	Headend Control Systems	\$	50,985
3	Field Installation	\$	3,423
4	Conduit/Trenching/Overhead Wiring	\$	8,265
	Total	\$	85,774

Please see attached literature for additional detailed breakdown.

All SBBC furnished raceway system to be clear, correct, and provided with pullstring. Any work required to correct defects or deficiencies are in addition to the proposal amount. SBBC to provide any network connectivity as required.

2045 SHERMAN STREET HOLLYWOOD FLORIDA 33020 BWD (305) 922-2478 DAD 1-800-871-6000 FAX (305) 922-8032



EXHIBIT F

Date: 4-Sep-13  
 Project: Gulfstream MS Avigilon Upgrade  
 Title: Headend Control Systems

Item	Quantity	Description	net		Price
		Altronix 2416 Power Supply	\$	-	\$
		Altronix 2408 Power Supply	\$	-	\$
		Veracity Highwire Ethernet/Coax Converter Pair	\$	-	\$
		Panasonic WJ-ND400/4000 - 64 pos 4TB Network Recorder	\$	-	\$
		Panasonic Cannister 1000 1TB Storage for 400 Recorder	\$	-	\$
	1	HSC - Viewing Station w/ peripherals - desk mount	\$	2,500	\$ 2,500
	3	TrendNet 24P Patch Panel w/10 patch cable set	\$	306	\$ 918
		HSC - Cat5 Patch Cables	\$	-	\$
		HSC - Mobile Viewing Station	\$	-	\$
		HSC - Mobile Viewing Station Bluetooth Keyboard	\$	-	\$
	3	TrippLite OmniBC Pro 1500 BUPS, rk mt.	\$	370	\$ 1,110
		Ditek Surge Suppression for Video	\$	-	\$
	384	Labor svcs, Installation, Relocate, Configure/Reconfigure	\$	55	\$ 21,120
	1	Misc hardware,connectors,cable,	\$	100	\$ 100
		Lift services for removal of existing equipment	\$	-	\$
	2	A/S 300 Series Enclosure, wall mt w/door	\$	852	\$ 1,704
	1	Quest Free-Standing Server Enclosure	\$	1,100	\$ 1,100
		Server Support Rack Shelf	\$	-	\$
		Ditek Surge Suppression for Video 12 pos / power cords	\$	-	\$
	1	Avigilon NVR Gateway License	\$	162	\$ 162
		Avigilon NVR Server 5.0 TB	\$	-	\$
		Avigilon NVR Server 10.0 TB	\$	-	\$
	1	Avigilon NVR Server 15.0 TB	\$	9,678	\$ 9,678
		Avigilon NVR Server 21.0 TB	\$	-	\$
		Avigilon NVMS 4 channel NVR Software	\$	-	\$
	1	Avigilon NVMS 8 channel NVR Software	\$	1,901	\$ 1,901
		Avigilon NVMS 16 channel NVR Software	\$	-	\$
	1	Avigilon NVMS 24 channel NVR Software	\$	5,678	\$ 5,678
		Avigilon Surveillance PTZ Joystick	\$	-	\$
		Avigilon POE extender	\$	-	\$
	3	Avigilon 4-port Video Encoder	\$	287	\$ 861
	1	Avigilon Encoder Rk Mt	\$	46	\$ 46
	1	D-Link DGS1210-10P PoE switch w/DEM311GT F/O Mod	\$	655	\$ 655
		D-Link DGS1210-10P PoE switch, copper trx	\$	-	\$
	2	D-Link DGS312024PC/SI 24p Gb PoE Switch	\$	1,611	\$ 3,222
		BlackBox LGB1005A-R2 24-SFP F/O switch	\$	-	\$
	1	D-Link DEM311GT Gigabit Fiber Mod	\$	230	\$ 230
			\$		\$ 50,985



Date: 4-Sep-13

Project: Gulfstream MS Avigilon Upgrade  
Title: Camera Location and Type

Num	Description	Type	Installed Cost
1	Bldg 11 N Cam 5MP	XV	\$ 1,053
2	200 Hall N Cam 5MP	XIV	\$ 1,028
3	Bldg 7 N Cam 5MP	XV	\$ 1,053
4	Bldg 7 N Cam 5MP	XV	\$ 1,053
5	Bldg 7 1MP	II	\$ 604
6	100 Hall 1MP	III	\$ 729
7	500 Hall 1MP	III	\$ 729
8	200 Hall 1MP	III	\$ 729
9	200 Hall 1MP	III	\$ 729
10	500 Hall 1MP	III	\$ 729
11	9000 Hall 1MP	III	\$ 729
12	9000 Hall 1MP	III	\$ 729
13	Bldg 12 3MP	IX	\$ 928
14	Bldg 12 5MP	XV	\$ 1,053
15	Bldg 12 5MP	XV	\$ 1,053
16	300 Hall 5MP	XIV	\$ 1,028
17	300 Hall 3MP	IX	\$ 928
18	300 Hall 1 MP	III	\$ 729
19	300 Hall 5MP	XIV	\$ 1,028
20	300 Hall 1MP	III	\$ 729
Page Total			\$ 17,370

Project: Gulfstream MS Avionics Upgrade  
Title: Camera Location and Type - System 2

60

# EXHIBIT F

Date: 9/4/13

Project: Gulfstream MS Avigilon Upgrade  
Title: Cable/Conduit/Trenching

Item	Description	Amount	Total
I	Total Cable Footage	5350 ft	
	PVC Grounding Cable @ \$ .90/ft	0 ft	\$ -
	PVC Video Cable @ \$0.35/ft	5350 ft	\$ 1,873
	Plenum Video Cable @ \$0.70/ft	100 ft	\$ 70
	UDR F/O Cable @ 3.70/ft	400 ft	\$ 1,480
			<u>\$ 3,423</u>
II	Conduit		
	3/4" Feet @ \$ 3.50 / ft	150 ft	\$ 525
	1" Feet @ \$ 4.20 / ft	0 ft	\$ -
	1 1/4" Feet @ \$ 5.60 / ft	0 ft	\$ -
	1 1/2" Feet @ \$ 6.20 / ft	0 ft	\$ -
	3/4" IMC Feet @ \$ 4.20 / ft	1850 ft	\$ 7,770
	1 1/4" IMC Feet @ \$ 7.20 / ft	0 ft	\$ -
	1 1/2" IMC Feet @ \$ 8.00 / ft	0 ft	\$ -
			<u>\$ 8,295</u>

**EXHIBIT G**

**School District of Palm Beach County FL**



**Solicitation No. 11C-36S**

**T/C Video Surveillance Installation, Repair, Svc, Parts & Equip & Related Svc**

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**RESPONSES ARE DUE PRIOR TO:**

**Apr 13, 2011 2:00:00 PM EDT**

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**RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:**

**[www.bidsync.com](http://www.bidsync.com)**

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INVITATION TO BID NO.: 11C-36S - TERM CONTRACT FOR VIDEO SURVEILLANCE INSTALLATION,  
REPAIR, SERVICE, PARTS, EQUIPMENT AND RELATED SERVICES

DATE: March 13, 2014

PRESENTED TO BOARD: April 16, 2014

CONTRACT PERIOD: May 5, 2014 through May 4, 2016

DEPARTMENT: Various FUND: Various FUNCTION: Various ACCOUNT: Various

FUNDING SOURCE: Various Budgets including Operating and Capital

REQUESTING DEPARTMENT: School Police

**FINANCIAL IMPACT**

The annual financial impact to the various District budgets is not to exceed \$2,000,000. The source of funds is various budgets.

**CONTRACT RENEWAL**

Term Contract No. 11C-36S was awarded on May 3, 2011, to ADI, ATCi Communications, Inc., Glanz Technologies, Inc., Graybar, Holb Sierra Corporation, Pro Video Sales, Inc., Silmar Electronics, Inc., Troxell Communications, Inc. and Waveguide Communications, Inc., for one year from May 5, 2011 through May 4, 2012 with the option to renew for two additional two-year periods.

The first option to renew contract was exercised for the period May 5, 2012 through May 4, 2014.

The second and final option to renew is now being exercised for the period May 5, 2014 through May 4, 2016.

ATCi Communications, Inc., Glanz Technologies, Graybar, Holb Sierra Corporation, Silmar Electronics, Inc., Troxell Communications, Inc. and Waveguide Communications, Inc., have agreed to honor terms, conditions and pricing of existing contract for the forthcoming contract period. Pro Video Sales, Inc. has now become Pro Sound Inc. and has agreed to honor terms, conditions and pricing of existing contract for the forthcoming contract period. ADI had chosen not to renew the contract.

Items to be purchased include video surveillance parts, equipment and services to include installation, repairs, and other related services.

**RECOMMENDATION:** Based on satisfactory performance during the past contract period, it is recommended that the Term Contract for Video Surveillance Installation, Repair, Service, Parts, Equipment and Related Services be renewed with ATCi Communications, Inc., Glanz Technologies, Inc., Graybar, Holb Sierra Corporation, Pro Sound, Inc., Silmar Electronics, Inc., Troxell Communications, Inc. and Waveguide Communications, Inc. for the period May 5, 2014 through May 4, 2016.

Note: Original Bid document is available upon request.

SS: GM: JW

**11C-36S - SPECIAL CONDITIONS**

- A. **SCOPE:** The purpose and intent of this Invitation to Bid is to secure prices, firm fixed single percentage discounts, hourly labor rates, 100% turnkey installation, when requested, and establish a **Term Contract for Video Surveillance Installation, Repair, Service, Parts & Equipment and Related Services**, as specified herein.
- B. **DELIVERY:** Items in the Invitation to Bid are for various schools and departments located throughout Palm Beach County and to the District's Supply Warehouse, located at 1481 Australian Avenue, Riviera Beach, FL 33404.. Deliveries are to be FOB destination as per purchase order. All deliveries made to schools and departments shall require **inside delivery** unless otherwise specified.

- C. **AWARD:**  
**Section I:** In order to meet the needs of the various schools and departments and in the best interest of the School District, multiple awards will be made to create a pool of vendors who meet the specifications contained herein to provide and install a complete 100% turnkey new video surveillance system and any additions to an existing video surveillance system. Bidder(s) completing Section I must be manufacturer authorized installers. Contract will be awarded by applying the Total Cost of Parts and Labor submitted on the Bid Summary Document, Section I to a hypothetical but typical School District project to determine the lowest bids from as many as five (5) responsive, responsible bidders meeting all specifications, unless a State of Florida or District certified Minority/Women Business Enterprise (M/WBE) bid price does not exceed the lowest bidder's price by an amount greater than \$50,000 or 5%, whichever is less. In instances where the certified M/WBE's price difference is greater than \$50,000 or 5%, the lowest responsive, responsible bidder(s) will be awarded the contract and the goals shall be deemed waived.

**IT IS NECESSARY FOR A BIDDER TO BID ON EVERY ITEM IN ORDER TO HAVE A BID CONSIDERED.** It is also required that the bidder(s) carefully consider each item and make sure that each one meets the specifications as indicated. In the event that one item does not meet such specifications, Section I of the bid response will be disqualified.

When services are needed, the pool of vendors will be invited to provide a quote for that particular project. Each vendor will be notified and given a date and time for site meeting. All interested parties/bidders shall attend and sign the attendance sheet. The attendance sheet will be collected ten (10) minutes after the scheduled start time. Those arriving after the attendance sheet has been collected shall be considered as not in attendance for purposes of the mandatory site inspection. Quotes shall be itemized in accordance with items referenced in the Bid Summary Document, Section I of the bid. Any additional items required for installation not referenced in the Bid Summary Document, Section I of the bid shall be itemized separately on the quote and the Balance of Line percentage discount provided by the awarded vendor on the Additional Information Document shall be deducted from those items. When a vendor is requested to provide a quote for a project, the quote must be itemized based on the prices submitted on the Bid Summary Document, Section I and Additional Information Document of this bid. The District will not accept a quote based on a "not to exceed" dollar total. All quotes must be itemized. However, it is understood that individual Video Surveillance jobs may warrant an additional educational discount. Therefore, a vendor may always submit an itemized quote that is based on a lower price than those submitted in their bid documents.

Board Policies and Rules prohibiting smoking and consumption of alcohol and illegal drugs while on campus. The provision or use of existing sanitary facilities will be discussed and determined at the site meeting. The contractor shall provide to the owner certification that all personnel on site comply with Level 2 FDLE and FBI screening, with the report of the results provided by the School District's Police Department, which shall be the sole determiner of clearance. All contractor and sub-contractor personnel must have a badge, indicating clearance. The contractors name and a traceable number must be visible. No contact between students or School staff is allowed with any contractor, sub-contractor, or supplier. If contacted by school personnel or staff, refer them to the School Districts Project Coordinator for this project. More information on Level 2 screening can be found at: <http://www.palmbeachschools.org/schoolpolice/Fingerprintingandbadges.asp>

- CC. **AREA REPRESENTATIVE:** Bidder should indicate in space provided on the Area Representative Document the name, address, phone/fax numbers, and email address (if available), of the vendor representative who will be available, upon request, to visit school or District sites, resolve billing and other problems.
- DD. **VARIANCES:** State any variances, however slight, to the bid specifications on the Variances Document included in this bid. If none are indicated, it will be assumed materials and/or services bid are identical to those specified.
- EE. **EARLY PAYMENT TERMS:** Offers of discounted payment terms are encouraged and may be offered on the Early Payment Terms Document in this bid.
- FF. **PAYMENT / PAYMENT TERMS:** Payment will be made after the goods/services from the awarded vendor have been received/completed; inspected and found to comply with award specifications, free of damage or defect; and a properly billed invoice is received and processed in the Accounting Services Department.

The District's payment terms are net 30 days; however, the District will accept terms for early payment. See **Early Payment Terms Document**.

**Payment will not be processed until the following occurs:**

1. The complete and satisfactory receipt of all items ordered. All pricing in accordance with the bid.
2. The receipt of a properly billed invoice in the Accounting Services Department.
3. A copy of the original invoice is to be provided to the District official requesting installation/services.

**Invoices to the School Board MUST include the following to permit verification of prices and expedite payment to vendors:**

1. Name and Address of Vendor
2. Purchase Order Number
3. A Unique Invoice Number
4. Date of Shipment
5. Line Item Total or Extended Price
6. Price/catalog list price, single firm fixed percentage discount and discounted price.

**Invoice copy and/or packing slip must be presented at time of delivery. Original invoice must be sent to Accounting Services. Failure to timely submit invoices(s) to**

### **SECTION III**

## **FULL TEXT OF MANAGEMENT RESPONSES**



<p><b>THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA</b> <b>BROWARD DISTRICT SCHOOLS POLICE DEPARTMENT</b> Tel. (754) 321-0735 - Fax (754) 321-0736      Tel. (754) 321-0725 – Fax (754) 321-0930</p>
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August 18, 2015

TO: Patrick O. Reilly, Chief Auditor  
Office of the Chief Auditor

FROM: Anthony C. Williams, Chief of Police *ACW*  
Broward District Schools Police Department

**SUBJECT: REVIEW OF INSTALLATION AND REPLACEMENT OF VIDEO  
SURVEILLANCE SYSTEM BID NO. 28-134T AND BID NO. 55-045C**

I have reviewed the responses for the Review of Installation and Replacement of Video Surveillance Systems Bid No. 28-134T and Bid No. 55-045C. I concur with the planned corrective action and approve the submitted responses.

Please contact me if you have any questions.

ACW:ta

c: Jeffrey S. Moquin, Chief of Staff

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF  
BROWARD DISTRICT SCHOOLS POLICE DEPARTMENT**

**INTERNAL AUDIT REPORT**

Review of Installation and Replacement  
of Video Surveillance System  
Bid No. 28-134T and Bid No. 55-045C

School camera surveillance systems offer several benefits to enhance and maintain a safe and secure environment. They play a vital role in the holistic approach to school safety and the emergency preparedness process. Security cameras have a rippling effect throughout our community to deter unwanted visitors and to protect all stakeholders who enter our gates. The recording devices provide valuable information when unfortunate incidents happen, sometimes resulting in liability claims. Camera placement can also free up manpower to monitor sections of District property. According to the 2013-14 National Center for Educational Statistics, almost 90% of schools with student populations of 1000 or more use security cameras. However, according to Kenneth Trump, a well-known school security consultant, districts should assess, provide clear communication, and establish policies, budget, and reasonable community expectations for the role of security surveillance cameras. Broward District Schools Police Department (BDSPD) has reviewed the audit and has provided the following response to improve the video surveillance system. It is vital to note the balancing of staffing; budget and accountability are critical categories for successful school safety standards. BDSPD recommends increasing staffing, budget, procedural changes, and training. This will ensure a maintained standard of excellence balanced with accountability. As responses are reviewed, please consider the equity recommended for each finding.

**FINDINGS – MANAGEMENT RESPONSE**

**Findings. #1: Strengthen internal controls over surveillance equipment purchases and ensure compliance with the School Board of Broward County (SBBC) Business Practice Bulletin 0-100 – Procedure for Property and Inventory Control.**

**Position: Agree**

**Action taken by: *Currently In-progress and to be completed within 30 days***

**Response/Recommendation:**

We will review Business Practice Bulletin O-100 Procedures for Property & Inventory Control and implement procedures to ensure that surveillance equipment purchases are not “bundled”. Surveillance equipment with a unit value of over \$1,000 will be ordered

July 2015

Prepared by: Reginald L. Browne, Task Assigned Camera Department Supervisor

Page 1 of 4

on separate lines of the requisition and acknowledgement of goods received for new equipment will be documented and recorded in the asset records for tangible personal property.

**Findings #2:** Strengthen procedure over the repair/replacement of surveillance equipment.

**Position:** Agree

**Action taken by:** *Currently In-progress and to be completed within 90 days*

**Response/Recommendation:**

- We will review the Florida Administrative Code 69I-73.005 Disposition of Property and Business Practice Bulletin O-100 Procedures for Property & Inventory Control to ensure compliance with the requirements for the disposition of property.
- We also will ensure that permits are obtained and inspections are performed for all new installations of surveillance equipment at District sites.
- We will strengthen our approval process over the procurement of video surveillance equipment purchases and repairs to include additional administrative approval.

**Findings #3:** Improve efficiency by eliminating the process of installing and removing “loaner” surveillance equipment and maintaining an inventory system for all surveillance equipment removed from District sites by the vendor.

**Position:** Agree

**Action taken by:** *Currently initiated.*

**Response/Recommendation:**

We plan to develop a procedure to maintain a detailed record of all surveillance system equipment installed at the District locations, including refurbished/working units maintained for future repair requests. In addition, we will critically assess and recommend the vendor will no longer perform the process of installing and later removing loaner surveillance equipment and reinstalling the original “repaired” surveillance equipment.

Currently, the District employs one supervisor to support camera security projects and service/repairs for all school and administrative sites. The supervisors duties also include: BDSP computer forensic investigation assistance in collaboration with

Internal Audit Report – Review of Installation and Replacement of Video  
Surveillance System Bid No. 28-134T and Bid No. 55-045C

department investigator, finger-print technology support for Security Clearance department, respond to subpoena camera recording requests, insurance liability claims, supervise District access control system, and supervise six 24/7 console viewers who monitor District burglar alarms. As stated in audit, unqualified staff conducts oversight. Currently, service repair expenditures average more than \$200,000.00 annually. A review for Additional staff is recommended to maintain increased contract monitoring and sustain compliance procedures to safeguard District assets. BDSPD recommends a review for additional staff:

- Administrator: administer vendor contract(s), manage console viewer staff, access control sites, security camera installation projects, budget, asset assessment, and provide assessment for refurbished, aging, or obsolete equipment.
- Security Camera Repair Technician(s): provide service calls and repairs under a certain estimated amount, facilitate on-site project installation assessments, and make recommendations on submitted proposals.

**Finding #4:** Obtain competitive solicitation when making purchases in excess of \$50,000.00, as required by School Board Policy 3320 – Purchasing Policies.

**Position:** Agree

**Action taken by:** *Currently completed and will begin bid process before May 2016.*

**Response/Recommendation:**

- We no longer are purchasing surveillance equipment that was not competitively solicited and referenced in contract No. 28-134T, which did not contain digital surveillance equipment as part of the contract.
- Currently, we are using the Bid Contract No. 11C-36S School District of Palm Beach County-Video Surveillance Installation, Repair Service, Parts and Equipment and Related Services (Piggyback Agreement 55-045C), which include digital surveillance equipment at competitive prices.
- We plan to issue a new bid in May 2016 to meet the District's needs for new surveillance installation systems and repair work.

**Findings #5:** Ensure that the terms and special conditions in Contract No. 55-045C are met prior to approval of invoices for payment.

**Position:** Agree

**Action taken by:** *Currently initiated.*

Internal Audit Report – Review of Installation and Replacement of Video  
Surveillance System Bid No. 28-134T and Bid No. 55-045C

**Response/Recommendation:**

- We will review contract deliverables to ensure discount prices of surveillance equipment are included on invoices. Secondly, all expenditures for repair work sent out to a subcontracted repair shop by the vendor will require a detailed invoice from the subcontractor for review prior to payment.
- Also, we will establish multiple vendors' submissions using contract No. 55-045C to ensure competitive prices are obtained for installation of surveillance systems and replacement parts.

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**Resource:**

Create a realistic focus when using school security cameras:

<http://www.schoolsecurity.org/2014/07/create-realistic-focus-using-school-security-cameras/>

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER


Maurice L. Woods  
Chief Strategy & Operations Officer

Telephone: 754-321-2610

Facsimile: 754-321-1999

August 21, 2015

TO: Patrick Reilly  
Chief Auditor

FROM: Maurice L. Woods   
Chief Strategy & Operations Officer

SUBJECT: **INTERNAL AUDIT REPORT-VIDEO SURVEILLANCE SYSTEMS**

I reviewed responses from Director Ruby Crenshaw of Procurement & Warehousing Services to the July 2015 Findings of the Internal Audit Report Review of Installation and Replacement of Video Surveillance Systems, Bid No. 28-134T and Bid No. 55-045C. I concur with management's responses. **Please contact me if you have any questions.**

MLW:dsc  
Attachment

c: Ruby Crenshaw, Director, Procurement & Warehousing Services

*The School Board Of Broward County, Florida*  
**Procurement & Warehousing Services**  
Technology & Support Services Center - Suite 323

DATE: August 24, 2015

TO: Patrick O. Reilly, Chief Auditor  
Office of the Chief Auditor

FROM: Ruby Crenshaw, Director  
Procurement & Warehousing Services

SUBJECT: Review of Installation and Replacement of Video Surveillance Systems Bid No. 28-134T and Bid No. 55-045C

Procurement & Warehousing Services has reviewed the report dated July 2015 and is providing responses to items 1 & 5 as requested.

**FINDING NO. 1**

Strengthen internal controls over surveillance equipment purchases and ensure compliance with the District's Business Practice Bulletin O-100 – Procedures for Property and Inventory Control.

**Management Response:**

Procurement & Warehousing Services agrees with the concerns raised in the report regarding items being "bundled" and on "attached lists" in requisitions rather than being itemized.

In collaboration with the Broward District Schools Police Department, the following process is recommended for processing requisitions:

- The police department will submit a "framework" requisition with two line items:
  - Line 1 - Service calls at \$55 per hour
  - Line 2 - Miscellaneous parts and repairs under \$1,000

Line 1 – Allows the police department staff to dispatch the security company out to a District location immediately to make an assessment. Due to the nature of this service, processing a purchase order for each service call would not be effective, therefore, a "framework" purchase order is needed for immediate service.

Line 2 – Allows the security company to make repairs under \$1,000 at the time of the service call.

- In the event that a repair and/or parts are over \$1,000, the security company is not authorized to make the repair until they provide an itemized proposal to be approved by police staff. Once approved, an itemized requisition will be processed by police staff and electronically submitted to the procurement department for a purchase order. This process will satisfy the requirement of tracking property and inventory.

Ruby Crenshaw, Director  
Phone: 754-321-0501 Fax: 754-321-0533

**Review of Installation and Replacement of Video Surveillance Systems**  
**Bid No. 28-134T and Bid No. 55-045C**  
**Page 2**

**FINDING NO. 5**

Ensure that the Terms and Special Conditions in Contract No. 55-045C are met prior to approval of invoices for payment.

- The District created a contract that was a piggyback on Palm Beach County Schools' Contract 11C-36S. Palm Beach County Schools' contract awarded multiple vendors that could perform installation and repairs; however, the District created an exclusive contract with only one of the awarded vendors, Holb-Sierra Corporation.

**Management Response:**

Due to changes to Policy 3320, many contracts required rebidding. The surveillance camera bid fell into the category of a bid that did not meet the guidelines of the policy's revisions. With the need to repair school cameras, accessing Palm Beach County's bid was determined to be the quickest vehicle to satisfy this immediate need.

Palm Beach County Schools awarded a contract to ten (10) vendors. In order for SBBC to utilize these ten (10) vendors, an agreement would have had to be prepared and executed for each vendor, which could have taken up to 1–2 months to complete. The current vendor, Holb-Sierra Corporation, was one of the awarded vendors; therefore, the agreement was prepared and quickly executed to fulfill the District's immediate needs. The remaining vendors can still be added to the piggyback; the police department is reviewing each vendor's proposal to determine the vendors that can provide the services and parts needed by the District.

The time allotted on the piggyback contract will allow the police department to make a full assessment of its future needs and provide a scope of work to rebid the service.

**If you should have additional comments or questions, please feel free to contact me.**

cc. Maurice Woods  
Jeffrey Moquin  
Anthony Williams