

# LeMoyne-Owen College



## REQUEST FOR PROPOSAL Security Camera Systems

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**Responses will be received at:  
LeMoyne-Owen College  
807 Walker Avenue  
Memphis, TN 38109**

# LeMoyne-Owen College

For inquiries regarding this RFP contact

**LeMoyne-Owen College  
RFP Committee**

[SecurityCam@loc.edu](mailto:SecurityCam@loc.edu)

LeMoyne-Owen College reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.

**January 23, 2023**

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# LeMoyne-Owen College

## 1 **Statement of Work**

### 1.1 **Purpose**

The purpose of this **Request for Proposal (RFP)** is to invite prospective qualified vendors to submit a proposal to supply and install or upgrade existing a Security Camera System to LeMoyne-Owen College campus located in Memphis, Tennessee to meet the present best practice standards.

### 1.2 **Coverage & Participation**

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

## 2 **General Information**

### 2.1 **Original RFP Document**

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

### 2.2 **The Organization**

LeMoyne-Owen College is a four-year liberal arts institution located in Memphis, TN. We are an HBCU (Historically Black College/University), founded in 1862. LeMoyne-Owen College (LOC) prepares students to become critical thinkers, lead productive and successful lives, and become contributors to their respective communities. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Core Curriculum emphasizes a multicultural education and is a national model designed to build student confidence and to build a solid framework for more specialized study. LOC has an enrollment of approximately 700 students. Students between the ages of 18-24 represent 69% of the student body. Over 96% of students of LeMoyne-Owen College are from Shelby County, TN. Sixty-seven percent of students are female, and 33% are male. Full-time students represent 88% of the student population. Seventy-eight percent (78%) of students are eligible for Pell grants, indicating they are from low-income households.

LeMoyne-Owen College is associated with the United Negro College Fund and receives support from this national non--profit organization that supports Historically Black Colleges and Universities nationwide.

LeMoyne-Owen College seeks to promote and ensure equal opportunity for all persons without regard to race, color, religion, sex, ethnic or national origin, sexual orientation, gender identity, genetic information, disability status, age or status as a protected veteran and shall fully comply with Executive Order 11246, as amended, and all other applicable federal and state equal opportunity law. LeMoyne-Owen

### 2.3 **Existing Technology Environment**

The current camera management system operates on our Meraki network which is administered out of the data

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center on the campus. These are off the shelf systems (Cameras and DVRs). The system can be viewed from a computer via a web browser, which can show historical video while recording, has several search-by features, can record on motion, can adjust to daylight and nighttime vision, has the ability to download video, and has video monitoring station. We will be deploying digital Key card readers on all buildings in the future.. We are looking to:

- Enhance our current camera system.
- Have a scalable system for future growth.
- Have the capability of retaining video for longer periods of time.

## 2.4 Schedule of Events

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

RFP Released	January 23, 2023,
Optional / Site Visit	February 6-8, 2023,
Technical Questions/Inquiries due	February 10, 2023,
Proposal Due	February 24, 2023,
Final Award Notification	February 29, 2023

# LeMoyne-Owen College

## ***Proposal Preparation Instructions***

### **3.1 Vendor's Understanding of the RFP**

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

### **3.2 Good Faith Statement**

All information provided by LeMoyne-Owen College in this RFP is offered in good faith. Individual items are subject to change at any time. LeMoyne-Owen College makes no certification that any item is without LeMoyne-Owen College is not responsible or liable for any use of the information or for any claims asserted there from.

### **3.3 Communication**

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

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between LeMoyne-Owen College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to: SecurityCam@loc.edu

## **LeMoyne-Owen**

- 3.3.2 **Informal Communications** shall include, but are not limited to requests from/to vendors or vendors' representatives in any kind of capacity, to/from any LeMoyne-Owen College employee or representative of any kind or capacity except Procurement Staff for information comments, speculation, etc. Inquiries for clarifications and information that will not require **addenda may be submitted verbally to the named above at any time.**

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

- Questions concerning this RFP must be submitted in writing and be received prior to February 10, 2023, at 4:30 p.m. (CST Time)

- 3.3.4 Errors and omissions in this RFP and enhancements. Vendors shall recommend to LOC any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to LOC any enhancements.



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- Inquiries about technical interpretations must be submitted in writing and be received prior to February 10, 2023, at 4:30 p.m. (CST). Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.5 **Addenda:** LeMoyne-Owen College will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda. All questions, answers, and addenda will be posted by February 15, 2023, at 4:30 p.m. (CST).

LeMoyne-Owen College will not respond to any questions or requests for clarification that require addenda, if received by LeMoyne-Owen College after February 10, 2023, at 5:00 p.m.(CST).

*All addenda will be posted to our Web site only:*

<https://www.loc.edu/news-and-events/>

## 3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must submit a complete response to this RFP by **Feb. 24, 2023, prior to 4:30 p.m. (CST)**. Proposals must be signed by an authorized representative of the proposal and be delivered via email to [SecurityCam@loc.edu](mailto:SecurityCam@loc.edu) on or prior to February 24, 2023 at 4:30 p.m. (CST).

Proposals should be organized as follows:

1. Title Page – Show the RFP subject: LeMoyne-Owen Security Camera Systems RFP, the name of the vendor, local address, telephone number, name of contact at LeMoyne-Owen, person, and the date.
2. Table of Contents – Show a clear identification of the material by LeMoyne-Owen and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in LeMoyne-Owen 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in LeMoyne-Owen 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed Security Camera System.
5. Vendor Certification – Completed and signed Vendor Certification (*See LeMoyne-Owen on 8*).

All information requested in the LeMoyne-Owen 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. LeMoyne-Owen College may reject LeMoyne-Owen proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to LeMoyne-Owen College. LeMoyne-Owen College will schedule a time and date of these presentations. Oral presentations are an option of LeMoyne-Owen College and may or may not be accepted by LeMoyne-Owen College.

# LeMoyne-Owen College

## 3.5 Criteria for LeMoyne-Owen College

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

### Evaluation Criteria:

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

## 4 Scope of Work, Specifications & Requirements & Locations

LeMoyne-Owen College is requesting proposals from qualified firms interested in providing Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware. The camera quantities below are suggestions; however, needs to rely on their own walkthrough/research to provide a fair and accurate proposal.

- Furnish and Install (20) Axis P3245-LV Indoor Fixed Dome Network Cameras
- Furnish and Install (14) Axis Q3819-PLE 4K 180 Degree Outdoor Network Cameras
- Furnish and Install (5) Axis P3719-PLE 360 Degree Network Cameras
- Furnish and Install (5) Axis T94N01L Recessed Mounts
- Furnish and Install (1) Axis T91A65 Corner Mount Bracket
- Furnish and Install (1) Axis T91L61 Wall/Pole Mount
- Furnish and Install (1) Axis T8134 60W POE Injector
- Furnish and Install (15) Axis T8129 POE Extenders
- Furnish and Install (40) Plenum Rated Cat6a Network Cables
- Furnish Labor to Program and Configure All New Cameras on the Milestone VMS
- Furnish Labor to Reconfigure (103) Existing Cameras
- Furnish Labor to Reconfigure and Organize All Smart Client Views
- Furnish System Configuration Spreadsheet and Cable Test Reports Upon Completion
- Furnish (1) Aerial Lift Rental to Reach Exterior Cameras

### • Buildings:

Dubois Scholars:

Saxon Dormitory:

Nurse Office:

Sweeny Hall:

Hollis F. Price Middle School:



# LeMoyne-Owen College

Student Center:

Academic Affairs

Hollis F. Price Library

Steele Hall:

Gibson Orgill Hall:

Brownlee Hall:

Bruce Hall Gym

802 Walker Townhomes

Parking Lots/Common Areas

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

## **1-Needs to Protect Students/Faculty/Staff**

Student records can hold some of the most private information about a person and could contain information that could be valuable to identity thieves or other conniving parties. Government regulations <https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa> require LeMoyne-Owen College to maintain strict control over Students Records. Video surveillance system in an office lobby or file room can help keep Student records – and identities – safe, and help the College comply with government privacy regulations. Security cameras can also keep Student safe while they are walking the campus, hanging out in the quad, and moving between classes thus helping to improve their overall experience.

## **2-Needs to Protect assets**

One of the most important parts of Asset Management is having the right equipment to do the job. Security cameras in open areas, halls and in the parking, lots can help keep assets safe, making the college operations more efficient.

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

Advances in IP video make it possible to view surveillance footage remotely from any internet browser, or in some cases, a mobile phone. This breakthrough allows LeMoyne-Owen College sites to stay protected 24 hours a day.

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

A multi-location benefit from consolidation of human and technology resources necessary for monitoring of all locations (4 campuses) from a single viewpoint with a single workflow and alarm trigger systems, as well as centralized video archiving.

## **5-Needs to have a 60-day retention**

It is imperative to have a minimum 60 days of retention of video camera footage. This needs to be redundant; both on premises and in the cloud storage that will accomplish this. A SIEM (Security Information and Event Management) will be required to maintain compliance of records, video, and recordings. This will be included with the RFP.

## **6-Needs to have integrity**

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

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

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

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

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

## **4.1 Technical Specifications**

### **4.1.1 Capacity and Scalability**

The IP Security Camera solution should be capable of handling **200+** or more cameras on each campus. The solution should have the capability of adding cameras as deemed necessary by the College.

# LeMoyne-Owen College

## 4.1.2 Indoor and Outdoor Camera

All outdoor cameras should be vandal proof, weatherproof and anti-vibration. All indoor and outdoor cameras should have the following specifications at a minimum:

- A. Full High Definition (FHD) 5Mp
- B. IP66 Rating to protect against dust and environmental elements
- C. IK10 rating for vandal resistant housing
- D. Infrared Illumination for night visibility
- E. Defocus Detection
- F. View DR (120dB) for areas that have lighting differences
- G. Capability to produce 30 FPS or more / 2048x1536 Res.
- H. Image stabilizing to reduce blurring
- I. Day/Night capability
- J. RJ45 Connectivity (Cat 6E)
- K. Power Over Ethernet (PoE)
- L. 5-megapixel resolution
- M. Must have tamper detection
- N. Must have motion detection option
- O. Capability to record audio
- P. SD Card Slot
- Q. Simple wall penetration for installation inside/outside

## 4.2 Video Management System

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with existing infrastructure, have an HTML client, have the ability to record on alarm, supports video aging, and have the option to search by thumbnails. Additionally, the system must be able to do the following:

1. Provide multiple levels of administrators that will have varying roles in the system.
2. Provide email notification of critical system events.
3. Has the capability to store 36TB or more.
4. Has the capability to provide video monitors.
5. Has the capability to view live video and review historical video up to 1 month.

## 4.3 Support and Maintenance

LeMoyne-Owen College requires 3-years support and onsite support with the option to continue annual support after the 3-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

### 4.3.1 Service Provider

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

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## **4.3.2 Product History**

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

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

## **4.4 Engagement Methodology**

LeMoyne-Owen College is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at the College campus. The vendor will be responsible for coordinating with the College's IT Department in configuring the networking equipment to work with the College's existing LAN.

## **5 Vendor Qualifications & References**

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

1. A brief outline of the vendor company and services offered, including:
  - Full legal name of the company
  - Year business was established
  - Number of people currently employed
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.
4. Information on its current clients, including:
  - Total number of current clients.
  - A list of clients with similar needs using similar product and/or services.
  - Evidence of successful completion of a project of a similar size and complexity, preferably Higher Ed.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## **6 Budget & Estimated Pricing**

All vendors must fill out the following Total Cost Summary for the implementation of their solution for HPD's IP Camera Security solution project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 90 days as of February 10, 2023.

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## 6.1 Total Cost Summary

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

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

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

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

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

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

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

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

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

## 7 Additional Terms & Conditions

### 7.1 Personal Information

#### 7.1.1 General

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

# LeMoyne-Owen College

## **7.1.2 Requested Personal Information**

### **7.2 Costs**

The RFP does not obligate LeMoyne-Owen College to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of LeMoyne-Owen College.

### **7.3 Intellectual Property**

The Respondent should not use any intellectual property of LeMoyne-Owen College including, but not limited to, all logos, registered trademarks, or trade names of LeMoyne-Owen College, at any time without the prior written approval of LeMoyne-Owen College, as appropriate.

### **7.4 Respondent's Responses**

All Responses shall become the property of LeMoyne-Owen College and will not be returned.

### **7.5 Governing Law**

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

### **7.6 No Liability**

LeMoyne-Owen College shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

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

### **7.7 Nondiscrimination of Contractors LeMoyne-Owen**

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

### **7.8 Tax Exempt Status**

Sales of goods to LeMoyne-Owen College are exempt from State sales tax.

### **7.9 Entire RFP**

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



# LeMoyne-Owen College

## 8 Vendor Certification

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

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

This proposal is submitted in response to RFP **Security Camera System** issued by LeMoyne-Owen College. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_ (Vendor Name)

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

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

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify LeMoyne-Owen College of any change in this status, should one occur, until such time as an award has been made under this procurement decision.

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

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

### Signature of Authorized Officer:

Name: _____	Title: _____
Signature: _____	Date: _____

# LeMoyne-Owen College

## ***Schedule "A" Notice of Intention***

RFP-02-1920 Security Camera  
System

### **NOTICE OF INTENTION REQUEST FOR PROPOSAL**

From:


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

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

- Intends to respond to LeMoyne-Owen College Request for Proposal
- Does not intend to respond to LeMoyne-Owen College Request for Proposal

TO: SecurityCam@loc.edu

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