

REQUEST FOR PROPOSAL

UPSHUR COUNTY, WEST VIRGINIA COPS CAMERA UPGRADE AND EXPANSION PROJECT

May 4, 2023



Upshur County Commission

91 West Main Street, Suite 101
Buckhannon, WV 26201
304-472-0535

www.upshurcounty.org

APPROVED

MAY 04 2023

[Handwritten Signature]
UPSHUR COUNTY COMMISSION

Request for Proposal

COPS Camera Upgrade and Expansion Project

Publish: Record Delta May 6, 2023 and May 13, 2023

Notice is hereby given that the Upshur County Commission is requesting sealed bid proposals from qualified and experienced contractors to provide services, hardware and software necessary for the installation and viewing of camera systems in nine (9) Upshur County Board of Education owned properties. Specific sites with addresses can be found in the Scope of Work. This project is being funded by a Community Oriented Policing Services Grant awarded to the Upshur County Commission.

The scope of work for the project is available via email to Matthew Sisk, Upshur County Schools Director of Safety & Emergency Preparedness, matthew.sisk@k12.wv.us or may be obtained online at: http://www.upshurcounty.org/government/commission_office/bid.php or <https://www.upshurschools.com/page/business-office/>

MANDATORY PRE-BID SITE VISIT: Each interested party, including at least one installation technician, shall attend mandatory pre-bid site visits on the date listed below. Only those individuals/contractors who attend all necessary sites for an initial inspection of the area will be permitted to submit a bid. Dates are subject to change due to unforeseen conditions. Please see <http://wvdc.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
05/25/23	Upshur	Board Office	102 Smithfield St. Buckhannon, WV 26201	8:00 AM (EST)

The complete proposal must be submitted in a sealed package marked "COPS Camera Upgrade and Expansion Project" and received at the Upshur County Administrative Annex by 4:00 p.m. on Tuesday, June 13, 2023. To be considered, prospective firms must submit one (1) original proposal and four (4) additional copies in the required format to: Upshur County Commission, c/o Tabatha Perry, 91 W Main St, Suite 101, Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, June 15, 2023.

Each bidder must deposit, with the bid, security in the amount, form and subject to the conditions provided in the Information for Bidders.

Pursuant to the West Virginia Contractor Licensing Act, all contractors must include their License number within the proposal package.

Successful bidder will be required to furnish all documentation listed before work may commence.

This project is subject to all non-discrimination requirements under federal and state law. The Commission encourages minority and disadvantaged business owners to submit bids for this project and shall award contracts without regard to actual or perceived race, religion, color, creed, national origin, sex, age, or handicapped status. The Commission reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the Upshur County Commission and Upshur County Board of Education.

This project was supported, in whole or in part, by grant number 15JCOPS-22-GG-04334-SCAX awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues. The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

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LIST OF ACRONYMS

BOE	Board of Education
FTP	File Transfer Protocol
IDF	Intermediate Distribution Facility
IP	Internet Protocol
IT	Information Technology
MDF	Main Distribution Facility
NAS	Network Attached Storage
RFP	Request for Proposal
UCBOE	Upshur County Board of Education
VMS	Video Monitoring Systems

Section 1.0
Selection Schedule

May 4, 2023	RFP document available from Owner
June 13, 2023	Proposals received by Owner no later than 4 p.m.
June 15, 2023	Opening of the sealed bids
June 19-23, 2023	Possible interviews of contractor(s)
June 29, 2023	Anticipated selection of contractor

Section 2.0
Introduction

The Upshur County Commission (Commission) is soliciting proposals from qualified and experienced contractors to provide services, hardware and software necessary for the installation of camera systems in various Upshur Board of Education owned properties listed below.

<u>Upshur County Locations</u>	<u>Min. # Cameras</u>
Buckhannon Academy Elementary School, 16 College Avenue, Buckhannon, WV 26201	19
Buckhannon-Upshur High School, 50 B-U Drive, Buckhannon, WV 26201	26
Buckhannon-Upshur Middle School, 553 Route 20 South Road, Buckhannon, WV 26201	22
French Creek Elementary School, 7619 Route 20 South Road, French Creek, WV 26218	3
Hodgesville Elementary School, 918 Teter Road, Buckhannon, WV 26201	4
Rock Cave Elementary School, 12292 Route 20 South Rd, Rock Cave, WV 26234	4
Tennerton Elementary School, 167 Gawthrop Road, Buckhannon, WV 26201	4
Union Elementary School, 20 Heavner Grove Road, Buckhannon, WV 26201	5
Washington District Elementary School, 5078 Tallmansville Rd, Tallmansville, WV 26237	3
TOTAL	90

Diagrams will be provided for each facility during the site visit only. The Upshur County BOE school floor plan diagrams are distributed as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information shall be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior approval of the Upshur County BOE, is prohibited.

In October 2022 the Commission was awarded a Community Oriented Policing Services (COPS) Grant for this project. The objective is to enhance the safety of children within the school system through the replacement of antiquated camera systems with modern technology including compatible video monitoring systems that have the capability of providing real time video analytics, such as vehicle and person identification and loitering notifications.

This RFP describes required information to enable qualified contractors to prepare and submit responsive proposals consistent with the required proposal format. The purpose of this specification is to solicit complete and comprehensive proposals from qualified and experienced contractors for the provision of the requested scope of services. Responsive proposals in the required format will enable the Commission and BOE the ability to select a contractor to provide the requested services. To be considered responsive, sealed proposals must be submitted to the Commission at the place and time specified herein and must provide all of the required information relative to content and format specified herein.

Section 3

Proposal Requirements, Format, Submission and Evaluation

The selected contractor will be required to design the camera system and installation plan for each individual site, complete installation during the required timeframes and obtain appropriate permits.

3.1 Scope of Work

Technical Requirements

- Contractor shall supply at least 90 installed and operational cameras for the entire project.

- Some camera installations will be replacements. All original cameras will be re-installed in a different location. Upshur County Schools estimates that there will be a total of 10 cameras that will need to be moved. Specific information can be provided during the on-site visit.
- Video feeds shall be recorded from all cameras on NVRs. A minimum of one NVR will be located at each facility. If any additional storage is required due to the cameras, then the server onsite must be upgraded or repurposed for another site.
- Existing network cabling may be utilized for cameras if deemed appropriate in the proposed plan.
- Any new cameras or VMS shall be compatible with current servers. Additional server space may be required at three (3) locations, including Buckhannon Academy Elementary School, Buckhannon-Upshur Middle School, and Buckhannon-Upshur High School.
- All cameras installed shall be capable of IP communications. Analog and analog to IP conversions shall not be accepted.
- All new cameras shall be compatible with the current video monitoring system or new video monitoring system must be compatible with pre-existing cameras. A list of pre-existing cameras will be made available during the onsite visit.
- All cameras shall be hard wired.
- Camera views shall be available for remote viewing via mobile application, software, or web browser with authentication.
- Camera systems shall support at least 10 remote users per location.
- Camera systems shall work over VPN connections.
- Contractor shall provide cable certification on all cabling used for the camera systems installed.
- All purchased equipment shall be new and come with a factory warranty acceptable to the BOE.
- Contractor shall locate new equipment within current MDF and IDF locations.
- Contractor shall provide physical and logical topologies of all equipment installed.

- Property records shall be maintained and include description of the property, a serial number or other identification number, source of the property, acquisition date and cost, the location, use and condition of the property.

3.2 Service Requirements

Contractor shall provide end users with in-house training within five (5) working days of installation of the equipment or as alternatively arranged by BOE personnel. Training to include, but not limited to, standard functional use of the equipment to all designated end users as well as training to any assigned BOE personnel to enable them to instruct others.

All installation shall be warranted for a minimum of one year. Where the term “warranty” is used, it shall be understood that during the quoted warranty period all parts, labor, per diem, travel time, travel expenses and any other cost required to connect the unit and make all repairs shall be the responsibility of the Contractor. Contractors must respond to all requests for service within four (4) working hours. The warranty shall not commence until the entire camera system is installed and operational to the BOE’s satisfaction.

3.3 Bid Guarantee

Each bidder shall deposit with the bid, a guarantee for not less than ten percent (10%) of the aggregate amount of the base bid. Bidders not having their principal place of business in West Virginia may submit a certified check or cashier’s check, or a bid bond executed by the bidder and an acceptable surety company, payable to the Upshur County Commission. Bid bonds will be returned to the unsuccessful bidders in accordance with the WV Fairness in Competitive Bidding Act.

3.4 Prevailing Wage

This project is not subject to Prevailing Wage Rates.

3.5 Non-Discrimination in Contracts

Upshur County Commission hereby notifies proposers that it will afford full opportunity for minority

business enterprises and women business enterprises to submit a show of interest in response to this invitation. The Upshur County Commission prohibits the discrimination of any person based upon actual or perceived race, color, national origin, sex, religion or age. This project is subject to all non-discrimination requirements under federal and state law.

3.6 Trade Secrets / Proprietary Information

Trade secrets or proprietary information submitted by the Contractor in connection with a procurement transaction shall not be subject to public disclosure under the West Virginia Freedom of Information Act. However, the Contractor must invoke the protections of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. The ultimate contract terms between Contractor, the Commission, and BOE shall be subject to public disclosure under the West Virginia Freedom of Information Act.

Upshur County BOE will distribute school floor plan diagrams as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information should be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior approval of the BOE, is prohibited.

3.7 Damages to Property

Due care shall be exercised in the delivery and installation of equipment. The Contractor shall be required to make the necessary repairs for any damage caused in the delivery or installation of this equipment. The Contractor shall furnish an endorsed Certificate of Insurance with at least a \$1,000,000 liability limit naming the Upshur County Commission and Upshur County Board of Education as additional insured.

3.8 Criminal Records Check

Contractors and the BOE shall comply with the requirements of W. Va Code § 18-5-15c(e). The

referenced code section charges the BOEs to require contractors and service providers to verify the criminal records of their employees before granting direct unaccompanied contact with students or unaccompanied access to school grounds when students are present. Individuals having a conviction for a qualifying offense as defined in W.Va Code shall not be granted said access to school facilities. Contractors must provide the prior written verification, as outlined in W.Va. Code § 18-5-15c(e), of the employee criminal records of those employees that will provide services to the BOE. This will be an ongoing obligation throughout the contractual period.

The BOE reserves the right to process WV CJIS Background checks prior to making a recommendation to the Commission. Contractors, sub-contractors, and/or installers with felonious or sexual crime convictions will automatically be disqualified.

3.9 Mandatory Pre-Bid Site Visit

Each interested party, including at least one installation technician, shall attend mandatory pre-bid site visits on the dates listed below. All attendees shall provide valid proof of identification. Only those individuals/contractors who attend all of the sites for an initial inspection of the area will be permitted to submit a bid. Dates are subject to change due to unforeseen conditions. Please see <http://wvde.state.wv.us/closings/> for notices of school closures.

Dates	County	Location	Address	Time
5/25/23	Upshur	Board Office	102 Smithfield St. Buckhannon, WV 26201	8:00 AM (EST)

3.10 Proposal Format

Proposals must be prepared and submitted in the following format:

- Identification
Name of company, including phone number, fax number, mailing and electronic addresses, and lead contractor that would be assigned to the project.
- Qualifications and Experience of the Firm
 - a. A brief summary of the contractor’s qualifications and capabilities.

- b. At least three references including name, email, and telephone number and a brief description of the project shall be submitted within the proposal. Preference will be given to contractors with prior BOE experience. The BOE reserves the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.
- c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.

- Proposed Camera Topology

Upshur County Schools will distribute surveillance coverage maps for use only to those in attendance at the on-site visit.

The Upshur County BOEs distribute school floor plan diagrams as For Official Use Only (FOUO) documents. For this RFP, interested vendors are considered to have a need to know. When not in possession of the recipient, the information shall be stored in a secure environment such as a locked desk drawer or a locked container. Do not leave this information unattended. Reproduction of the floor plans, in whole or part, without prior approval of the Upshur County BOE, is prohibited.

- Preliminary Project Schedule

The contractor shall develop and submit a detailed, written plan and proposed schedule of implementation. All on-site activities shall be completed before August 1, 2024.

- Fee Schedule

- a. Basis of Bid/Pricing Sheet itemized per school. Multiple contracts will not be awarded.
- b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations.
- c. Contractor is responsible for obtaining all permits.

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission, Upshur County Board of Education named as an additional insured. The Contractor agrees to indemnify and hold forever harmless the Commission and BOE and their employees against any liability as a result of any accident, injury or other mishap that may occur to anyone while engaged in the services provided under this agreement. The Contractor further agrees to defend against any claim brought against the Commission or BOE or any of their employees as a result of any such accident, injury, or mishap.
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Bid bond in the amount of ten percent (10%) of the proposal
- Business License
- Contractor's License
- Affidavit of Non-Collusion
- Contractor's Certification of Eligibility
- Any Additional Documentation as Required by the Owner

The selected contractor will be required to enter into an agreement with the Upshur County Commission and Upshur County Board of Education which will include the requirements of this RFP, as well as other requirements. By submitting a proposal, the bidder agrees to all the terms in this RFP.

3.11 Submission

Interested firms shall submit one original and five copies of their proposal in a sealed envelope to:

Upshur County Commission
c/o Tabatha Perry
91 W Main Street, Suite 101
Buckhannon, WV 26201

Proposals shall be received no later than 4:00 p.m. on Tuesday, June 13, 2023.

Submittals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile nor electronic transmissions will be accepted.

3.12 Evaluation Criteria

All proposals which are deemed fully responsive to this RFP will be evaluated. To be deemed fully responsive, a contractor and at least one installation technician must have attended the mandatory pre-bid inspections for all locations as specified in section 3.9, proposals must be submitted to the Upshur County Commission by the deadline, to the address and in the format specified in section 3.10. After receipt, proposals will be opened on June 15, 2023, during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at 38 West Main Street, Room 301, Buckhannon, WV 26201.

The BOE reserves the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process. The Upshur County Commission reserves the right to reject any and all proposals.

See Attachment III for Evaluation Criteria

Section 4.0

Post Award Requirements

4.1 Implementation Plan

Prior to the commencement of installation activities, the contractor shall develop and submit a detailed, written plan, camera topology, and proposed schedule of implementation to Matthew Sisk, Upshur County Schools Director of Safety & Emergency Preparedness. After review, including possible on-site meetings with the Contractor, written permission to begin installation shall be given before work may commence. Installation activities shall only take place at one school at a time, unless multiple installation crews are available. For example, if installation at school A begins first, it must be completed prior to the commencement of installation at school B.

Installation activities will be permitted during evenings (3:30 PM – 6:00 AM), weekends, holidays, summer recess and other times when students are not present. School calendars are included in the Appendix. Work at all locations shall be completed before August 1, 2024. A penalty of five hundred dollars (\$500) per business day will be due and payable for each business day the contractor must be on site performing work beyond August 1, 2024, unless a written extension approval is provided. Written request for additional time required due to unforeseen delays shall be submitted via email to Matthew Sisk, Upshur County Schools Director of Safety & Emergency Preparedness at matthew.sisk@k12.wv.us. Extension requests will be considered only if submitted in writing within ten (10) calendar days of the event causing the delay.

4.2 Performance Bond

The Upshur County Commission may require a performance bond for one hundred percent (100%) of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s requirements under such contract.

4.3 Payments

At the beginning of the project the successful contractor shall provide an anticipated schedule of progress billing for the project. Invoices for materials stored off site must include a copy of the bill of

loading or other proof of receipt to be considered for payment. Preferred method of payment will be Master Card. Upon completion of the project the Contractor shall submit a final certificate of completion for approval by Upshur County Schools Director of Safety & Emergency Preparedness. The final 10% payment for the project shall not be released until the contractor's certificate of eligibility is received from the WV State Tax Department.

4.4 Project Closeout

Upon completion of installation at each location, the Contractor shall schedule an on-site meeting with the Upshur County Schools Safety & Emergency Preparedness Director at the project site. A walk-through inspection, wherein a punch-list of necessary repairs will be documented, shall be completed. The Contractor shall have five (5) calendar days, unless a written extension approval is provided, to complete punch list items prior to a second on-site meeting and inspection being scheduled. Upon final completion the Contractor shall provide a certificate of completion to the Upshur County Schools Safety & Emergency Preparedness Director for approval. The approved certificate of completion for each location shall be submitted to the Commission to initiate payment for the respective site.

The contractor shall provide Upshur County Board of Education with ALL administration usernames and passwords for ALL equipment and a hard copy of all software and licenses needed for operation and maintenance of the system.

The contractor shall provide the Upshur County Commission Board of Education with a final project report.

Section 5.0

Additional Information

This solicitation for proposals is not a contract nor commitment of any kind.

The Upshur County Commission nor the Upshur County Board of Education are liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Upshur County Commission nor the Upshur County Board of Education Board of Education. The Upshur County Commission and/or Upshur County Board of Education Board of Education may request clarification and additional information from any proposer. The BOE reserves the right to conduct interviews and request site visits of completed projects as deemed appropriate during the review process.

The Commission and BOE may require up to 30 days after opening the proposals to award the contract.

Questions, regarding any aspect of the project, will only be accepted in written form and shall be emailed to Matthew Sisk, Upshur County Schools Director of Safety & Emergency Preparedness at matthew.sisk@k12.wv.us .

Attachment I

Contractor's Representations

The undersigned bidder certifies that they have:

1. Familiarized themselves with this RFP and agree to provide the required services in accordance with this proposal and all attachments.
2. Visited all locations and are familiar with and satisfied as to the general, local, site conditions' that may affect cost, progress, and performance of the work.
3. Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Commission nor the BOE.
4. Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Date: _____

By: _____

Signature of Person Authorized to Sign

Name of Person Authorized to Sign

Company Name

Company Address and Telephone Number

Attachment II
Contractor's Certification of Eligibility

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge, and I fully understand the Owner may take appropriate action for making a false statement.

Please Print Name of Firm; and Name and Title of Individual Signing Certification

Signature

Date

Attachment III
Bid Evaluation Worksheet

Selection Criteria	Total Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Cost of Goods/Services*	30*				
Understanding of Needs	15				
Meets Technical Requirements	20				
Prior Surveillance Experience	15				
Prior BOE Experience	10				
Reliability of Service	10				

Total Points **100**

***This number must be higher than all other numbers in this column**

Winning Bidder:

Approved By: _____

Title: _____

Date: _____

Bid Assessment Comments, if needed:

Attachment IV
Affidavit of Non-Collusion

Upshur County, WV
COPS CAMERA SURVEILLANCE PROJECT

State of _____
County of _____

I, _____ (name and title) representative for
_____ (Contractor) being duly sworn does depose, say
and certify:

Said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the COPS Camera Surveillance Project in Upshur County, WV.

Contractor

Name and Title of authorized representative

State of _____
County of _____

The foregoing affidavit was acknowledged before me this _____ day of _____, 2019
by _____ representative for _____.

Notary

(seal)


Commission expiration date

Attachment V
Location Listing

Site visit date is May 25, 2023

<u>Locations</u>	<u>Min. # Cameras</u>
Buckhannon Academy Elementary School, 16 College Avenue, Buckhannon, WV 26201	19
Buckhannon-Upshur High School, 50 B-U Drive, Buckhannon, WV 26201	26
Buckhannon-Upshur Middle School, 553 Route 20 South Road, Buckhannon, WV 26201	22
French Creek Elementary School, 7619 Route 20 South Road, French Creek, WV 26218	3
Hodgesville Elementary School, 918 Teter Road, Buckhannon, WV 26201	4
Rock Cave Elementary School, 12292 Route 20 South Rd, Rock Cave, WV 26234	4
Tennerton Elementary School, 167 Gawthrop Road, Buckhannon, WV 26201	4
Union Elementary School, 20 Heavner Grove Road, Buckhannon, WV 26201	5
Washington District Elementary School, 5078 Tallmansville Rd, Tallmansville, WV 26237	3
TOTAL	90

Appendix VII School Calendars

SCHOOL CALENDAR - 2022-2023 School Year																																										
For <u>Upshur</u> County Schools																																										
																													WVES:	87												
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Day	Compensated Non-Taught Days	Total Employment Day									
First						8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	16	4	20			
Second			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5							20	0	20		
Third			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5							20	0	20		
Fourth			3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	17	3	20			
Fifth			7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	18	2	20		
Sixth			11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7									18	2	20	
Seventh			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7						19	1	20	
Eighth			6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											20	0	20	
Ninth			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7											20	0	20
Tenth			10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6										12	8	20
First and Last Dates		Faculty Senate Meetings					School Holidays Within Instructional Term										Noninstructional Days - Recap					Totals																				
08/11/22 First day employment term		08/15/22 1st Meeting					(West Virginia Code §18A-5-2) September 5, Labor Day November 8, General Election Day November 11, Veteran's Day November 24, Thanksgiving Day December 26, Christmas Day January 2, New Years Day January 16, Martin Luther King Jr.'s Birthday May 29, Memorial Day										CD 08/15/22 08/15/22 FS - Early Dismissal P 08/17/22 08/17/22 Curriculum Development O 08/17/22 08/17/22 Preparation for Opening/Closing Schools TP 08/17/22 08/17/22 Continuing Professional Development OS 08/17/22 08/17/22 Teacher-Parent Conference SE 08/17/22 08/17/22 Outside School Environment E 08/17/22 08/17/22 Special or Bond Levy Election H 08/17/22 08/17/22 Primary/General Election PM 08/17/22 08/17/22 Holidays MU 08/17/22 08/17/22 Professional Meeting FS 08/17/22 08/17/22 Make-up Day S 08/17/22 08/17/22 Faculty Senate Snow Day Total Noninstructional Days 24					190 20 210 Out-of-Calendar (Non-paid) Days O 08/17/22 Out of Calendar Days Maximum number of out-of-calendar days possible is 40 in order that the 200 day employment term does not exceed 48 weeks. Out-of-calendar days must be used to make-up canceled instructional days. If non-instructional days are not adequate, however, since June 20th is a school holiday, it cannot be used for make-up if its use causes the total number of holidays to exceed seven.																				
School	Rockwellton Upshur High School	Graduation date	5/26/23	School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date		School		Graduation date				
																						3/1/22 Date  Name of County Superintendent																				

WVDE 11-29-35 (Revised 12/17)

SCHOOL CALENDAR - 2023-2024 School Year

9

Using Equivalent Time Option:

For **Upshur** County Schools

WY23

Grade	September					October					November					December					January					February					March					April					May					Total Days	Total Hours																				
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday			Monday	Tuesday	Wednesday	Thursday	Friday															
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Michael J. ...