

The Chautauqua Center



Our Family Caring For Your Family

REQUEST FOR PROPOSAL

**Security Camera Systems &
Physical Access Control at
75 East Third Street
Dunkirk, NY 14804**



Issue Date: October 12, 2021

Due Date: October 26, 2021

RFP Table of Contents

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
Section 1.0	TCC Overview	3
Section 2.0	Objective	3
Section 3.0	Scope of Work – Equip. Provisioning	5
Section 4.0	Scope of Work – Equip. Installation	5
Section 5.0	RFP Timeline	6
Section 6.0	RFP Process Conditions	6
Section 7.0	Proposal Requirements	7
Section 8.0	Proposal Submission	7
Section 9.0	RFP Supplier Questions and Answers	7
Section 10.0	Vendor Questions	8
Section 11.0	M/WBE Diversified Supplier Commitment	8
Section 12.0	Selection Process	8
Section 13.0	Proposal Evaluation Criteria	9
Exhibit A	Assignment of Public Contracts	10
Exhibit B	Non-Collusion Bidding Certification	11
Exhibit C	Business Associate Agreement	13
Exhibit D	Lock Cutsheets	15
Exhibit E	Drawing with Access Control locations	23
Exhibit F	Drawing with Security Camera locations	27

1.0 THE CHAUTAUQUA CENTER OVERVIEW

The Chautauqua Center (“TCC”) invites responsible parties (“Respondents”) to submit a quote to provide a centrally managed IP based security camera and either IP based or analog physical access control solution at the new TCC site located at 75 East Third Street, Dunkirk, NY 14804. Interested parties may bid both together and/or separate, as long as all the RFP requirements are satisfied.

2.0 OBJECTIVE- DEFINING THE SCOPE

Security Cameras: TCC is preparing to open a facility which requires the addition internal and external security cameras. TCC has selected critical locations to have security cameras installed, these locations are approximate, and will have ethernet cabling available with a generous service loop for more exact placement by installers. Specific camera models and functional needs can be assessed by vendors during an onsite assessment.

TCC would like to consider the following features while considering camera solutions.

- Ability to record when triggered by motion.
- Ability to configure recording options when motion is triggered.
- Ability to set notifications based on specific geographic movement.
- Ability to use night vision during hours of darkness.
- Ability to provide flexible viewing options in different locations across the organization’s sites.
- Ability to provide access to emergency responders.
- Ability to control the level of magnification (zoom).
- Ability to search and review video events by type, geographic region within the frame, time, and motion.
- Ability to quickly export video content as an open-source format file.
- No surface mounted raceway for any wiring. All flush mount to wall, drop ceiling tile, and outside surfaces.
- Integration with building systems automation.
- All public internet traffic to and from the solution must be encrypted.
- No solution that requires specific software to access the camera system or output from the system.

The vendor will include in the proposal:

- All costs associated to the labor and materials of providing a centrally managed IP Based security camera system.
- All one-time installation and annual costs for licensing and current renewal pricing for budgetary planning. TCC will consider multiple year contract agreements.
- All one-time and annual costs necessary separated by line item for any server equipment required. Video storage must be stored offsite per HIPAA/HiTech regulations.
 - Battery backup systems specifically designed to keep critical on-premises systems up in the event of a power outage.

- All annual costs necessary for a cloud installation and to be used for video storage.
- All equipment necessary to outfit security personnel with ability to see live and saved video at a location.
- The most effective equipment at capturing video from the desired viewing areas.
- Turnkey solution

Physical Access Control: TCC has selected critical locations to have access control systems installed, these locations are internal and external. Wiring will be provided in 2 formats. 18/2-gauge copper will be provided for analog solutions and CAT6 will be present for IP Based systems. TCC will consider both options as potential candidates for implementation. Prospective bidders will also ensure to provide appropriate power to locking mechanisms where noted.

TCC would like to consider the following features while considering access control solutions.

- Ability to control systems from any location
- Ability to send commands to locks based on time sensitive scheduling
- Ability to use building automation equipment to send commands to locks based on pre-determined compatible actions.
- Backup power either in the form of battery backup for analog or Power Over Ethernet for IP Based systems.
- Systems should be capable of using badges at minimum to operate locks, other options such as Bluetooth, Wireless, cellphones and integration with security cameras for door control.
- Role based access to areas through authority access configurations.
- Ability to grant different levels of access to the control system. (Multiple tenants)
- Integration with other 3rd party systems such as Fire Alarms to provide fail open in events of fire or emergency.
- Lockdown features and options for administrative override functionality
- Customizable alarm notifications
- Reporting and providing relevant data for door activity history, invalid access attempts, tracking of users within the facility, types of events that caused a failure.
- Ability to back up configurations for easy recovery
- Ability for integrated cameras to provide photo notifications of activity if necessary
- Elevator Control- must be able to restrict or grant access to specific floors
- Visitor Management solutions
- Wallboard display options
- Ability to grant emergency personnel temporary administrative access
- Satisfies all building codes, HIPAA/HiTech regulations, emergency specifications.
- Turnkey solution

TCC will award the scope of work as it deems in its best interest. Total cost will be the main consideration with the vendor's ability to perform the scope of work in a timely fashion to be considered while awarding contract(s).

3.0 SCOPE OF WORK – EQUIPMENT PROVISIONING

The selected respondent(s) will provide all installation, configuration, and documentation to meet the requirements of section 2 of this RFP. Additional costs not outlined or included in the proposal will be the sole responsibility of the vendor.

4.0 SCOPE OF WORK – EQUIPMENT INSTALLATION

Under the general supervision of TCC Technology staff, the selected respondent for equipment installation will install and configure security cameras as stated in section 2 of the RFP.

TCC will provide the prospective vendor with the following:

- Access to floor plans in pdf format.
- Physical access to the building on TCC's schedule for proposal preparation tasks, access granted by a formal request for appointment.
- TCC staff member may or may not be on-site to aid with building access and to provide general supervision of vendor's staff.
- List of passwords to be applied to the systems.
- List of VLAN'd port assignments required to be used by Security Cameras.
- List of VLAN'd port assignments required to be used by Access Control Systems.
- List of IP addresses or a network scope that is to be used by Security Cameras.
- List of IP addresses or a network scope that is to be used by Access Control Systems.
- List of any custom configurations that are required at the time of installation.
- A power over ethernet switch port dedicated for Security Camera usage for each camera location.
- Power over Ethernet may be provided for Access Control Systems (include these requirements in the specification.)
- An RJ-45 CAT6 or 18/2 handoff at each location for access control scanners.
- An RJ-45 handoff to the nearest IDF for each Card Access Controller.
- An RJ-45 handoff for each Security Camera location.
- All firewall and network configurations.
- Inventory labels

Vendor will perform and complete the following **Installation Tasks** prior to completion using a vendor supplied laptop or computer system:

- Registration of all units for warranty coverage and provide information and general terms of installation and product details.
- Affix TCC inventory tag and document serial number, MAC address, and any associated IP addresses in a deliverable preferably in Excel Spreadsheet file format.
- Provide a final, high-level diagram or visual presentation of all viewing areas to ensure coverage is as expected for security camera systems.
- Provide a quote to estimate future license and maintenance fees associated with the successful operation of each device used in each system.
- Provide a knowledge transfer session to ensure TCC IT, administrative and security staff can operate systems successfully upon handoff.

- Physically test all systems prior to handoff and be approved by punch list.

Installation Schedule

The selected vendor is expected to complete the physical installation of equipment within one calendar week under the phasing schedule provided by the general contractor. The Department of Health inspection is scheduled for February 11, 2022, all work to be completed 2 weeks prior to inspection for final approval of punch list.

5.0 RFP TIMELINE

This section provides a schedule of the critical RFP events and dates.

Vendors should carefully examine and make certain they have a clear understanding of the requirements of the specified project milestones and the associated dates. Note that TCC reserves the rights, at its sole discretion, to adjust this schedule as it deems necessary.

Event	Date
RFP Issued	October 12, 2021
Proposals Due	October 26, 2021

6.0 RFP PROCESS CONDITIONS

The vendor agrees to adhere and accept the following conditions:

- a) TCC reserves the right to qualify, accept, or reject any or all vendors as deemed to be in the best interest of TCC.
- b) TCC reserves the right to accept or reject any or all proposals and to waive any irregularities or technicalities in the RFP and in any proposal as deemed to be in the best interests of the TCC.
- c) TCC reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- d) TCC reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of this RFP.
- e) TCC reserves the right to seek clarification, in writing, from vendors about areas of their RFP response during the evaluation process.
- f) TCC will not pay for any information requested herein, nor will it be liable for any costs incurred by the vendor in preparing a proposal.
- g) TCC reserves the right to contract for a project that is not the lowest in price, provided that, in the sole judgment of TCC, the project offered under the higher bid has additional value or function which justifies the difference in price.
- h) All proposals should be considered confidential and will become the sole property of TCC and will not be returned to the vendor.

7.0 PROPOSAL REQUIREMENTS

Each vendor responding to this request shall submit a cover letter signed by a person with authority to bind your vendor along with a copy of this RFP document with detailed answers to all questions required.

- A cover letter signed by an official authorized to commit your organization.
- Quote including ALL fees, prices, and terms of service listed in this RFP.
- Sample Contract
- Provide detailed solution information, qualifications, certifications, and proof of insurance regarding your ability to complete the requested engagement.
- All required submission deliverables are included- Vendor questions in Section 10, Exhibits B, & C

8.0 PROPOSAL SUBMISSION

One (1) original printed proposal, an electronic copy in Adobe Portable Document Format in an encrypted email, as well as three (3) print copies shall be enclosed in a sealed envelope that is clearly marked: "RFP RESPONSE-Security Camera & Access Control Systems PROPOSAL ENCLOSED". The proposal and copies, accompanied by your cover and transmittal letter, are due at the address specified below not later than 12:00 Noon, on November 12, 2021.

The proposal and letter shall be addressed and shall be delivered or mailed to:

**The Chautauqua Center
Attn: Brian Collopy
107 Institute Street
Jamestown, NY 14701**

While it is not required that you respond using a special mailing service, we recommend that you do so for your records. TCC will not be responsible to accept late proposals.

Do not send a copy of your response or questions to any other TCC employee. Likewise, the information in this RFP should not be discussed or shared with any other business, firm, professional or personal contacts. Failure to comply with this request can result in the automatic termination of your invitation to submit your RFP response.

9.0 TCC Specific QUESTIONS AND ANSWERS

Please e-mail any questions that you may have pertaining to this RFP to bcollopy@thechautauquacenter.org with the subject line of "TCC Security Camera/Access Control RFP".

Onsite visitation is encouraged and will be granted by appointment only. All onsite visitors will be subject to conform to COVID-19 safety practices.

10.0 VENDOR QUESTIONS

- a) What is the legal name of your business?
- b) How is your business organized (corporation, LLC, etc.)?
- c) Which related certifications do your business or employees hold?
- d) Will you be subcontracting any of the proposed scope of work?
If yes, which items, and to whom?
- e) Provide three customer references for projects similar to the proposed scope of work. Include name of customer, name/phone/email of contact at customer, brief description of the project.

11.0 M / WBE DIVERSIFIED SUPPLIER COMMITMENT

TCC is committed to diversity and believes in providing equal opportunity to diversified suppliers, otherwise known as minority and women-owned business enterprises (M/WBE). As such, we make every effort to fully utilize M/WBE vendors possible. TCC is also committed to establishing long-term agreements with other Suppliers who share our vision and dedication to the principles set forth in our policy, regarding minority and women-owned business enterprises.

As a potential Supplier to TCC, in your response to this RFP, please submit information that demonstrates a high level of commitment to the inclusion and participation of diversified suppliers (M/WBE) in support of our requirements. Participation will be measured based on the amounts that you would pay to diversified suppliers (M/WBE) under your Proposal. It is the position of TCC that, in the long run, doing business with minority and women-owned business enterprises is a win/win for TCC, you, as a supplier, and all diversified suppliers (M/WBE) involved. As a part of your response to our request for a proposal, please provide the following:

- 11.1 Include the name and address of any participating diversified supplier vendors (M/WBE) specifically pertaining to fulfillment of this contract.
- 11.2 Attach a brief list of the specific commodities, products or services that will be purchased from diversified suppliers and used in support of this contract.

12.0 SELECTION PROCESS

All proposals will be reviewed, evaluated, and ranked by a duly authorized committee of qualified personnel from TCC. After an initial review of all submitted proposals, some respondents may be invited for interviews for the purpose of clarifying their proposals. TCC will use a combination of factors to determine which proposal provides the services that most closely meet the production needs.

13.0 PROPOSAL EVALUATION CRITERIA:

RFP Evaluation

In evaluating qualified bids, the following considerations will be scored:

- Total Cost of Ownership – weighted most heavily
- Functionality, Flexibility, adherence to specifications provided
- Vendor's service and delivery capabilities, history, and reference.
- Compatibility with existing systems

Exhibit A

GENERAL MUNICIPAL LAW ASSIGNMENT OF PUBLIC CONTRACTS

Section 109

1) A clause shall be inserted in all specifications of contracts hereafter made or awarded by an officer, board or agency of political subdivision, or of any district therein, prohibiting any contractor, to whom any contract shall be let, granted or awarded, as required by law, from assigning, transferring, conveying, subletting or otherwise disposing of the same, or of his right, title or interest therein, or his power to execute such contract, to any other person or corporation without the previous consent in writing of the officer, board or agency awarding the contract.

2) If any contractor, to whom any contract is let, granted, or awarded, as required by law, by any officer, board or agency of a political sub-division, or of any district therein, without the previous written consent specified in subdivision one (1) of this section, assign, transfer, convey, sublet or otherwise dispose of such contract, or his right, title or interest therein, or his power to execute such contract to any other person or corporation, the officer, board or agency which let, made, granted or awarded such contract shall revoke and annul such contract, and the political subdivision or district therein, as the case may be, and such officer, board or agency shall be relieved and discharged from all liability and obligations growing out of such contract to such contractor, and to the person or corporation to which such contract shall have been assigned, transferred, conveyed, sublet or otherwise disposed of, and such contractor, and his assignees, transferees or subleases shall forfeit and lose all monies, theretofore earned under such contract, except so much as may be required to pay his employees.

The provisions of this section shall not hinder, prevent, or affect any assignment by any such contractor for the benefit of his creditors made pursuant to the laws of the state.

Exhibit B

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTICE

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

Affirmed under penalty of perjury this _____ day of _____,2021.

Authorized Signature

Exhibit C

Business Associate Agreement

This Business Associate Agreement (the "Agreement") is effective as of ____/2021. ("Agreement Effective Date") by and between The Chautauqua Center, Inc. and, _____ ("Business Associate") located at _____. (address)

RECITALS

WHEREAS, the U.S. Department of Health and Human Services ("HHS") has issued final regulations (the "HIPAA Omnibus Rule"), pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), governing the privacy of individually identifiable health information obtained, created or maintained by certain entities, including healthcare providers (the "HIPAA Privacy Regulations"), the security of such information in electronic form (the "HIPAA Security Regulations"), and modifications to the HIPAA Privacy Regulations and HIPAA Security Regulations under the Health Information Technology for Economic and Clinical Health Act and the regulations promulgated thereunder (the "HITECH Act");

WHEREAS, Company has engaged Business Associate to perform services or provide goods.

WHEREAS, Company possesses Individually Identifiable Health Information and/or Electronic Protected Health Information that is protected under HIPAA and the HIPAA Omnibus Rule and is permitted to use or disclose such information only in accordance with such laws and regulations;

WHEREAS, Business Associate may receive such information from Company, or create, receive, maintain or transmit such information on behalf of Company, in order to perform certain of the services or provide certain of the goods, or both;

WHEREAS, Company wishes to ensure that Business Associate will appropriately safeguard Individually Identifiable Health Information and/or Electronic Protected Health Information;

WHEREAS, the HIPAA Privacy Regulations, HIPAA Security Regulations, and the HITECH Act require that the Company and Business Associate enter into this Agreement in order to protect the privacy and security of PHI; and

WHEREAS, the Parties desire to enter into this Agreement to protect PHI, and to amend any agreements between them, whether oral or written, with the execution of this Agreement.

NOW THEREFORE, Company and Business Associate agree as follows:

1. **Definitions.** The parties agree that the following terms, when used in this Agreement, shall have the following meanings, provided that the terms set forth below shall be deemed to be modified to reflect any changes made to such terms from time to time as defined in the HIPAA Omnibus Rule.

a. "*HIPAA*" means the Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320d.

b. "*HIPAA Omnibus Rule*" means the final regulations promulgated under HIPAA, including the HIPAA Privacy Regulations, the HIPAA Security Regulations, and regulations implementing the HITECH Act.

The Chautauqua Center, Inc.
Michael C. Pease, Chief Executive Officer

X _____

Date: _____

(Business Entity)

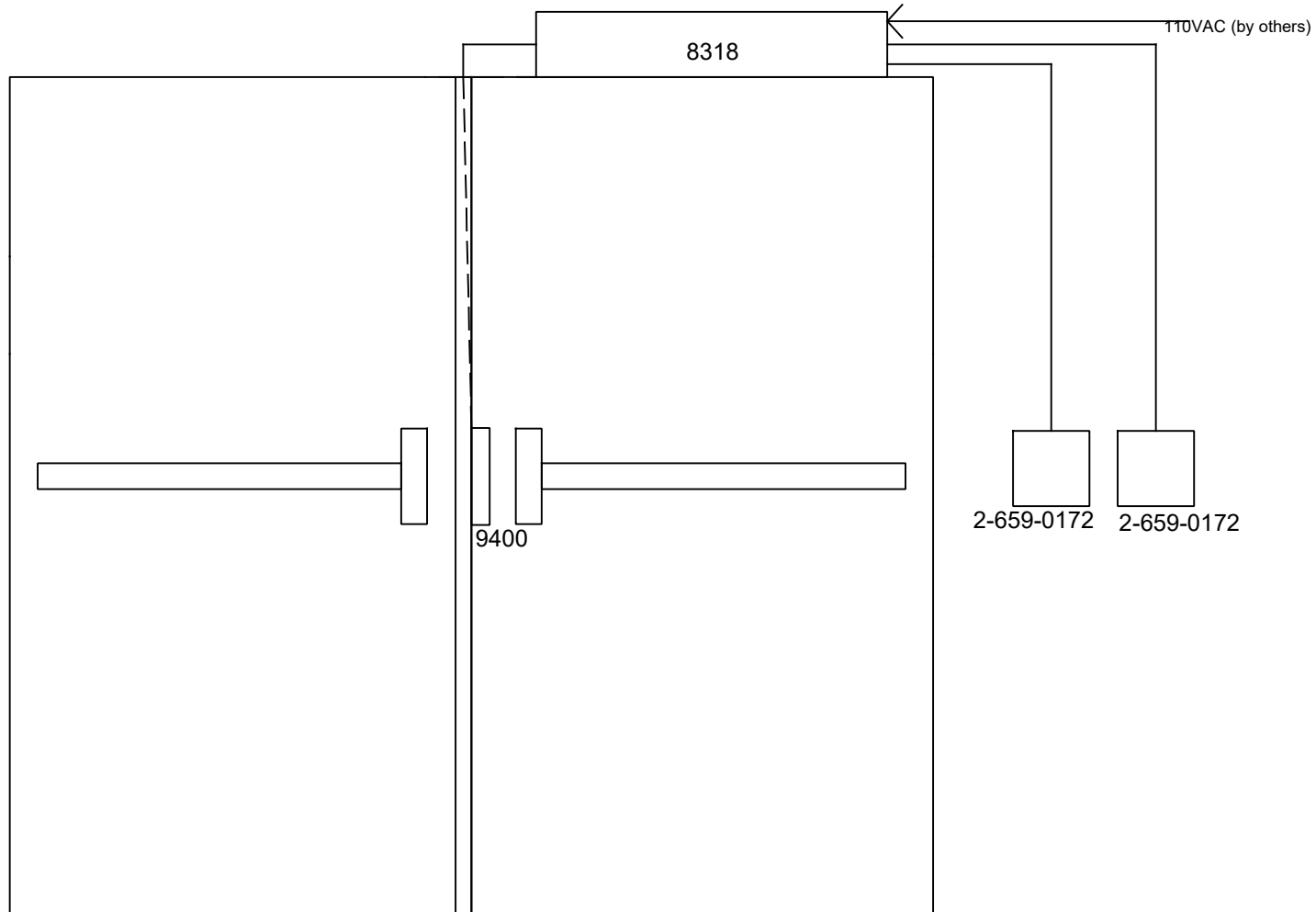
(Qualified Signatory)

X _____

Date: _____

Exhibit D- Locking Mechanism Cutsheet

Ceiling Line



Notes:

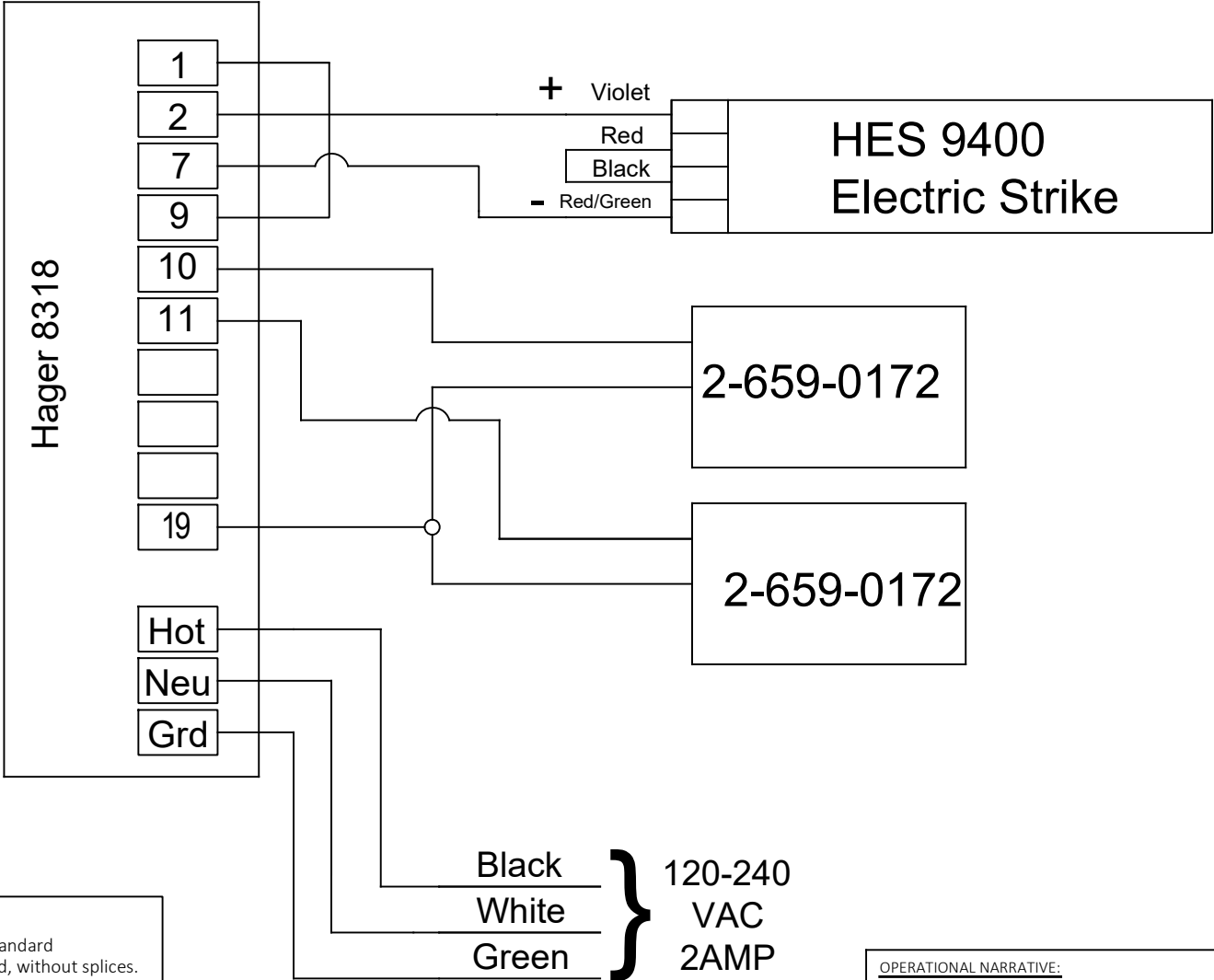
- 1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
- 2. Wiring to conform to applicable national, state, and local electrical codes.
- 3. Refer to specific product installation instructions for specific wiring requirements.
- 4. This drawing is for graphical representation of products detailed in the hardware set only.

OPERATIONAL NARRATIVE:

The Chautauqua Center

Electric Strike / Operator (Pair)

Rev:	Drawn by: Dwight Balse	Date: 09/23/2021	Job #: 5-21-3659
Dwg #: Riser #1	Hardware Sets: 01.00		



- Notes:
1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
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OPERATIONAL NARRATIVE:

The Chautauqua Center

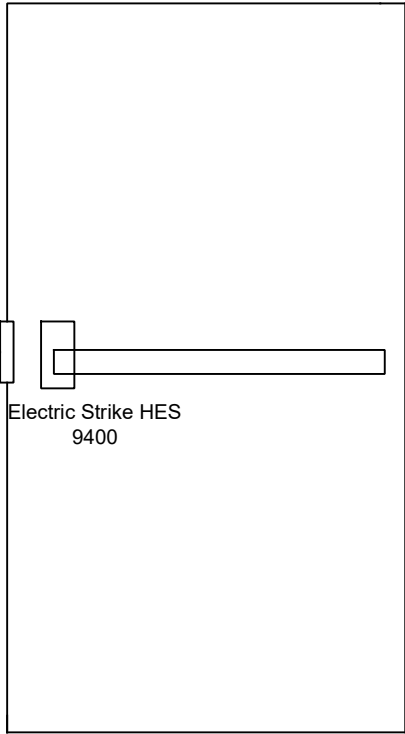
Electric Strike / Operator (Pair)

Rev:	Drawn by: Dwight Balsler	Date: 9/23/2021	Job #: 5-21-3659
Dwg #: PTP#2	Hardware Sets: 01.00		

Access Control
(By Others)

Power Supply
(By Others)

Ceiling Line



Electric Strike HES
9400

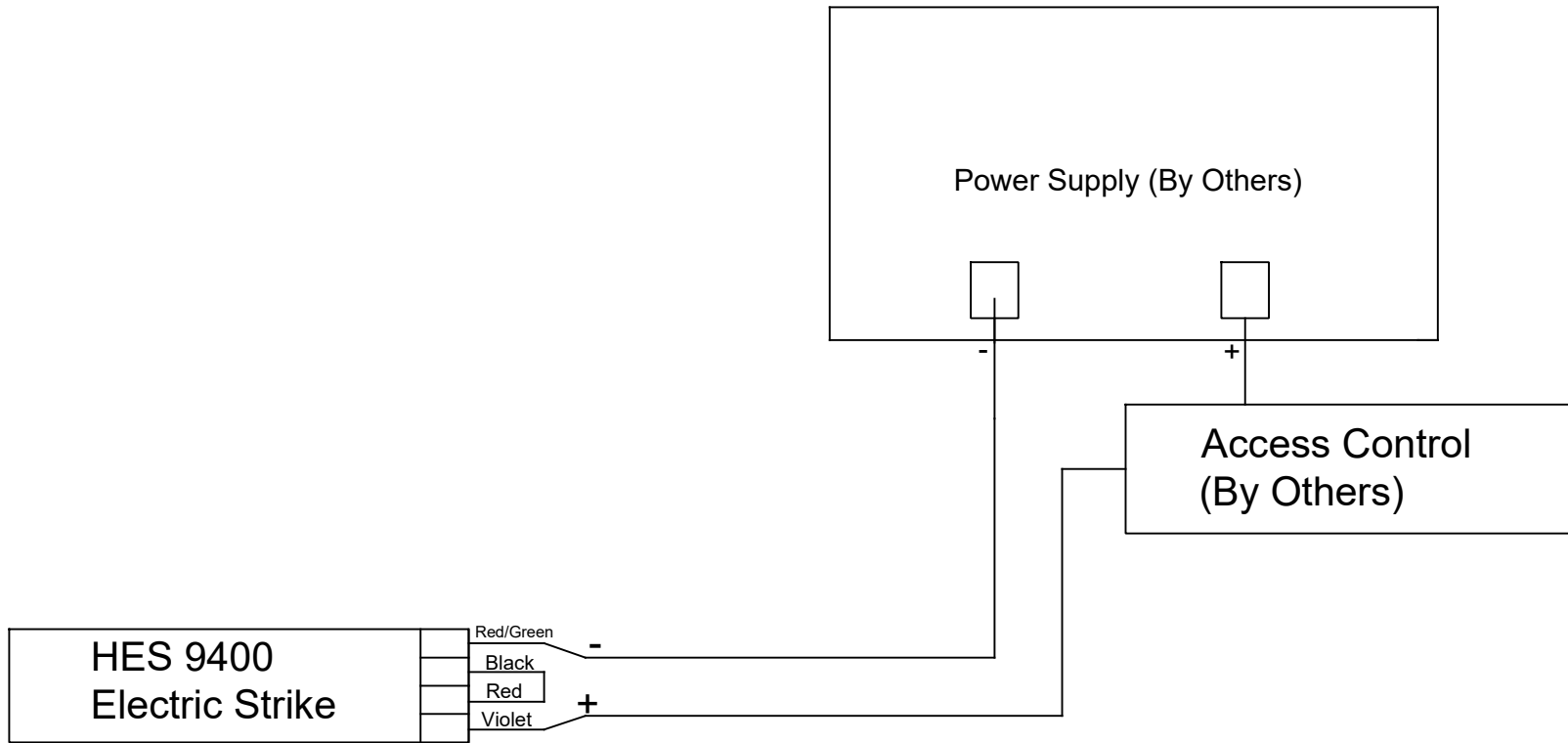
- Notes:
- 1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
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OPERATIONAL NARRATIVE:

The Chautauqua Center

Electric Strike (Single)

Rev:	Drawn by: Dwight Balsler	Date: 09/23/2021	Job #: 5-21-3659
Dwg #:	Riser #2	Hardware Sets: 01.01	



- Notes:
1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
 2. Wiring to conform to applicable national, state, and local electrical codes.
 3. Refer to specific product installation instructions for specific wiring requirements.
 4. This drawing is for graphical representation of products detailed in the hardware set only.

OPERATIONAL NARRATIVE:

The Chautauqua Center

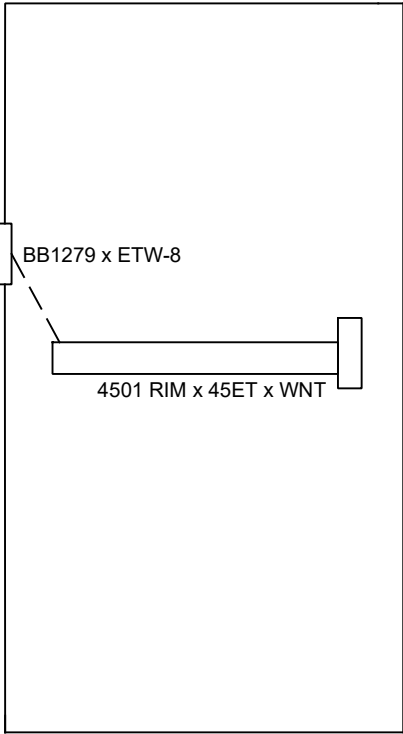
Electric Strike (Single)

Rev:	Drawn by: Dwight Balsler	Date: 9/23/2021	Job #: 5-21-3659
Dwg #: PTP#2	Hardware Sets: 01.01		

Access Control
(By Others)

Power Supply
2903

Ceiling Line



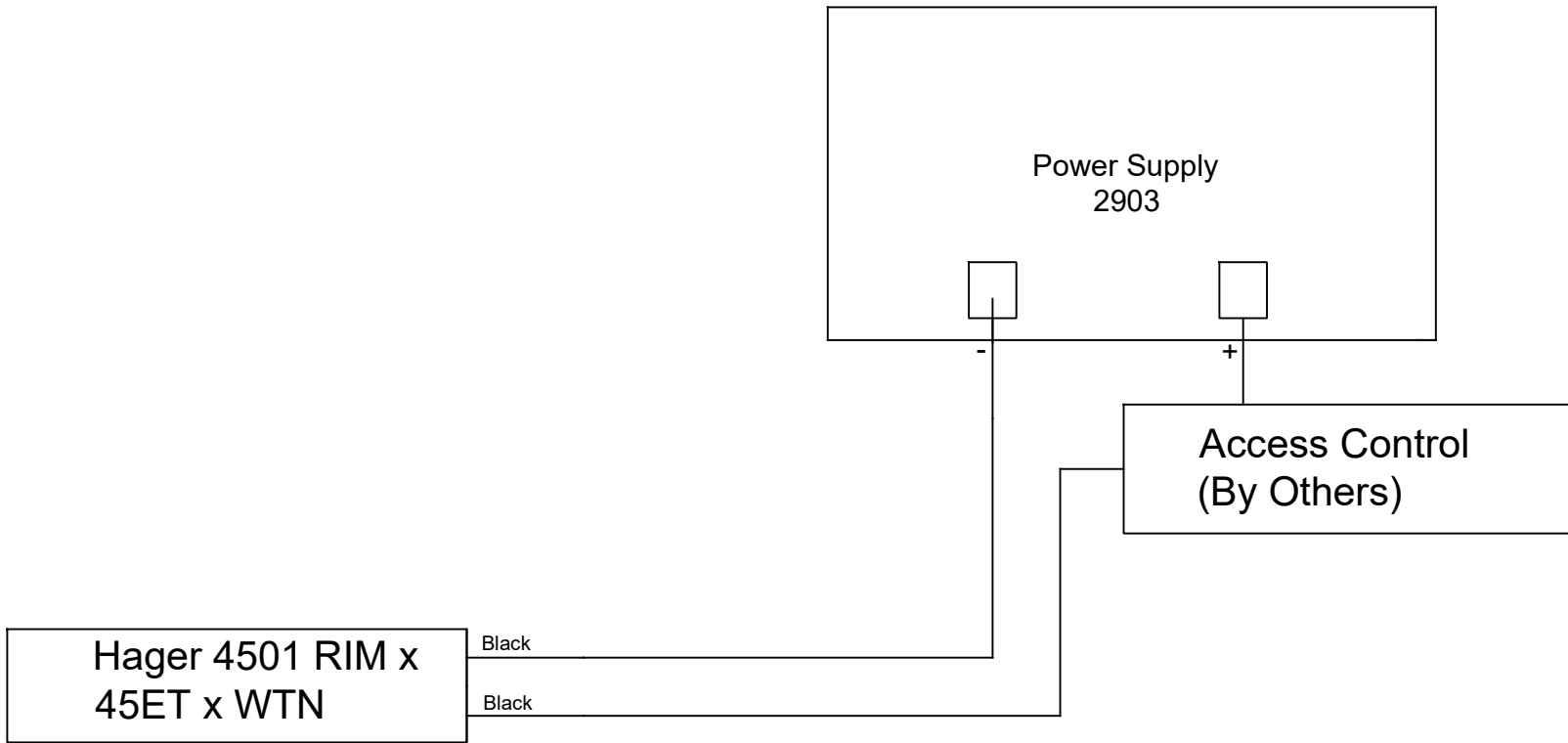
- Notes:
- 1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
 - 2. Wiring to conform to applicable national, state, and local electrical codes.
 - 3. Refer to specific product installation instructions for specific wiring requirements.
 - 4. This drawing is for graphical representation of products detailed in the hardware set only.

OPERATIONAL NARRATIVE:

The Chautauqua Center

Electric Trim (Single)

Rev:	Drawn by: Dwight Balser	Date: 09/23/2021	Job #: 5-21-3659
Dwg #:	Riser #3	Hardware Sets: 01.02	



- Notes:
1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
 2. Wiring to conform to applicable national, state, and local electrical codes.
 3. Refer to specific product installation instructions for specific wiring requirements.
 4. This drawing is for graphical representation of products detailed in the hardware set only.

OPERATIONAL NARRATIVE:

The Chautauqua Center

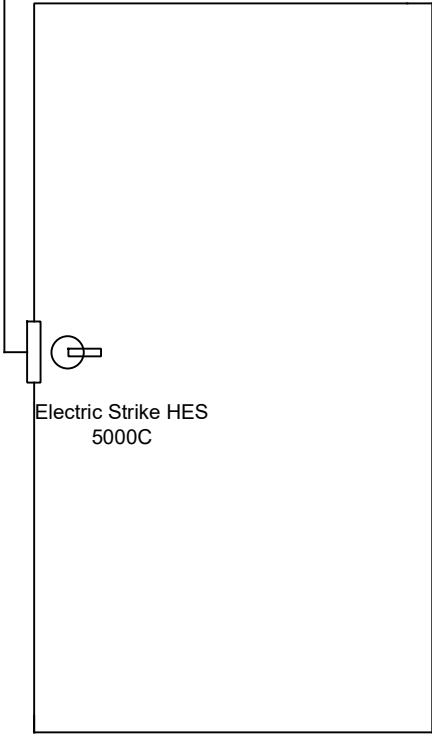
Electric Trim (Single)

Rev:	Drawn by: Dwight Balsler	Date: 9/23/2021	Job #: 5-21-3659
Dwg #: PTP#3	Hardware Sets: 01.02		

Access Control
(By Others)

Power Supply
(By Others)

Ceiling Line



Electric Strike HES
5000C

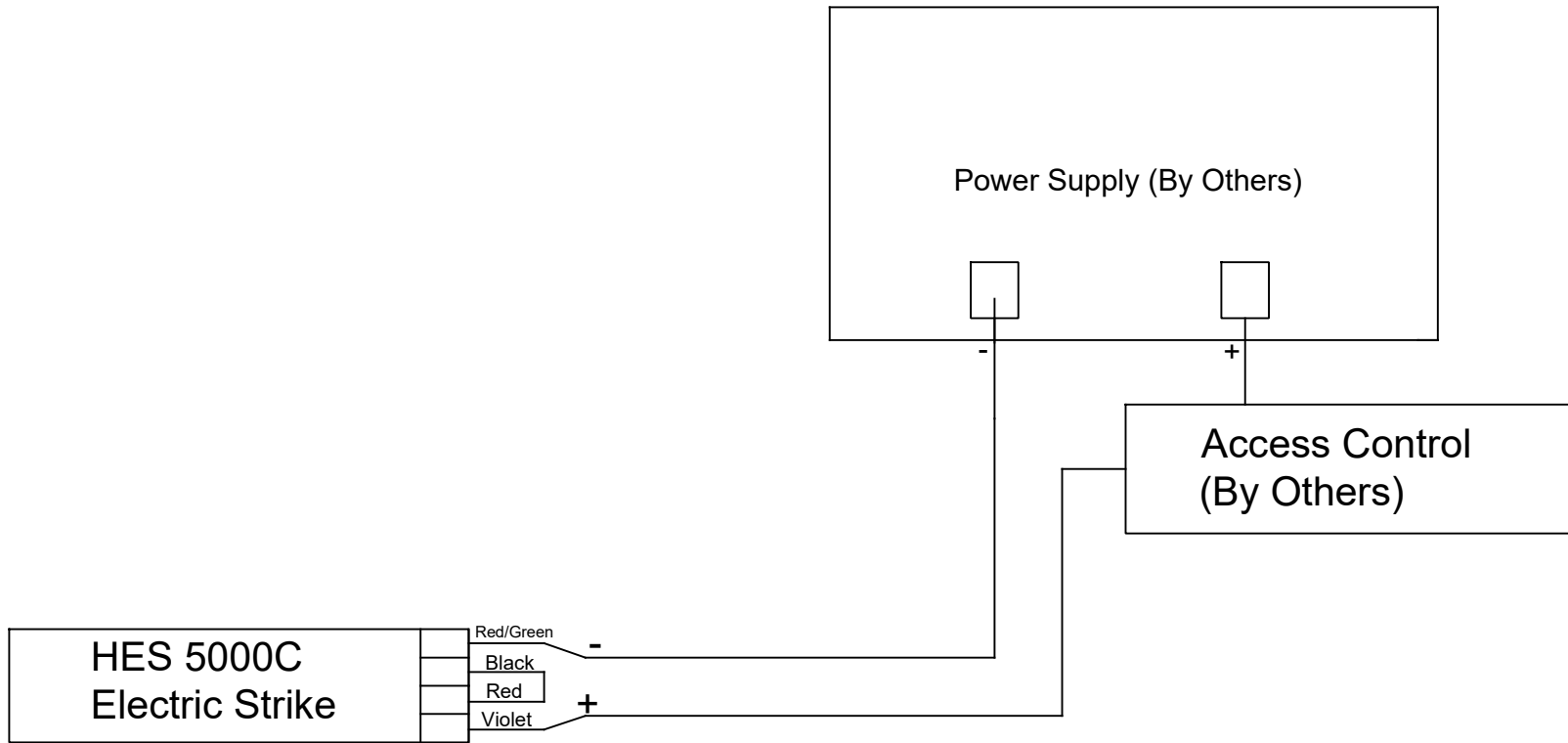
- Notes:
- 1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
 - 2. Wiring to conform to applicable national, state, and local electrical codes.
 - 3. Refer to specific product installation instructions for specific wiring requirements.
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OPERATIONAL NARRATIVE:

The Chautauqua Center

Electric Strike (Single)

Rev:	Drawn by: Dwight Balsler	Date: 09/23/2021	Job #: 5-21-3659
Dwg #: Riser #4	Hardware Sets: 01.03, 01.04		



- Notes:
1. All low voltage wiring to be standard multi-conductor, color coded, without splices.
 2. Wiring to conform to applicable national, state, and local electrical codes.
 3. Refer to specific product installation instructions for specific wiring requirements.
 4. This drawing is for graphical representation of products detailed in the hardware set only.

OPERATIONAL NARRATIVE:

The Chautauqua Center

Electric Strike (Single)

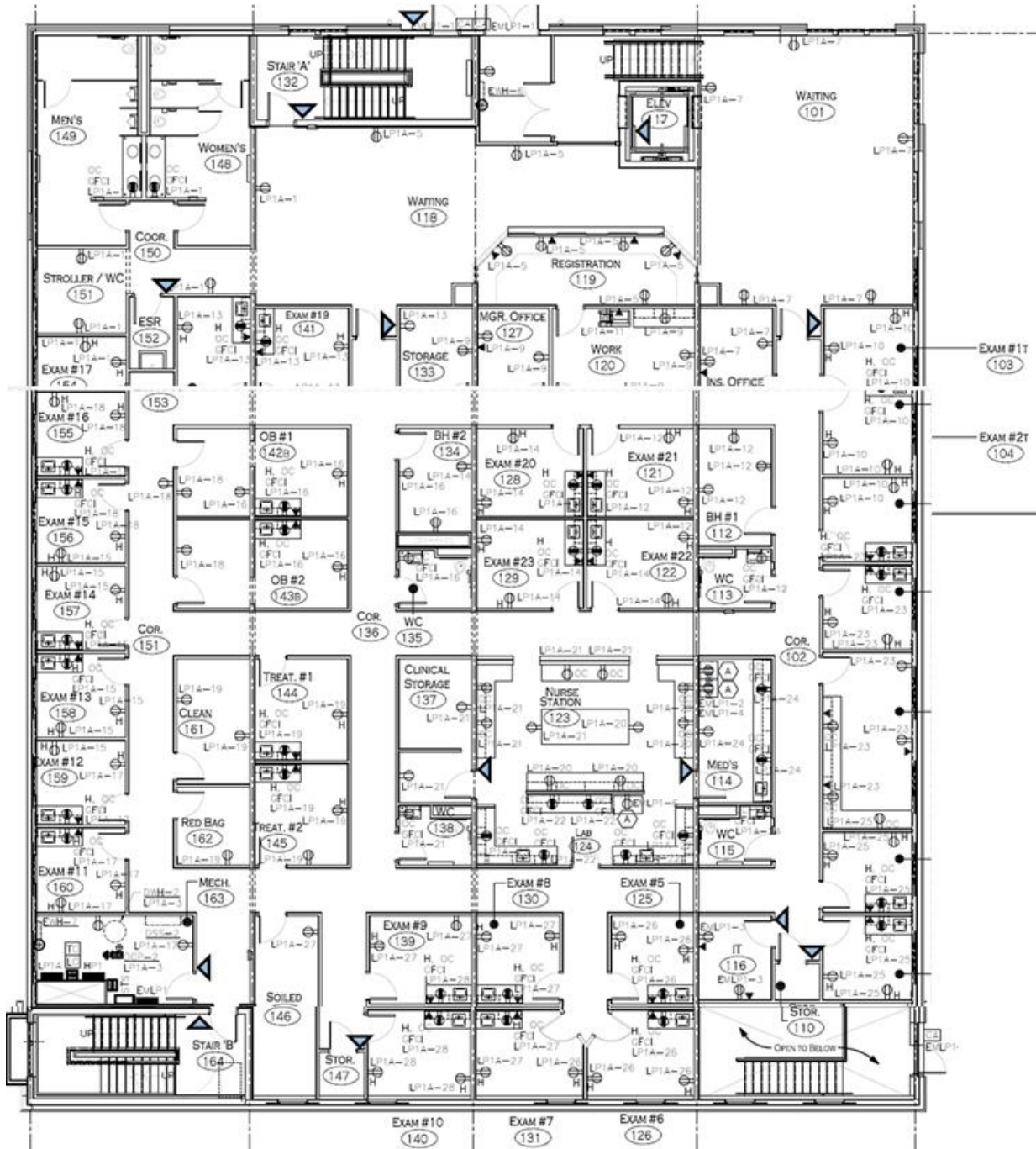
Rev:	Drawn by: Dwight Balsler	Date: 9/23/2021	Job #: 5-21-3659
Dwg #: PTP#4	Hardware Sets: 01.03, 01.04		

Exhibit F: Site Floorplan for Access Control Scanners- Outside Access



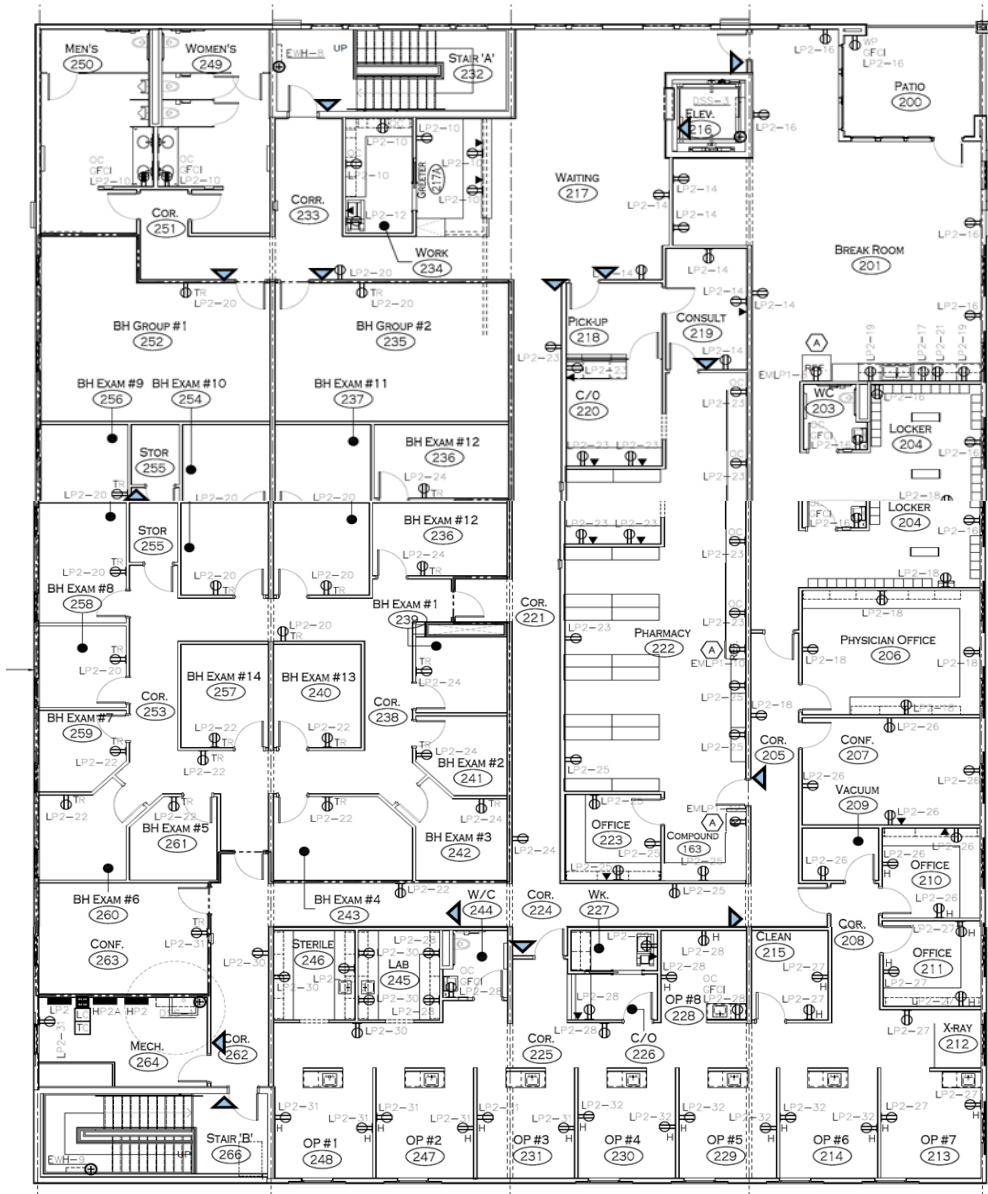
 Access Control Location

Site Plan: 1st Floor Access Control Locations



▼ Access Control Location

Site Plan- 2nd Floor Access Control Locations



▼ Access Control

Site Floorplan- Access Control Locations Stairwells

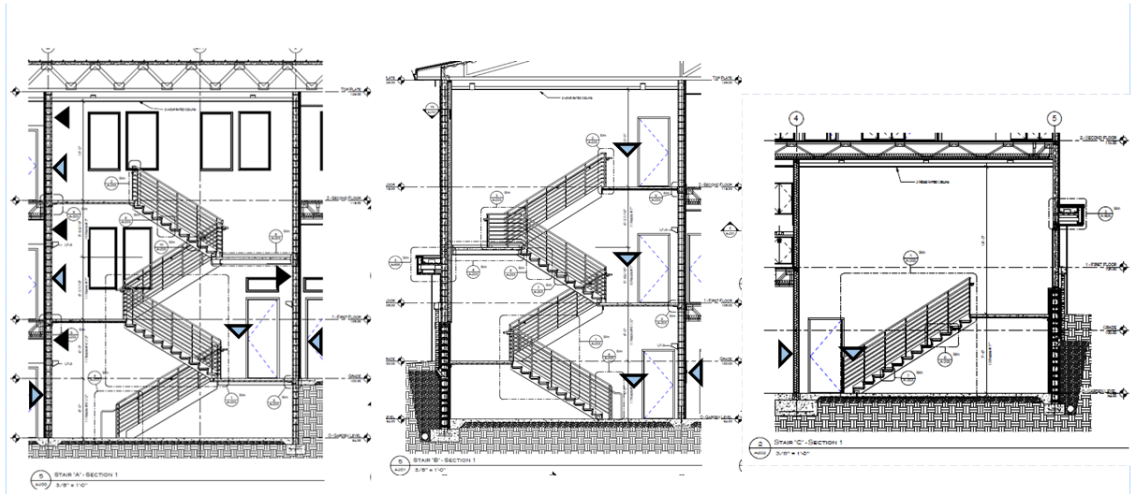
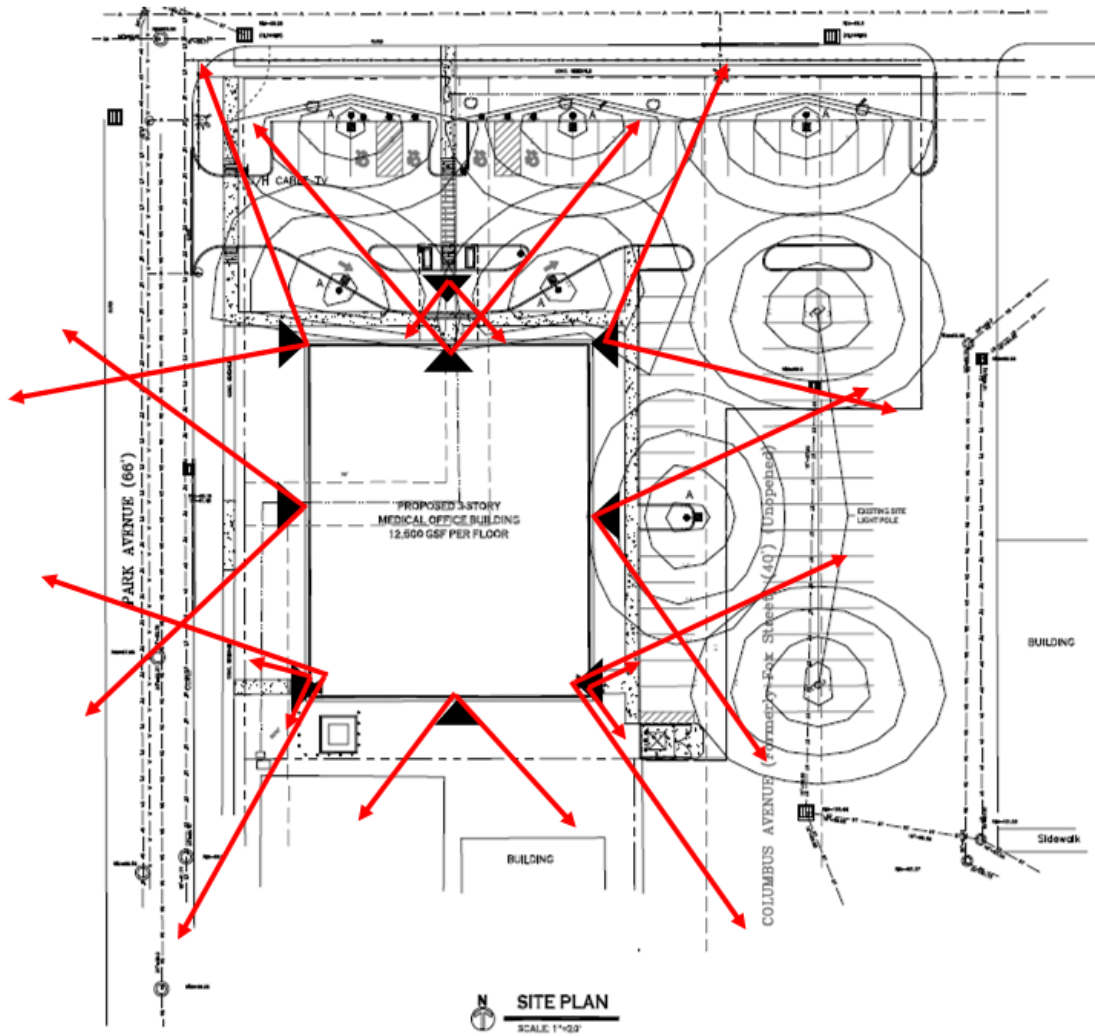




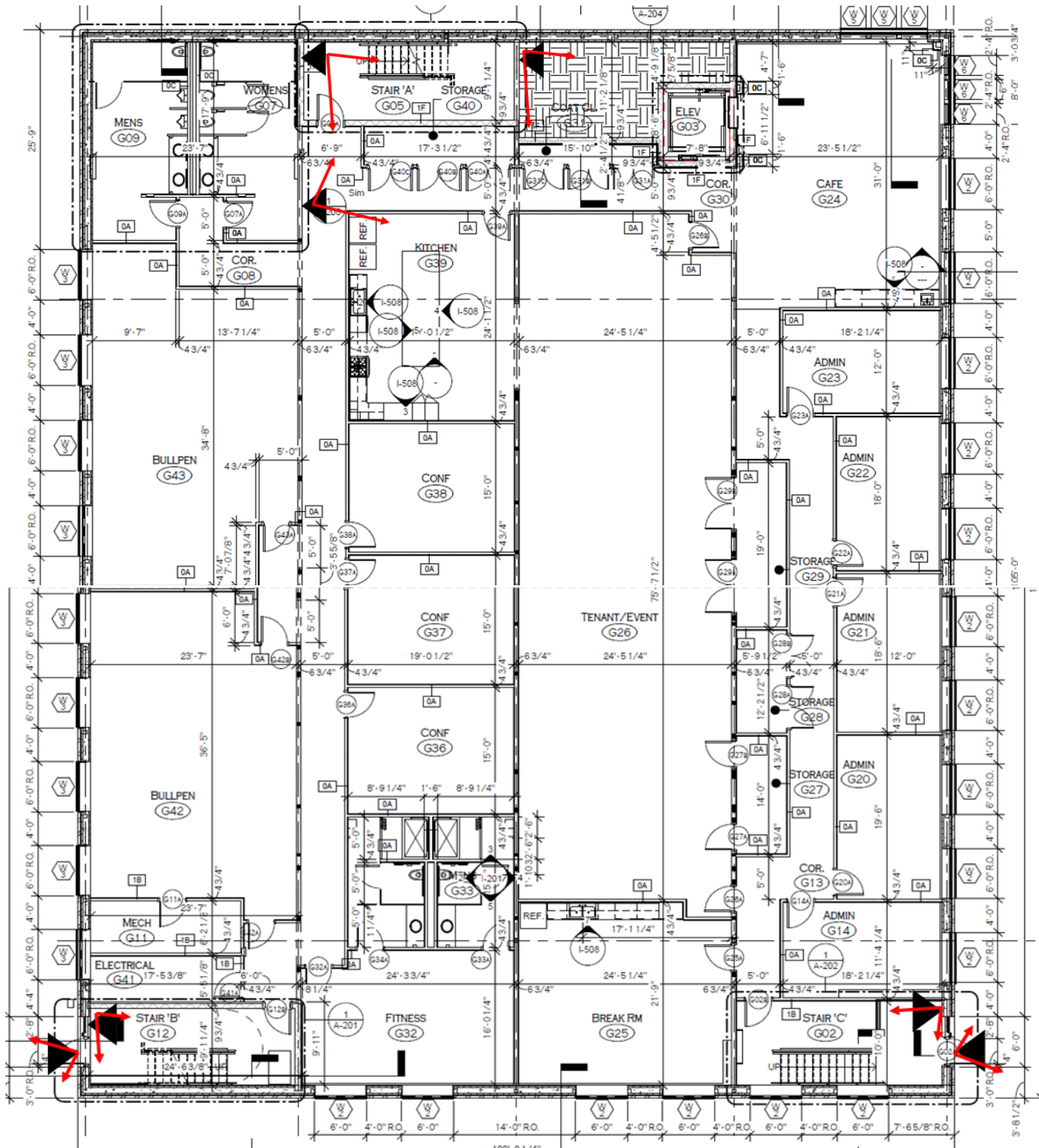
Exhibit G: Site Floorplan with Security Camera locations



Site Plan- Outside View of Parking Area- Lighting Schedule



-  Approximate CAT6 Camera Location
-  Desired field of view

Site Plan—Ground Floor Security Cameras



 Approximate CAT6 Camera Location
 Desired field of view

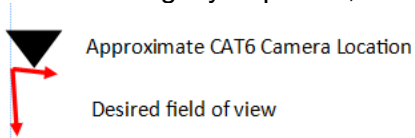
 0 - Garden Level - POWER
 E=100 SCALE: 1/8" = 1'-0"



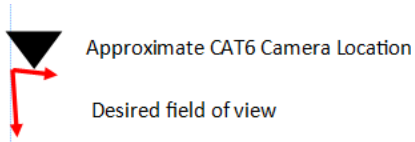
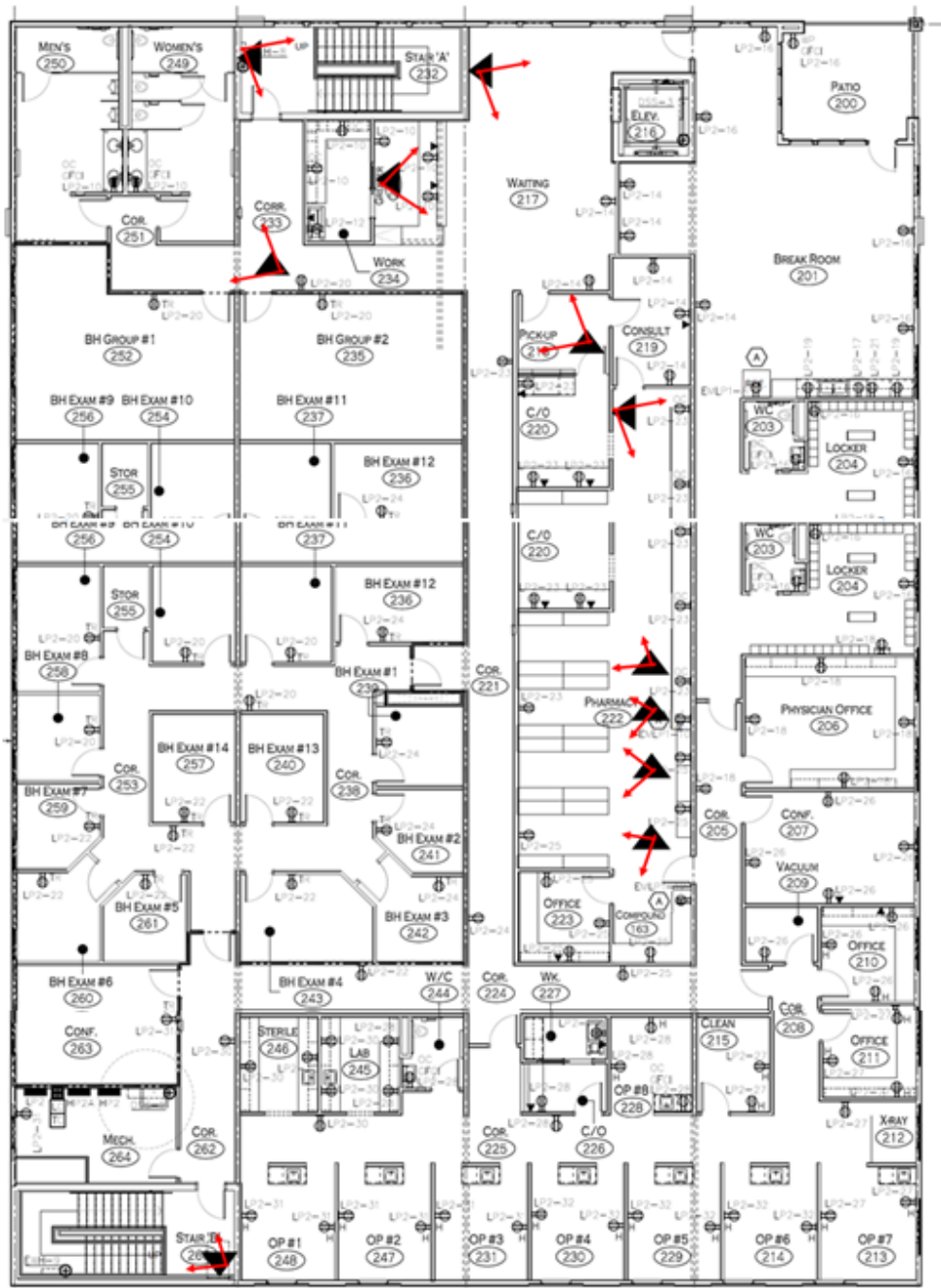
Site Plan- First Floor



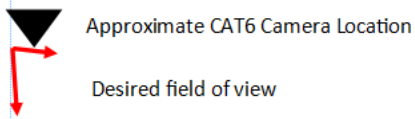
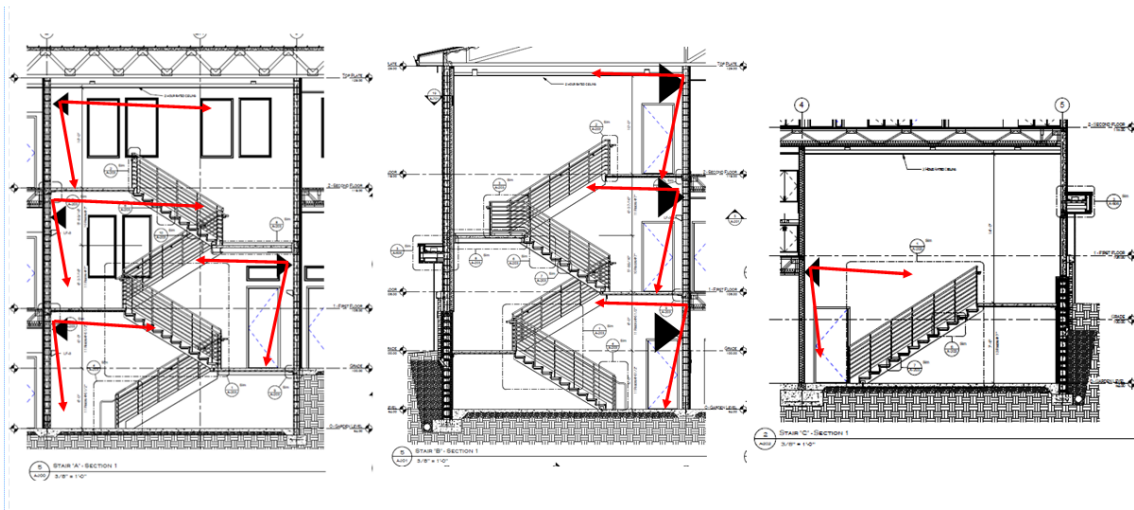
- Security camera locations for rear entry doors shown on multiple drawings. This does not signify duplicate, rather providing as much location information as possible.



Site Plan- 2nd Floor



Site Plan- Stairwell Cross Section



Drop locations are approximate for all camera locations. Some locations may require multiple cameras to achieve maximum coverage. Some locations have multiple drops being installed, a symbol for a drop should not signify a camera, rather a location for a camera or multiple cameras.