



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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Request for Proposal

For

Access Control and Lock-down Switch hardware and install

For The

**Whitfield County Schools
Purchasing Department**

**1030 Hill Road
Dalton, GA 30721**

RFP # WCS-IT-2020-003-2

April 10, 2020

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

1.1 Product / Service: **Access Control and Lock-down Switch hardware and Install**

1.2 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30720**

1.3 Representative of Owner: **Jim Fugate
Procurement Officer**

1.4 Anticipated Time Frames:

Re-Issue RFP to market	April 10, 2020
Pre-Proposal meeting	N/A
Questions on RFP due	April 24, 2020
Response to questions posted	April 29, 2020
RFP responses due in Procurement Office by 2:00pm	May 8, 2020
Proposal Evaluations	TBD
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	TBD

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

N/A

2.3 **SUBMISSION**

Due to Covid-19 concerns, all proposal responses must be submitted electronically on Vendor Registry.

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on May 8, 2020**

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

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SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Access Control and Lock-down Switch hardware and install

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Access Control and Lock-down Switch hardware and install
Dated: April 10, 2020

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Access Control and Lock-down Switch hardware and install** and submits the proposal of:

_____ (Dollars) for products and services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Director of Technology**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Hourly rate for labor (man hours).

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

**BuyBoard
E&I Cooperative Services
OMNIA Partners
NCPA – National Cooperative Purchasing Alliance
Sourcewell
TIPS – The Interlocal Purchasing System**

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 5 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0

PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

6.1.1 All product and installation that is being provided by vendor shall be coordinated with Whitfield County Schools in conjunction with the construction schedule for Valley Point Middle School.

6.1.2 **You may offer up equivalent products or solutions to what is listed below.**

6.1.3 Vendor must provide a scope of work for any installations they will be providing.

6.1.4 You must comply with Section 7 "Vendor Experience".

6.1.5 Vendor is required to include any mounting hardware needed for specified devices.

6.1.6 Vendor must attend all OAC meetings that WCS request them attend

6.1.7 Vendor will be required to install lockdown system to function with access control system and fire alarm as to allow for specified doors to be locked down.

6.1.8 A map with locations and information can be found at this [link](#)

6.2 SERVICE LEVEL AGREEMENT

6.2.1 Installation must be completed by a Manufacturer certified technician.

6.3 THE WORK/PRODUCT

6.3.1 - Access Control

- A. S2-NN-E-WM Network Node
- B. S2-NB32-E2R-WM
- C. S2 ACM Expansion Control Module
- D. HID TL5395CG100 Thinline Card Reader (Single Gang)
- E. Altronix 12/24VDC 16 Output Power Supply
- F. Plug to Electric Strike on Center Post
- G. Genesis WG-31955099 Plenum Shielded Composite Cable
- H. HES-4500C
- I. Install Access Control on Doors

6.3.2 -Lockdown/Panic Buttons

- A. Emergency Pull Station : SDC-492
- B. STI-13240CB blue pull station cover w/o horn

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- C. FM-998 Door holder w/magnet
- D. 18/4 Wire – See drawings for distances
- E. Altronix al400ulacm power supply

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

North Whitfield Middle School Construction Site.
3450 Cleveland Hwy,
Dalton, GA 30721

END OF SECTION

SECTION 7.0

ADDITIONAL INFORMATION

Vendor Experience: The selected Vendor shall be fully capable and experienced in the *system* specified. To ensure the system has continued support, WCS will contract only with Vendors having a successful history of sales, installation, service, and support. During the evaluation process, WCS may, with full cooperation of The Vendors, visit The Vendors' places of business, observe operations, and inspect records. The Vendor must have a minimum of *five (5) years* of experience.

The Vendor must have an **RCDD®** (*Registered Communications Distribution Designer*) on staff that will be ultimately responsible for this project. The RCDD must have sufficient experience in this type project as to be able to lend adequate technical support to the field forces during installation, during the warranty period, and during any extended warranty periods or maintenance contracts. A resume of the responsible RCDD must be attached to The Vendor's response for evaluation by WCS. Should the RCDD assigned to this project change during the installation, the new RCDD assigned must also submit a resume for review by WCS.

If, in the opinion of WCS, the RCDD does not possess adequate qualifications to support the project, WCS reserves the right to require The Vendor to assign an RCDD who, in WCS's opinion, possesses the necessary skills and experience required of this project. The Vendor's Lead Technician must be BICSI Certified at the Technician Level and/or be certified by the manufacturer to install those products that are covered under the proposed manufacturer's warranty. The project shall be staffed at all times by Installers and Technicians who, in the role of lead craftspersons, will be able to provide leadership and technical resources for the remaining craftspersons on the project. Of those employees assigned to this project by The Vendor, at least 30 percent of the installation personnel shall be BICSI Registered Telecommunications Installers and/or be certified by the manufacturer to install those products that are covered under the proposed manufacturer's warranty. Installation personnel shall meet manufacturer's training and education requirements for implementation of the proposed extended warranty program. A copy of their personal registrations must be submitted in The Vendor's response to this RFP.

To provide assurance to WCS that the structured cabling system being proposed has been properly designed and will be professionally installed the Contractor must provide evidence of manufacturer certification with regards to the solution being proposed. A copy of The Vendor's registration (In the Company's Name) must be submitted in The Vendor's response to this RFP.

As part of the response, the vendor must provide proof of above qualifications including:

- ✓ RCDD
- ✓ BICSI Registered Installers and Technicians
- ✓ Personal/Individual Manufacturer certificates/registrations for the proposed manufacturer
- ✓ Certificate(s) stating vendor as a “manufacturer authorized” copper/UTP structured cabling installer or similar designation.

Statement indicating length of time the company has been providing structured cabling services.

END OF SECTION

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SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

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SECTION 9.0 EVALUATION MATRIX / COMMITTEE

Proposal Assessment Worksheet

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District Name: Whitfield County School System

Prod/Service:

RFP:

Vendor Scoring

Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Price	30%		0		0		0		0
Technical	25%		0		0		0		0
Met RFP response requirements	20%		0		0		0		0
Experience with Company	15%		0		0		0		0
Management Expertise	10%		0		0		0		0
Overall Ranking			0		0		0		0

Vendor Selected: _____

Approved By: _____

Title: IT Director

Date: _____

Notes:
 * Percentage weights must add up to 100%. Price must be weighted the heaviest.
 ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
 *** Weight x Raw Score