

**REQUEST FOR PROPOSAL (RFP)  
FOR  
Access Control System with Installation  
FOR LOWNDES COUNTY SCHOOLS**

**November 30, 2016**

TO: All Interested Vendors

You are invited to submit a sealed, written proposal for Access Control System for the Lowndes County School System in accordance to the attached General Conditions and Specifications.

This package consists of:

- General Conditions
- Statement of Vendor's Qualifications
- Affidavit (E-Verify)
- School District Responsibilities
- Vendor Responsibilities
- Scope of Work
- Detail Sheet
- Detailed Scope of Work
- Vendor Response Sheet

We will host a mandatory walkthrough on Thursday, December 15, 2016, meeting at 8:30 at the Lowndes County Board of Education, 1592 Norman Drive, Valdosta, Georgia 31601. We will meet and then walk through the Board of Education building and Westside Elementary.

All questions should be submitted via email to [alrowell@lowndes.k12.ga.us](mailto:alrowell@lowndes.k12.ga.us) and [scottforthe@lowndes.k12.ga.us](mailto:scottforthe@lowndes.k12.ga.us) with the subject heading: RFP Access Control. Inquiries will not be accepted by telephone. All questions submitted will be answered on the purchasing website: <http://bids.lowndes.k12.ga.us>. Questions and responses will be shared to all proposing vendors who participate in the walkthrough.

**SEALED Proposals must be received by 2 pm on Thursday, January 26, 2017 at the following address:**

Lowndes County Schools  
ATTN: Terri Welden  
Re: Access Control RFP  
1592 Norman Drive  
Valdosta, GA 31601  
(229) 245-2250

In order to be considered for the award, all submissions must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.

## **GENERAL CONDITIONS**

### 1. Locations of Sites

The location of the work is on the property of Lowndes County School District at the Lowndes County Board of Education (1592 Norman Drive, Valdosta, GA 31601) and—optionally, at our discretion--Westside Elementary (2470 James Rd, Valdosta, GA 31601).

### 2. Scope of Work

The following are the General Conditions for the work to be performed as outlined in the Specifications.

It is understood that except as otherwise specifically stated in the contract, the Vendor shall provide and pay for all material, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of the work shall be secured and paid for by the Vendor.

### 3. Change in Contract

The Owner will not be responsible for any change in the work involving extra cost unless approval in writing is furnished by the Owner before such work is begun.

### 4. Affidavits

Before acceptance of work by Lowndes County School System, the Vendor will be required to furnish affidavits on enclosed forms.

### 5. Payments

Payment will be for each job only after inspection and approval by an approved Lowndes County Board of Education employee assigned by the Superintendent. Such approval will be given only after all debris, equipment, materials, etc., are removed from the property, all cleaning completed, and any damage repaired. Provisions for deposits must be clearly explained.

### 6. Application for Payment

All applications for payment shall be submitted, signed by the Vendor and mailed to:

Accounting Department  
Lowndes County Schools  
1592 Norman Drive  
Valdosta, GA 31601

7. Addenda

Any addenda issued during the time of the request for proposal shall be covered in the proposal, and in closing the contract they shall become part thereof.

8. Contract Award and Interpretations

Lowndes County Schools may accept any RFP offered on an all, part, or none basis, whichever is in the best interest of the School System.

9. Proposal Form

All responses must be submitted in the following format:

- I. Contractor's Qualifications
- II. Scope of Work
- III. Completed Statement of Vendor's Qualifications Sheet
- IV. Completed Affidavit Sheets
- V. Pricing Summary
- VI. Materials List
- VII. Statement of Warranty

10. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless Vendor makes a request in writing to the Lowndes County School System prior to time set for opening of RFP, unless Lowndes County School System fails to accept bid within one hundred and twenty (120) days after date fixed for opening of RFP.

11. Vendor's Qualifications

Vendors may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Lowndes County School System, that vendor has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner and within the time specified; that vendor has had experience in construction work as same or similar nature; that vendor has past history and references which will assure the Lowndes County School System of his qualifications for executing the work.

12. Specifications

The vendor will provide materials as specified in this RFP. Any substitutions must be approved in writing by the Lowndes County Schools.

13. Warranty terms on the hardware and any associated software should be clearly defined and must include a parts and labor warranty to cover all components for a

minimum of three years.

14. Accident Prevention

Precaution shall be exercised at all times for the protection of persons (including employees) and property and hazardous conditions shall be guarded against or eliminated.

15. Contract Form

Upon Contract award, the standard written Purchase Order form or completely executed contract mailed, or otherwise furnished, to the successful vendor results in a binding contract.

16. Indemnification

Vendor agrees to hold the Lowndes County School System harmless and to indemnify the Lowndes County School System from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or subcontractor.

17. Insurance

Contractor shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per accident (c) statutory worker's compensation insurance, including \$1,000,000 employer's liability insurance (d) employee dishonesty and/or crimes coverage with respect to personnel of Contractor having access to County buildings, with limits of no less than \$50,000 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon request, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

18. Vendor's Representative

Lowndes County School System reserves the right, with sole discretion, to refuse to allow any representative of the Vendor to service the contract in any manner. In this

event the Vendor shall furnish another representative that is acceptable to Lowndes County School System. Representatives will be expected to pass a sexual offender check through the system's Keep-N-Track visitor check-in service at the schools.

19. School District Regulations

The Vendor and his representatives shall follow all applicable Lowndes County School System regulations while on school district property, including the no smoking, no weapons and drug-free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or an approved Lowndes County Board of Education employee assigned by the Superintendent.

20. Governing Law

All RFPs and related documents submitted to the Lowndes County School System by vendors are governed under the laws of the state of Georgia.

21. Work hours

All work performed will be in coordination with and at the convenience of the Lowndes County Schools.

22. Georgia Open Records Act

All proposals submitted in response to this solicitation may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

**STATEMENT OF VENDOR'S QUALIFICATIONS**

To accompany proposals submitted for installing Access Control System for the Lowndes County School System.

Name of Vendor \_\_\_\_\_

Telephone Number \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

When Organized? \_\_\_\_\_

Where Organized? \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Product Certifications of Engineers/Installers: \_\_\_\_\_  
\_\_\_\_\_

Product Certifications of Cabling Installers: \_\_\_\_\_  
\_\_\_\_\_

How many years have you been engaged in this business under the present firm name? \_\_\_\_\_

Please attach to this statement at least three references, including name, address, title, email or phone number and brief description of work performed (including dates of work). Our preference is for references in K-12 education.

**Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

## **SCHOOL DISTRICT RESPONSIBILITIES**

### **Access for Installation**

The school district will, during the progress of the installation, allow the vendor and its employees access to the premises and facilities at all reasonable hours or at such hours as the school district and vendor agree.

Provide free and clear access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide vendor access to these adjacent areas where and when required.

### **Hazardous Conditions**

Take such action as necessary to ensure that the premises are dry and free from dust and hazardous materials or chemicals, (i.e., asbestos) and in such condition as not to be hazardous to the installation personnel or the material to be installed.

### **Heating/Cooling**

Provide heat or cooling when required and general illumination in rooms in which work is to be performed by the vendor.

### **Building Plans**

If available, furnish adequate detailed drawings of the buildings to allow installation of equipment and cables by the vendor.

### **Inspections**

Promptly make inspections when notified by the vendor that the work is ready for acceptance.



## VENDOR RESPONSIBILITIES

### Provision

The vendor must: provide all supervision, labor construction tools, equipment, hardware and wiring materials as specified, transportation, erection, construction, unloading, inspecting, keeping inventory, and returning spare or unused material as specified in attached contract documents. Whenever in this RFP the terms "provide," "furnish," "supply," or "install," etc., can be interpreted as requiring the vendor to both furnish and/or install materials, unless specific provisioning/installation of the materials by the school district is denoted.

### Permits

The vendor shall obtain all necessary county, municipal or state work/building permits.

### Damage

The vendor will be responsible for and repair all damage to the building due to negligence of its workmen, and report to the school district any such damage to the building that may exist or may occur during the occupancy of the facilities.

### Fire Fighting Apparatus

Take necessary steps to ensure that required fire fighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.

### Installation

Install the wire, cable, and associated hardware in accordance with the manufacturer's specifications, EIA/TIA 568A standards, and the National Electric Code.

### Guidelines for EIA/TIA 568, T568A AND T568B Communication Outlets

#### **The T568B configuration is required.**

Guidelines to assist in the installation of building wiring with respect to the use of the two communication outlet wiring configurations:

- Entire wiring system should use only one standard communications outlet configuration of EIA/TIA-568, T568B.
- Modular jack distribution hardware used as the station (blue) field should be wired to match I/Os, providing straight through wiring of the circuit connections from the closet to the I/O.
- Pair color terminations for 4-pair and 25-pair cables should always follow the standard termination convention. (For 4-pair cables: Pair 1=Blue, Pair 2=Orange, Pair 3=Green, Pair 4=Brown.)
- Equipment cables that provide the correct pair color assignments for the particular I/O should be used so that no cross-over is needed.

### Tests and Expectations

Conduct tests and inspections in the presence of the school district after installation has been completed in order that the school district may be assured that the requirements for the installation are met.

### Completion Notification

Promptly notify the school district of the completion of work on equipment of such portions thereof that is ready for inspection.

### Intended Completion

Give the school district notice of intended completion of the installation at least one week prior to completion.

### As-Built Drawings and Documentation

The vendor will provide "As-Built" drawings and diagrams to document new equipment installation and the location and label network drops and access control module locations after completion of installation. Drawings are due at time of completion and before final payment.

### Defects

The vendor will promptly correct all defects for which the vendor is responsible.

### School District Contact

The vendor must coordinate all work with the school district contact that will be designated at a future date before the commencement of the installation.

### Clean Up

Upon completion of the work each day, the vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat.

### Firewalls

Provide for the installation of all conduits and sleeves through firewalls as required to meet codes.

### Ceiling Tiles

Provide for the removal and re-installation of all ceiling tiles required for the installation of all above ceiling wire.

### Subcontractors

Should a Contractor use subcontractors for portions of the work, Lowndes County Board of Education reserves the right to reject any subcontractor without explanation or recourse by the Contractor or subcontractor.

## SCOPE OF WORK

The Lowndes County School System is a public K-12 school system that serves over 10,500 students at eleven schools in Lowndes County, Georgia. The Access Control Systems at the Board of Education and at Westside Elementary are very limited in their function, requiring only a code that must be manually administered at each entry point.

For the purpose of this RFP we are soliciting a proposal to secure our district office, located at 1592 Norman Drive, Valdosta, Georgia. So that we can see how the solution scales and to have a clear understanding of the costs to expand proposed solutions, vendors will also provide a proposal to secure Westside Elementary School, located at 2470 James Rd, Valdosta, Georgia. After receipt and review of the proposals, the school system will choose to accept a proposal for the district office only, to accept proposals from one vendor for both the district office and Westside Elementary, or to accept no proposals.

At the mandatory walkthrough meeting we will discuss our understanding of current technologies for access control, and we will also be open to recommendations from participating vendors. RFP specifications might be adjusted following that meeting.

Our current preference is for mag locks with BondSTAT and integrated door position switch to show status of doors as accurately secure (or similar technology that achieves the same result). On interior single doors such as server room, vaults, or single doors in the school door strikes will be acceptable. On double doors inside the schools we would like to use panic bars with latch retraction for access. This would be acceptable for single doors inside the school that already have panic bars on them.

In their proposals, vendors will note solution components to be installed at each controlled entry point. The proposal will include all licensing for the system as proposed and will clearly indicate costs for renewal of licensing.

Proposals must include a battery backup that can keep the building secure during an extended power outage.

Proposals must include separate training for end users and for technicians for the system.

While not a requirement, we would be interested to see information on how proposed systems can integrate with security camera systems or with time/attendance.

Features we would expect to see in an access control system:

- User administration through a web portal with ability to batch enroll, import users
- Active directory integration
- Ability to schedule access (this group can access 6 am to 6 pm, but not on weekends, for example) by building and specific entry point
- System will require both a card or fob and a code--two factor for access.

- Reporting on access by individual and door.
- Lockdown capability
- Control and/or status through mobile app
- Scalable to multiple buildings, campuses
- Initial end user capacity of at least 2000 with stated maximum capacity as proposed
- Delegation of reporting. Schools can view access reports for their campuses
- Integration with a turnkey ID badge system [to be priced separately]
- Experience in K-12 market is preferred with installed product at a school (or other site) we can visit and/or contact

## **CURRENT NETWORK DESIGN**

Lowndes County Schools has implemented a star topology with all system locations connected to the Board of Education via 10Gbps leased fiber links.

Our current system standard for switches is HP Procurve, and our edge switches at each site are HP Procurve switches. Each school LAN is configured with a star topology with each IDF connected to the MDF via multimode fiber.

With the maps submitted with their proposals, vendors will indicate the required number and specific power requirements for POE network ports at each network closet. The Lowndes County School system will provide network switches to meet these requested numbers of ports.

## Detail Sheet

Sealed Proposals can be mailed or hand delivered to Terri Welden, Assistant to Superintendent Wes Taylor, at 1592 Norman Drive, Valdosta, GA 31601.

SEALED Proposals must be received by 2 pm on Thursday, January 26, 2017 at the following address:

Lowndes County Schools  
ATTN: Terri Welden  
Re: Access Control RFP  
1592 Norman Drive  
Valdosta, GA 31601  
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In order to be considered for the award, all submissions must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.

Lowndes County Schools has the right to accept or reject all or any portion of the Proposals provided.

## **Detailed Scope of Work**

Following a walkthrough and consultation with school administrators and the system technology department, the vendor will propose a comprehensive access control solution to provide controlled access of entrances/exits and internal secure access points as indicated on walkthrough and on system-provided drawings.

1. Vendor will install access control electronics and hardware to secure each entrance and controlled access point, requiring both code and card or fob and communicating to the central controller.
2. Central reception area will require installed capability for a push to release lock on internal door(s) from reception into the main building.
3. New CAT6 cabling infrastructure is to be added to existing network to support installation of the access control modules.
  - a. All new cabling must strictly adhere to IEEE and other industry recognized standards for low voltage data cabling.
  - b. New connections must be a continuous point to point link with no splicing occurring between distribution area and RJ45 jack (AMP).
  - c. When feasible, existing data cabling paths must be used.
  - d. All firewall penetrations must be properly re-sealed or closed after cabling is installed, and fill ratio for firewall penetrations must remain below acceptable IEEE levels.
  - e. If fill levels of current penetrations are at their maximum, a new firewall penetration must be installed, sealed and with a sleeve.
  - f. Horizontal cable to be used will be Hitachi Cat6 550 Mhz Plenum cable.
  - g. Labeling scheme for network drops must remain consistent with pre-established labeling scheme in each individual building.
  - h. If existing cable path cannot be used for any reason (fill ratio for J-hooks exceeded, etc) new cabling pathways must be built down hallways to support horizontal cabling every 4 to 5 feet.
  - i. Testing results must be provided at completion of project for each new network drop.
4. Vendor will install 24-port patch panels (AMP) in each IDF or MDF location necessary to receive the Cat6 cables pulled for this project. Vendor will provide and install patch cables.
5. Vendor will test, label, and provide as-built drawings and documents with serial numbers and locations of installed access control modules.

## **School Diagram**

Digital .pdf copies of the diagrams for each facility will be provided via email to individuals who attend the mandatory walkthrough and provide a corporate email address. The locations of each MDF/IDF will be indicated on the drawings. Vendor will propose and note location of central server or controller required to meet the needs for this project.

**VENDOR RESPONSE SHEET**

**Lowndes County Schools RFP for  
Access Control System with Installation**

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached Request for Proposal (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP. We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Lowndes County School System, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Lowndes County School System. Each proposed school project may be awarded separately or not at all.

It is understood and agreed that we have read the Lowndes County School System's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this bid/proposal meet or exceed any and all such Lowndes County School System specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred and twenty (120) days from bid/proposal opening date.

Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, and any other costs Associated with this Contract for Access Control System at Lowndes County Board of Education:

\_\_\_\_\_ (Dollars) (\$\_\_\_\_\_)

Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, and any other costs Associated with this Contract for extending the centralized access control system to Westside Elementary is:

\_\_\_\_\_ (Dollars) (\$\_\_\_\_\_)

Cost for turnkey ID badging system to support the proposed Access Control System

\_\_\_\_\_ (Dollars) (\$\_\_\_\_\_)

Vendor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_