

**Request for Proposal
American Preparatory
Academy Access Control
and Security Burglary
Prevention System**



Objectives:

A: The objective of this Request for Proposal (RFP) is to contract with a single Proposer to replace our down systems at our West Valley 2 campus and establish a contract with a vendor for future upgrades and projects for the rest of our facilities.

B. Contract will be negotiated for an initial term of one (1) year with two (2) additional one (1) year options for renewal for a total contract term of up to three (3) years. Individual Projects or bids that require specialized pricing or scope of work changes will be used to bid unique projects but this contract can also be referenced for purposes of meeting competitive bid requirements for the purposes of state and institution purchasing requirements.

D. In order to insure that the required services are provided with the highest possible quality and professional services, APA is interested in establishing a contract with a Proposer experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

Communication

A. Communication regarding the RFP should be referred to the contact below:

David Bowman
IT Director
12894 Pony Express Road STE 600
Draper, UT 84020
DBowman@apamail.org
Office: 801-797-0089 ext 1020

All questions, clarifications, and responses should be handled over email by emailing dbowman@apamail.org

Deadlines

The Submission Deadline for this RFP is July 21st 2020 by 5pm Mountain Standard Time.

Questions/Clarifications Deadline for this RFP is July 20th 2020 by 5pm MST. * All responses to questions/clarifications are considered public information and will be shared with other bidders upon request.

TimeTable

Event	Time & Date
RFP Release Date	Wednesday July 15th 2020
Proposals Due	Friday July 21st 2020

Insurance Coverage

Proof of the insurance will be furnished by any awardee to the District by Certificate of Insurance within 15 days of notification of award. Such certificate must contain a provision for notification to the District 30 days in advance of any material change in coverage or cancellation.

The insurance information must be submitted on an insurance carrier's Certificate of Insurance. General Liability Insurance with limits of not less than \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage. Professional Liability insurance with limits of not less than \$1,000,000.00 per occurrence.

Identification

A photo identification badge is required for all workers and contractors other than those making deliveries. A contractor shall be required to have all its employees, subcontractors or agents who will be entering onto District property as a result of this award wear, while on District property, a photo identification badge issued by the District or other similar badge and identification as deemed acceptable by the District.

Evaluation & Award

Proposals will be evaluated by an evaluation team consisting of APA employees. The evaluation team will present their independent evaluation results using a standard scoring rubric which will be compiled and presented to the district Executive Committee. The District Executive committee will then approve the awarding of the contract.

Final Approval: The final award of this proposal is contingent upon the approval of the American Preparatory Academy School Board

Technical Requirements for all projects

Design Requirements: Awardee is required to submit a design and cost proposal on each project as requested by the District. Design services or installation by the Awardee shall not commence on any job until a Purchase Order has been issued by the District. The District will then schedule the installation with the awardee.

Design Criteria: Awardee must provide all design proposals complying with all applicable Federal and State laws, all fire and building codes, all local jurisdiction requirements and the District Master Guideline Specifications. Designs should be in accordance with industry-accepted practices, including those set forth by the EIA/TIA (Telecommunication Industry Association/ Electronic Industry Alliance) and BICSI standards. The District will review the designs submitted for operability and economy of implementation. The District reserves the right to request changes in designs without additional charge and prior to design acceptance based upon the requirements of the school district

Design Proposal: Awardee is required to provide a firm cost proposal based on design criteria provided by the District for each job requested. This proposal must include the scope of work and a list of all job materials and other components required providing a fully functional communications infrastructure. The District requires the proposal to include the location, conduit sizes, cable sizes, cable termination locations, cable and fiber routes, labeling scheme and any additional A/C power requirements. Implementation plans for continuing service during phased construction jobs should be included when required.

Progress Reports: Awardee will be required to submit weekly progress reports to the District and/or its designees via email each Friday, at the end of the business day. As a minimum each report shall contain the following: work completed for the week, work scheduled for completion the following week, unforeseen construction obstacles, other comments, etc.

Site Clean-Ups: Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis by the end of each day or as needed throughout the course of the day. Upon installation completion in rooms, the awardee shall provide a complete cleanup of the rooms. This procedure shall include vacuuming of floor surfaces, vacuuming under raised floors, cleaning of racks, panels, boards, etc. Workstation outlet location areas shall be cleaned on an ongoing basis each time the awardee completes work in the area.

Communications: Awardee shall designate one individual as the main point of contact on an installation site for communications with the school district. This individual will be referred to as the Project Foreman. The District reserves the right to request replacement of a Foreman for any reason, with or without cause. The Project Foreman shall have a cellular phone at all times while onsite. The phone number shall be given to the District and/or its designees for the purpose of gaining and distributing current information.

Scheduling: Individual job schedules for new construction and renovations must be adhered to so as not to slow up the project. The schedule(s) will be based upon the best available information at the time of development. The awardee shall be responsible for reviewing the schedule(s) and determining the necessary manpower to assure timely task completion.

The focus of American Preparatory academy is quality instruction for its students. As such the defined available hours for work in student spaces is Monday, Tuesday, Friday 4PM - 12PM and Wednesday, Thursday 3PM - 12PM. Weekends are also available times with advanced notification and scheduling. Work outside of these hours must be arranged beforehand and requires special written approval by the District IT Coordinating staff.

Major projects at American Preparatory Academy are often scheduled during student break periods. This includes but is not limited to national and state holidays and school break periods as defined by the district. APA shall not be responsible for additional charges such as overtime, holiday pay, weekend pay etc.. The proposer by definition accepts the above listed hours as standard operating hours and agrees that no additional surcharges or penalties will be incurred for work occurring during the defined hours outlined in this bid.

Failed Schedule Adherence Penalties:

Overrunning of mutually agreed timelines results in interruptions to the our student and staff learning environment. In order to avoid this disruption timelines are considered contractually binding and as such carry a financial penalty for being missed.

Each major project will include a detailed timeline and work plan with a mutually agreed to completion date. In the event that the vendor through their own fault fails to adhere to the agreed timeline a financial penalty of \$200 per working day will be assessed by the district to the proposer. In the event that items outside of the proposers control impact delivery timelines this will be communicated immediately to the District and the parties will mutually revise the completion date and as such APA at its sole discretion will waive the aforementioned financial penalties based on the revised deadline.

Inspection and Acceptance Period: The District or its designees shall periodically inspect the work of the awardee. When requested, the awardee shall, at no additional charge, supply an installation technician to accompany the individual(s) performing inspection tasks. The awardee shall be responsible for uncovering concealed areas in order for the work to be inspected. The awardee shall be required to make any repairs or modifications deemed necessary by the District and/or designees immediately to comply with the project specifications. The District requires a 30-day acceptance period after the completion of the project. Project completion is the conclusion of all specified work, including all: labeling, testing, documentation and site clean up. The District and/or its designees shall utilize this period to perform workmanship evaluations

and random testing. Once installation is accepted, the District will notify awardee in writing. Invoice shall not be issued by awardee until after the 30-day acceptance period has concluded.

Installation Warranty: The installed systems shall have a product/workmanship warranty of at least 5 years. The awardee shall replace, free of charge for this period, any cable, connector, or other component installed by the awardee, which malfunctions. This warranty shall in no manner cover components that have been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by personnel other than the awardees employees or agents.

Assurance/Performance Warranty: The installed systems shall have an assurance/performance warranty of at least 5 years. This warranty shall be from the manufacturer/authorized Dealer of the connecting hardware components in accordance with the specifications for design and installation for this project. The manufacturer/authorized Dealer shall warrant that the communications cable system shall support all applications developed and sanctioned for the use of any and all appropriate industry standards. If the system fails to meet these requirements during this warranty period, the manufacturer/authorized Dealer shall, solely at their cost, repair or replace the cable system.

Restoration Responses: If the failure or malfunction of a component causes a single workstation outlet location to become inoperable, the awardee shall correct and make serviceable the station within 16 business hours (two work days) of being notified of the problem. The repairs may be made during normal business hours.

If the failure or malfunction of a component causes more than a single workstation outlet location (such as a network segment or backbone cable, device, door, sensor, etc) to become inoperable, the awardee shall correct and make serviceable the stations within 24 hours, excluding weekends and holidays, of being notified of the problem. The repairs shall be made regardless of time of day.

If the failure or malfunction is considered to be a major system failure, the awardee shall correct and make serviceable the stations within four business hours of being notified of the problem. The awardee shall be available during business hours to respond to repair calls. The awardee shall maintain contact with the District until the failure or malfunction is corrected.

The awardee shall stock a sufficient amount of replacement materials for the expressed purpose of restoring service. The awardee shall follow the manufacturer's procedures to replace any materials used from their stock for these repairs. All costs for the entire warranty period (5 years) shall be included as part of the project price.

Where cable trays or home-run conduit is not used in the ceiling space, or to route cables from a cable tray to a workstation location, the cables shall be installed above all other apparatus in the ceiling, as close as possible to the deck above. These cables shall be run in bundles and

supported with an approved hanging system (e.g., metallic rings, J-Hooks). The maximum span between supports shall be five feet. In the case of reusing existing installation materials it is not required that the reused cabling or devices be brought into this standard unless otherwise required by the manufacturer or administrative code.

System Testing Requirements

All performance testing shall be provided to the District in a documentation package.

Guidelines and requirements for connections, test configuration and measurement procedures and precautions that are specified by the manufacturer should be adhered to.

Evaluation Criteria

The RFP evaluation process will be conducted in the following order:

Step 1: Proposer Evaluation- This step evaluates the strengths of the proposers submitting the proposal. An evaluation team will score the proposals on the basis of Proposer Qualifications as specified and requested.

Step 2: Solution Evaluation- This step evaluates the strengths of the solutions submitted in the proposal. An evaluation team will score the proposals on the basis of Solution Qualifications as specified and requested and the quality, functionality and added value propositions included in the solutions that are proposed.

Step 3: Financial Evaluation- The evaluation team will assign point values to the cost and pricing strategy provided in the proposal. This step evaluates the prices submitted for required goods and services and the added value propositions for funding and pricing

Scoring Rubric

Proposer Evaluation

- | | |
|------------------------------------|-----------|
| a. References | 25 Points |
| b. Experience working with Schools | 25 Points |
| c. Company history and longevity | 10 Points |
| d. Personnel and Team Resources | 25 Points |

Solution Evaluation

- | | |
|------------------------------------|-----------|
| a. Clarity of Solution | 30 Points |
| b. Quality of SOW and Project Plan | 40 Points |

Financial Evaluation

a. Price

75 Points

Responders Proposal Formatting

The proposal should be separated by Section. Sections include, and are clarified within.

Executive Summary

Table of Contents

Proposer Qualifications

Solutions Qualifications

Financial Qualifications

Example School Pricing Proposal and Project Timeline

Proposer Qualifications

Company information

Include the following proposer Information (and for each sub-proposer):

Company name, parent company name

Address, city, state and zip of business offices

Accounts receivable contact name, title, phone, email, address, city, state and zip

Account executive name, title, phone, email, address, city, state and zip

Primary project contact name, title, phone, email, address, city, state and zip

Information on warehouse, stock inventory, or other relevant facilities owned/operated

Federal Tax ID number

Nature and scope of the business

Length of time the company been licensed to do business in the state

Size of the organization

A brief organizational chart showing the positions that will be involved with this project

State the business philosophy and mission statement

State the approach to knowledge acquisition and evaluation of new technologies.

Indicate what procedures are in place to maintain the base of knowledge in the firm

State whether the organization pursues business on a national, regional or local scale

Three References

Provide for each reference the customer name, contact name, title, telephone number, email address, and scope of experience /work performed for this reference.

Other Considerations

Describe other qualifications that may be used to assess proposer's capabilities.

Solutions Qualifications

In order for APA to assess the technical competencies of the Proposer and develop a comparative assessment of the proposer pricing the proposer shall review and present a complete proposal to upgrade/replace the WV2 system.

APA uses Genetec as their standardized Access Control Vendor. All responders must have multiple certified Genetec installers and all persons performing the installation of Genetec equipment must carry the proper certifications. Please include in your proposal the number of overall staff that you employ that meet these requirements

The currently defunct Lenel system is two-fold and the requested replacements are "separate systems" it includes Access Control and Intrusion Detection/Burglary Prevention.

The base system must be Genetec for Access Control. Whatever Intrusion system is presented it should also be Genetec compatible and include the required "integration licenses" from Genetec and the chosen manufacturers.

Access Control

The proposal must include "as installed" printed plans and digital versions.

The Proposal must also include all costs for labor, cabling, demo of equisting equipment that is being replaced, commissioning, programming etc. It should be a "turn-key" integration.

The existing door controllers are end of life varix panels and should be replaced to meet current industry standards. They should also have sufficient dedicated Life/Safety kits to power the control system in an independent and organized manner that is compliant with local code requirements.

The proposal should include the "cloudlink" and "federation" hardware/features from genetec this includes any licensing that may need to be included outside of standard "packages". The proposal should also include the required server configured at the recommended or better specifications from the manufacturer and be included in the proposed warranty from the provider.

There are 11 doors that we are considering part of the access control system .

The proposed system should support 5 "lockdown" readers that are currently in place that are HID card compliant and have sufficient existing cabling. It is assumed licensing and or other configuration and install of these in the new solution is included in the proposal.

Intrusion Detection

The current system relies on a single grouped fused output for motion detectors. The new proposal should include ungrouping these and extending sufficient power to put them on individual circuits.

Existing door/ opening contacts (11 total openings many are double doors) may be reused if compliant but the new standard will be double pole, double throw, contacts. We anticipate 11 of these door contacts may require new cable pulled to those 11 locations depending on the proposed solution. (The current cable is 22-2 and it's already in use as such it's assumed it must be replaced or an additional cable should be in place to allow for independent operation of the access control and intrusion prevention)

We will need 9 "alarm keypads" they are all existing and wiring can be reused but the current keypads are end of life end of support by the manufacturer and must be replaced.

The new system should support 112 zones.

The proposal must include "as installed" printed plans and digital versions.

The Proposal must also include all costs for labor, cabling, demo of equisting equipment that is being replaced, commissioning, programming etc. It should be a "turn-key" integration.

It is not planned to replace the actual "end point motion devices" at this time. It is an assumption of the proposals that they are in good working order.

The Intrusion system must also include the required hardware/licensing for Cellular communication as the primary communication method in compliance with local fire code and institution preference towards cellular solutions.

Financial Qualifications

All cost must be inclusive of all out of pocket expenses and will be at no additional cost. Used, reconditioned, obsolete or discontinued products are not acceptable.

Proposal Submission Requirements

Proposals must be submitted via email to dbowman@apamail.org.