

**Request for Proposal
from
Tekonsha Community Schools**

**For
Secure Entrance System
Posted: 5/01/2018**

Introduction

Tekonsha Community Schools (www.tekonshaschools.org) is soliciting proposals from interested providers to obtain the best possible solution for secured entrances for Tekonsha Community Schools.

Tekonsha Community Schools is located in Calhoun County at the base of Michigan. We have two adjoining campuses serving approximately 250 students and 20 staff.

Proposal Requirements

Proposed solution must be in place and operational on or before September 30, 2019.

Bid Response

At least three references must be included on/with your response. Additional vendor information is welcome and may be included.

All bidders must include a brief written statement, which summarizes their response. It should include any pertinent information which was not specifically asked for in other parts of this document, but which the bidder wishes us to know.

Bid responses must be received no later than 3:00 PM on 05/30/18. Bids received after that time will not be considered. Bids must be marked '**Tekonsha Community Schools Secured Entrance**' and submitted to:

Jeff Kawaski
Superintendent
Tekonsha Community Schools
245 S. Elm Street
Tekonsha, MI 49092

Or may be faxed to: (517)767-3465

Please note that Tekonsha Community Schools Board of Education reserves the right to accept or reject any or all bids.

Schedule of Events:

Request for Proposal posted: 05/01/2018 at 4:00 PM

Bid Response due: 05/30/18 at 3:00 PM

Bid Evaluation:

It is the intent of the district to obtain the highest value at the most reasonable price. To achieve this goal, bids will be evaluated on several factors.

The capability of the proposed solution to:

- Fit into the district's long-range security and technology plan.
- Expand to accommodate growth and change within the district
- Meet Prices/Charges parameters
- Understanding of Needs
- Ability to upgrade and adapt to technological advances
- Financial Stability
- Personnel Qualifications
- Prior Experience
- Completeness of response and adherence to bid specifications
- Capability of the bidder to successfully complete the installation within the required time frame

Do not assume the lowest bid will be awarded the project.

Customer Contact

Only written/email contact shall be made regarding this RFP. For answers to any questions regarding the specifications or this invitation to bid, please contact:

Travis Greene
Technology Coordinator
Tekonsha Community Schools
245 S. Elm Street
Tekonsha, MI 49092
[E-mail: greenet@tekonsha.k12.mi.us](mailto:greenet@tekonsha.k12.mi.us)

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

1.1.1 The Provisions Of General Conditions, any Supplementary Conditions, General Requirements, and All Sections Of This Division Are Included As Part Of This Section As Though Bound Herein.

1.1.2 Refer to the Proposed Building Maps, a general map of proposed secure entrances, types and locations. The Proposed Secured Entrances Map is intended to be a guide for bidders, and it reflects the coverage we desire. Specific secured entrance hardware types may be changed at bidder's discretion before submitting their bid and any changes must be clearly noted.

1.2 GENERAL DESCRIPTION

This security system will consist of internal locking mechanisms and external IP based video door stations, security keycard/fob readers and a centralized IP based control system, Tekonsha recommended network cabling infrastructure, Cat 6 or fiber connection patch Panels, and End User LCD monitors.

The Owner is looking for two (2) external IP based video door station systems where activities may be recorded on an existing dedicated security camera video server. These IP based video door station locations have been strategically placed to record activities at the main entrances to both the High/Middle School and Elementary School 24 hours a day. Integrators should provide a solution that will meet or exceed the proposed coverage requirements.

The work covered under this portion consists of providing all labor, equipment, supplies and materials, and in performing all operations necessary for the "TURNKEY" and fully complete installation of this IP based video door station system in accordance with the following specifications:

1.2.1 Provide color outdoor video door stations. Refer to locations on drawings.

1.2.2 Include all source interfaces, multiplexers, power supplies, and other necessary equipment in the Server room (MDF).

1.2.3 Provide the ability to integrate the IP based video door stations with the internal Voice Over Internet Protocol (VOIP) telephone system using at a minimum SIP and DTMF protocols.

1.2.4 Provide the ability to view all IP based video door stations. A camera menu must be incorporated in the Software for control and viewing of the included security camera.

1.2.5 Provide touchscreen LCD Monitors in each Main Office for viewing of the IP based video door stations.

1.2.6 Provide complete Category 6, Plenum rated, cabling infrastructure from the closest data network switch to each IP based video door station. Provide the owner with a complete working system.

1.3 WORK INCLUDED

The work covered under this section of the Specifications consists of providing all labor, equipment, supplies and materials, and in performing all operations necessary for the "TURNKEY" and fully complete installation of a

IP based secure entrance system in accordance with the Specifications and the accompanying drawings. Locate and install the IP based video door stations and secure keycard/fob readers at their designated locations as shown in Attachments A/B. Coordinate the installation location of equipment with the Owner. Verify any changes in placement prior to installation.

The Work shall include, but not be limited to, the following:

- 1.3.1** Provide and install all IP based video door stations as specified.
- 1.3.2** Provide and install all IP based secure keycard/fob readers as specified.
- 1.3.3** Provide all monitors as required.
- 1.3.4** Perform final programming, positioning of network video door stations, secure keycard/fob readers and level adjustments.
- 1.3.5** Provide all materials necessary for a “turnkey” system.

1.4 RELATED WORK

Cable pathways, supports, cabling, patch panels, patch cords, back boxes, pull boxes, etc. required for the Security System will be provided and installed by the chosen video security vendor. All field cabling for this system will be provided in these Specifications.

1.5 ACCEPTABLE MANUFACTURERS

Portions of these Specifications may be based on equipment manufactured by or for a specific manufacturer as referenced for specific products in Section 2. The Owner and or Technology Coordinator will provide the final judgment regarding the products listed by the integrator in their material list submittal.

- 1.5.1** Acceptable Manufacturers are or equivalent to:
 - a. Axis
 - b. DoorBird
- 1.5.2** Equipment as listed herein is considered approved for bidding on this project. Where specific makes and models are referred to, the intention is to establish a minimum level of performance and features.
- 1.5.3** All bids shall be based on the equipment as specified herein. Owner or Technology Coordinator must approve any alternate equipment.
- 1.5.4** Exceptions must clearly be noted on exceptions page. Bidders taking exception to any portion of the specifications and not noting the exception will be considered nonresponsive and rejected.

1.6 UPGRADED PRODUCTS

- 1.6.1** Due to fast-changing technology, products shall be the most current and up-to date quality and laborsaving versions available for the application, unless otherwise restricted.
- 1.6.2** Prior to bidding, provide written notification to the Technology Coordinator of any discrepancies in model or part numbers specified. Corrections will be clarified by addendum.
- 1.6.3** Prior to bidding, provide written notification to the Technology Coordinator of announced discontinuation or upgrade replacements of any specified materials.

1.7 DISTRIBUTION RIGHTS

All bid respondents must provide a certificate or letter on manufacturer's letterhead as proof that the respondent is an authorized distributor and installer of the products supplied in their respective bid. In addition, provide similar proof that the manufacturer in the initialization, setup, and maintenance of the same products has trained the respondent or employees of the respondent.

1.8 MANDATORY MATERIALS LIST

Provide a complete detailed listing of all major components required for a complete and fully functional System as specified. List the Manufacturer, Model numbers, Quantities and Unit Pricing per Mandatory Exhibit. The material list should follow the sequence of items as listed in Part 2 Products. Any bid submitted without such written documentation may be considered non-responsive and rejected. All materials, unless otherwise specified, shall be new, free from any defects, and of the best quality of their respective kinds. All like materials used shall be of the same manufacture, model, and quality, unless otherwise specified.

1.9 BIDDER QUALIFICATIONS

Installing Contractor shall have a minimum of five (5) years previous experience in installing IP network security access control systems and successfully implemented IP network security access control systems for three (3) recent school projects of similar size or larger, and in scope.

PART 2 - PRODUCTS

2.1 EXTERIOR NETWORK VIDEO DOOR STATION FOR SECURITY CONTROL

2.1.1 Provide Axis A8004-VE or hardware equivalent as indicated on Proposed Map.

2.1.2 Provide security keycard/fob readers as indicated on Proposed Map.

QUANTITY REQUIRED: See Proposed Map for locations in Attachments A/B.

2.2 OUTDOOR PTZ PoE CAMERAS

2.3.1 Provide Axis outdoor vandal proof Axis M5525-E Network IP PTZ cameras as indicated on Proposed Map, or one of the approved equals. IP PTZ cameras must have zoom capability.

QUANTITY REQUIRED: See attached map for proposed locations.

2.3 OUTDOOR CAMERA MOUNTING BRACKETS

- A. Provide mounting brackets with the following features as needed:
- B. Parapet type mount
- C. External Corner Mount
- D. Vertical Cast Arm Mount

QUANTITY REQUIRED: See Proposed Cameras Map for locations.

2.4 CAMERA POWER SUPPLIES

All Cameras will be Power Over Ethernet (POE). Provide additional power supplies if necessary.

QUANTITY REQUIRED: As your solution requires.

2.5 NETWORK PATCH PANEL HARDWARE

All patch cables (Category 6) will be a suitable length to provide a presentable and organized network closet. Provide yellow in color patch cables connected to video camera systems. Provide yellow in color network ports for patch cables to connect to. This will designate video connectivity.

QUANTITY REQUIRED: As your solution requires.

PART 3 – EXECUTION

3.1 GENERAL

Work will be unable to be started prior to August 27, 2018 without prior approval from the Owner or Technology Coordinator. All work must be completed prior by September 3, 2018 unless a later date is approved by the Owner or Technology Coordinator.

Perform this work in accordance with acknowledged industry and professional standards and practices, and the procedures specified herein. Provide and install all materials, devices, components, and equipment for complete, operational systems.

Maintain a competent supervisor and supporting technical personnel acceptable to the Owner and Technology Coordinator, during the entire installation. Change of the supervisor during the project will not be acceptable without prior written approval from the Owner, the Technology Coordinator. Coordinate all efforts with those of related trades. In the event of any contracts delayed or improper preparatory work by others, notify the Owner and the Technology Coordinator immediately. Verify all field conditions.

3.1.1 Equipment Location

Placement of equipment, as indicated on the Drawings, is for maximum operator convenience. Verify any changes in placement prior to assembly. All system components and related wiring shall be located with due regard for termination of induced electromagnetic and electrostatic noise, for the minimization of wiring length, for proper ventilation, and to provide reasonable safety and convenience for the operator.

3.1.2 Identification

All terminal blocks, rack mounted equipment, and active slots of card frame systems shall be clearly and logically labeled as to their function, circuit, or system as appropriate. Labeling on manufactured equipment shall be engraved plastic laminate with white lettering on black background or dark background that is similar to panel finish.

3.2 VERIFICATION TEST REPORT

Upon substantial completion of the system, test each camera and keycard/key fob reader for the functional requirements as listed in Section 2. Document, on a Contractor generated form; the compliance of every camera and keycard/key fob reader. The testing individual shall initialize the results of each location. Submit a written report detailing the results of initial adjustments and verification tests including all relevant drawings, charts, and photographs. This report shall be completed and submitted to the Owner and Technology Coordinator for review at least seven (7) days prior to acceptance testing.

3.3 ACCEPTANCE TESTING

The Acceptance Testing will be performed by the Technology Coordinator or Owners' representative after Substantial Completion has been documented.

3.3.1 Be prepared to verify the performance of any portion of the system by demonstration, and instrument measurements. Proof of performance is by demonstration of the system providing the functionality as described in Section 2.

3.3.2 Make additional programming adjustments within the scope of work and which the Tekonsha Community Schools deem necessary as a result of the acceptance tests.

3.4 SYSTEM DOCUMENTATION

Prior to acceptance tests, the Contractor shall submit to the Owner, three copies of an operating and maintenance manual for the system that has been installed. These manuals shall be used during the final acceptance testing of the system. Each manual shall contain the following information:

- A. As-built Drawings.
- B. Operation and maintenance manuals.

3.5 TRAINING

Provide 4 hours of training for this system. Training shall encompass both training for the system users and for the system operators. Training shall include basic system training and system troubleshooting.

3.6 WARRANTY

The Contractor shall guarantee that the system components and labor required meeting the scope of work defined in this specification for a period of one year after final acceptance to the Owner. This guarantee shall cover the replacement of all parts and labor to replace same made necessary by normal usage and when the following conditions apply:

3.6.1 The Contractor shall be responsible to provide service within eight hours, after notification by the Owner or his representative, within the hours of 8:00 AM to 5:00 PM from Monday through Friday for a period of one (1) year for any Major System Failure. A "Major System Failure" is defined as a failure, which prohibits four or more users from using the system, or loss of connectivity. Service Request forms shall be supplied by the Contractor and the faxing, mailing or e-mailing of such a request form will constitute notification by the Owner of a service request.

3.6.2 The Contractor shall be responsible to provide service within twenty-four (24) hours, after notification by the Owner or his representative, within the hours of 8:00 AM to 5:00 PM from Monday through Friday for a period of one (1) year any Minor System Failure. A "Minor System Failure" is defined as a failure, which prohibits four or less users from using the system. Service Request forms shall be supplied by the Contractor and the faxing, mailing or e-mailing of such a request form will constitute notification by the Owner of a service request.

3.7 CLEAN-UP

All debris and work areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.

END OF TEKONSHA COMMUNITY SCHOOLS SECURED ENTRANCES RFP

Attachments Following:

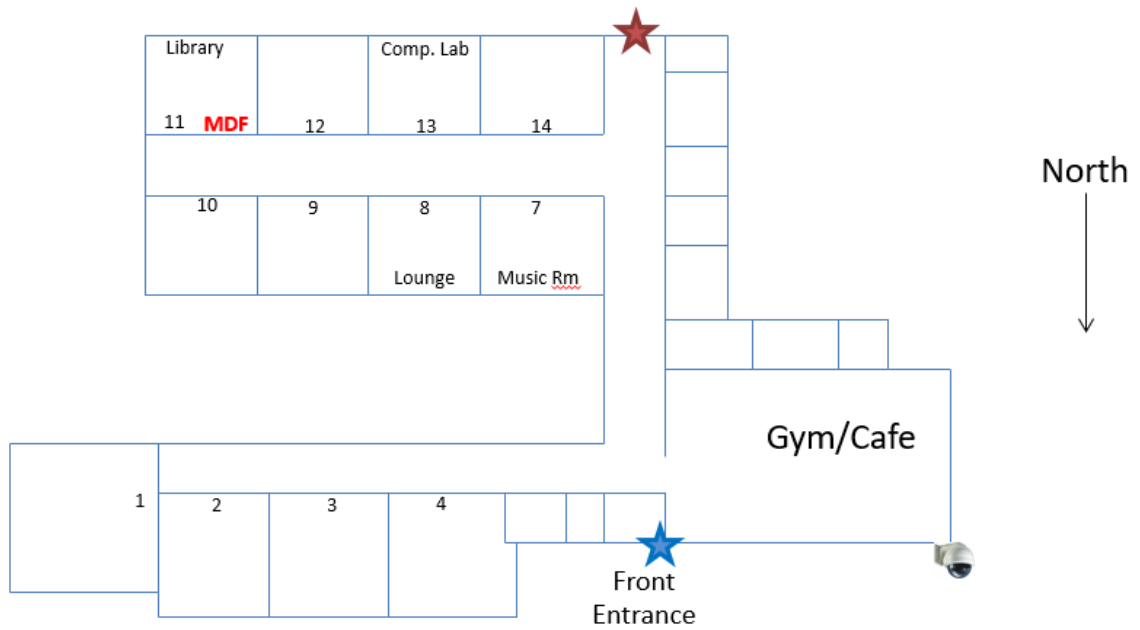
- A. Proposed Locations Map – Tekonsha Elementary School**

B. Proposed Locations Map – Tekonsha High/Middle School

Attachment A

Tekonsha Elementary Secured Entrances 2018

327 Catherine Street, Tekonsha, MI 49092



Keycard/Key Fob Reader at Exterior Door



Network Video Door Station and Keycard/Key Fob Reader at Exterior Door

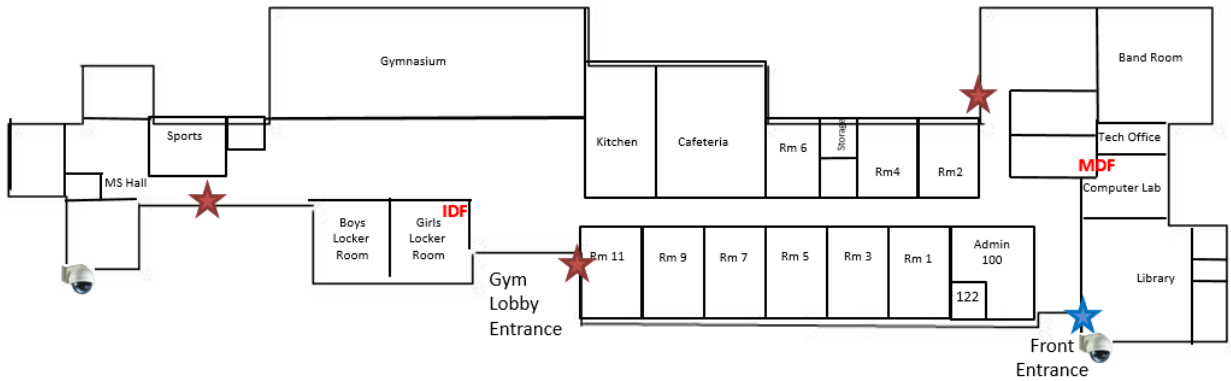





PTZ Network Security Camera

Attachment B

Tekonsha High School/Middle School Secured Entry 2018
245 S. Elm Street, Tekonsha, MI 49092

← North



-  Keycard/Key Fob Reader at Exterior Door
-  Network Video Door Station and Keycard/Key Fob Reader at Exterior Door
-  PTZ Network Security Camera