

2017 Piqua City Schools RFP

Door Access System

for secondary instructional buildings, PHS, PJHS

Alternate bids for Washington Primary, Springcreek Primary, Central Intermediate and Board of Education

Section 1: Responses and contact information

1.0 RFP responses to:

Erich Heidenreich (heidenreiche@piqua.org)

All bid responses are due by 4:00 PM May 12th, 2017.

Section 2: Information about Piqua City Schools

2.1 Goal: Piqua City School District's objective is for vendors to propose a solution that will meet the criteria to allow the district to control, operate, monitor and track Door Access for Piqua Junior High and High School.

The vendor's solution should upgrade, be compatible with and/or increase capacity of district's existing Kantech security solution. Our existing system was installed at our three new elementary buildings as part of a OSFCC building project which was completed in the Spring of 2015.

2.2 Background:

Piqua City School District has two remaining academic buildings that are to be updated with a door access solution. Kantech has been selected as the manufacturer of choice for the district and should be quoted for both the Junior High school and High school and alternate bids.

2.3 Current environment:

The district will provide either Cat 5, CAT 5e or Cat 6A wiring capable of 100 MB - 1000MB at each IDF/MDF location where a controller(s) are to be placed. Network cabling provided by the district will be terminated into a RJ45 block at remote end and a network patch panel at each of the IDF/MDF locations. 120VAC power will be near each controller location to provide power. If any additional network or power requirements are necessary these are to be covered during the building walkthrough(s).

Section 3 - Security Door Access for Piqua High School, Piqua Junior High School:

3.1 General requirements:

Timeline for completion of work will be established prior to acceptance and signing of contract. If

timeline does not meet district needs at the start of the project an alternate vendor may be selected.

If the vendor shall neglect, fail, or refuse to complete the work within the time specified for Substantial Completion in the Contract, then the Contractor does hereby agree, as a part consideration for the awarding of this Contract, to pay to the Owner, as liquidated damages and not as a penalty, the cost to the Owner to maintain existing services until such time that vendor can fulfill their agreement.

- Installation of all equipment, devices, spliced, terminations, cables, outlets, etc. shall comply with manufacturer's recommendations.
- Data/Low Voltage Cables must use J-Hooks, Cable Tray or Bridal rings for support. Bridal rings must have min 1" saddle. Maximum 5' span between supports.
- Vendor to supply all necessary material including but not limited to power supplies, wiring, readers, fobs etc.
- Labeling and registering of each door or access device using current district standards required.
- A proper accredited lock-smith will install/modify all door hardware.
- Removal of any existing door hardware and replacing with vendor supplied mounting hardware.
- Vendor will provide a turnkey solution and will perform all installation, configuration and integration necessary to complete the project.
- Vendor will provide all necessary licensing required to operate.
- Controllers/Readers must be connected and configured for control by districts Kantech server, located at Springcreek Primary.
- Existing Kantech "server" will be migrated to a virtual server hosted at Springcreek Primary by the installing vendor.
- All software installed will be the most current version available from the manufacturer. Existing buildings software/firmware are to be upgraded to meet requirements of manufacturer. No downgrading of new equipment will be permitted
- Timeline for completion of work will be established at the start of the project. Work must be completed after hours, evenings, weekends in academic areas where students may be present.
- Minimum of 16 hours of professional training provided by a certified Kantech trainer.
- Any exterior exposed; below ground equipment or cabling must be rated for the environment it is installed in.
- Line item pricing for all equipment and labor will be provided.
- **Quote alternate** to extend access control to Board of Education (3 Readers/controller; two locations. Requirements will be discussed during building walk through).
- **Quote alternate** to extend access control to academic parking entrances at Washington and Springcreek Primary (Requirements will be discussed during building walk through).
- **Quote alternate** to extend access control to elevators at both Piqua High School and Junior High.
- No Magnetics door locks are to be used in academic buildings.
- Setup of Holiday/Early Release and Late Arrival (1,2 3 hour) schedules per building, existing and new buildings.
- Mockup of each door style will need to be approved by the district. The use of panduit or other surface mounting and/or exposed wiring methods must be approved by the district.
- A minimum of **(200) P40Key** fobs will be provided to support existing and future staff at both buildings. Fobs need to be compatible with all existing readers at Washington, Springcreek and

Central.

- Our existing Kantech fobs must be compatible with new readers.
- Coordination with this project and the Summer JH and PHS front office renovations will be required.
- Setup of templates for various types of reports to include the following:
 - Card use reports.
 - Alarm reports.
 - Historical reports.
- All reports shall be able to be displayed on screen, printed, or sent by e-mail on a daily, weekly, or monthly basis. All event reports can be automated to be generated and sent at a specific time for a specific time period.
- Setup of EntraPass Web / MOBILE APP for each location (up to 6).
- Door sensors on all exterior # doors.
- Upload and programming of fobs for current building staff.
- Setup of Entrapass Go App for building administrators.
- Setup of scheduled door lock, unlock based on building administration needs.
- Building wide lockdown button in main offices at or near reception desk.

3.2 Site visit:

A Mandatory pre-bid meeting scheduled for May 3rd, 2017 at PHS Conference room at 11:00 AM must be attended. A site visit the day of the pre-bid meeting to discuss alternates and expectations of the district is required before our acceptance of your RFP response. All quantities, measurements and conditions are approximate. Determination of the actual are the full responsibility of the vendor.

3.3 Through 3.4 - Buildings / doors:

3.3 Piqua High School: Piqua High School has four wiring closets, MDF-204, IDF-120, IDF-304A and IDF-510A. Controllers are to be placed in one of these four locations unless first approved by the district. Plenum rated wiring is required. Audible alarms at all exterior # doors (except 3) during regular school hours.

Total for PHS Doors:

Door 1 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 2 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 3 - Triple Reader (Double Door - Right Access outside; Single Door Office; Double Door interior to main lobby)

Door 3A - Dual Reader (Single Door each hall)

Door 4 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 8 - Single Reader (Single Door - Right Access) - RTE Reader for Staff

Door 13 - Single Reader (Single Door - Right Access) - RTE Reader for Staff

Door 15 - Single Reader (Single Door - Right Access)

Door 17 - Single Reader (Single Door - Right Access) - RTE Reader for Staff

Suggested Kantech Bill of Materials:

1. (3) EK403 (Includes 4 P325XSF readers per kit)
2. (1) KT-MOD-REL8
3. (6) P325XSF
4. SpectrAlert MHW mini-horn(s)

3.4 Piqua Junior High School: Piqua Junior High School has three wiring closets, MDF-115, IDF-323 and IDF-428. Controllers are to be placed in one of these three locations unless first approved by the district. Plenum rated wiring is required. Audible alarms at all exterior # doors (except 2, 13, 14 and 15) during regular school hours. No audible alarms at door 1 and 3 during lunch hours

Total for PJHS Doors:

Door 1 - Single Reader (Double Door - Right Access)

Door 3 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 2 - Quad Reader (Double Door - Right Access; Double Door Office; Single Door Hall; Single Door Hall)

Door 4 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 5 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Door 6 - Single Reader (Double Door - Right Access)

Door 7 - Single Reader (Double Door - Right Access)

Door 12 - Single Reader (Double Door - Right Access)

Door 16 - Single Reader (Double Door - Right Access) - RTE Reader for Staff

Suggested Kantech Bill of Materials:

1. (3) EK403 (Includes 4 P325XSF readers per kit)
2. (1) KT-MOD-REL8
3. (4) P325XSF
4. SpectrAlert MHW mini-horn(s)

3.7 Licenses:

A minimum of (2) **ECOR-WEB-3** client web licenses need to be provided by the installing vendor. Provide one corporate edition token **ECOR-KTK-1**.

3.8 Professional services and installation:

Quotes must include all installation and professional services necessary to allow the equipment to work within the district's environment. The district will be responsible for providing the installing vendor with building maps.

Installation will be done in such a way as to not disrupt the educational process in the buildings. Access will be granted to each building after 2:30 PM, evenings and weekends as necessary. Evening and weekend hours is the choice of the vendor and Piqua City Schools will not be responsible for any additional costs vendor may incur as a result. Full access may be granted during our student and staff holiday and summer breaks.

3.9 Documentation and Training:

Full documentation of the completed project is required. This includes documenting and labeling of all controller locations following district standards.

Training on the use of software will be provided to building staff upon completion of project. District level technology staff will be trained during the setup and upon completion of project.

4.0 Inspection, Warranty, Maintenance:

- Inspection: Final inspection and acceptance or rejection will be made at the time of delivery, but all products and workmanship shall be subject to inspection and test at all times and places.
- The Security Management System (SMS) shall be provided with a minimum 12 month product warranty from date of registration. Software version updates shall be available for no charge during this warranty. The software media warranty shall be 90 days.

Section 4: Requirements of Piqua City Schools RFP

4.1 Financing:

A purchase order will be issued to the successful bidder.

4.2 Equipment:

All supplied equipment must be new, unused, unopened in its original packaging, with all original packaging materials included. Original protective wrapping, if any, must be intact. Original manufacturer's warranty must be included and valid.

4.3 Vendor Qualifications:

1. In order to submit a proposal, the vendor
 - a. Must have a minimum of five years experience in the area of expertise of this RFP.
 - b. Must have highly-qualified network engineers and technicians on staff, capable of diagnosing problems quickly and providing/recommending solutions.
2. Proposals submitted by the vendor must comply with the competitive bidding requirement with state and local laws.
3. The vendor must certify that no federal or state suspension or debarment is in place.
4. The vendor must provide a certificate of liability insurance.

Section 5: References

5.1 References:

Respondents are required to submit a minimum of three (3) “performance” references from clients of similar size and scope of service. The district prefers school references, but any client reference will be accepted. The reference should include the name of the primary contact, the name of the company, telephone number, email address and a general description of the services provided.

Section 7: Other documentation and building maps:

7.1 Building maps

Will be posted on website at www.piqua.org/dooraccess2017.aspx

7.2 Color mapping

- Blue - IDF/MDF Locations
- ## - Door Access Location