

## **Introduction**

Sargent School District is a K-12 rural school in southern Colorado. The district is committed to providing students a safe and caring learning environment, stellar instruction, access to cutting-edge technology, and relevant learning opportunities that will prepare them for success beyond high school in the 21st Century. We value, respect, and support our teachers because we believe the key to student learning is great teaching. To help inspire and engage students in their learning, we provide teachers with ongoing, useful professional development and technology tools to bolster their instruction for the purpose of advancing student learning to the highest levels. We also enjoy the support of a wonderful parent community, which enhances a partnership for student success.

## **Purpose**

The purpose of this Request for Proposal (RFP) is to invite vendors to submit a proposal for full installation of a Door Access Control System. The district would like a web-based management interface, including a mobile management interface that integrates with existing security cameras and works with existing card readers and fobs. The district would like a system that schedules with a 365-day calendar. It must be expandable to accommodate new doors in the future.

## **General Terms and Conditions**

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

All proposals shall be submitted electronically only by Monday, November 21st, 2022, at 4:30 PM to the email address [rquintana@sargent.k12.co.us](mailto:rquintana@sargent.k12.co.us)

- Be certain to quote on the exact quantity, services, and other items specified.
- Sargent School District is tax-exempt and as such will not pay any sales, use or property tax.
- Tax exemption certificate available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt
- The vendor shall include warranty information for all equipment offered with the proposal.
- The vendor shall include up to three references for the proposal.
- Project must be completed between December 1, 2022 and June 15, 2023
- Installation during non-instruction times (School in session M-Th, 7am – 4pm)

## **Contract Awards**

Sargent School District RE 33-J reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of Sargent School District RE 33-J, best suited for use in said schools and the best value for the amount expended.

Sargent School District RE 33-J will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be always considered and Sargent School District RE 33-J shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between Sargent School District RE 33-J and the successful vendor(s) will be in form and substance acceptable to Sargent School District RE 33-J, and will include, but not be limited to, the specifications referenced below.

## Scope of Project

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Provide, install and program Door Access Control Controllers within the Sargent School District RE 33-J District
- Provide, install, and program Door Access Control License for all door locations within Sargent School District RE 33-J.
- Reuse existing door contacts and electric hardware at all door locations within the school district where possible.
- Reuse existing cabling from existing panel location to all existing door locations where possible.
- Reuse existing customer power supply at existing customer locations where possible.
- Provide, install and terminate cable from panel locations to new door locations. Include conduit and fire stop is necessary.
- Provide, install, and terminate the required locking hardware for new door locations.
- Provide, install, and program door contacts at new door locations.
- Sargent School District RE 33-J is responsible for all network switches within the school district.
- Sargent School District RE 33-J is responsible for providing Internet.
- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the government body, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below:

Financial Considerations (Price of goods and Services)	50%
Work Plan/Business and Technical Experience	20%
Vendor Strength, stability, and expertise	15%
Company references (Demonstrated customer service, quality and support)	15%
Total	100%

## Quote Submission

- All proposals shall be submitted electronically only by Monday, November 21st, 2022, at 4:30 PM to the email address [rquintana@sargent.k12.co.us](mailto:rquintana@sargent.k12.co.us)
- It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
- All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.
- The bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, Sargent School District RE 33-J may request additional information, clarification, or an on-site presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at the sole discretion of Sargent School District RE 33-J.
- Sargent School District RE 33-J reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein.
- Sargent School District RE 33-J reserves the right to award any resultant contract(s) as a whole or split the award between competing parties.
- Sargent School District RE 33-J reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to Sargent School District RE 33-J.
- Sargent School District RE 33-J reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement.
- Sargent School District RE 33-J reserves the right to determine if an alternate item(s) is equal to the specified item and will meet Sargent School District RE 33-J requirements.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal.
- The selected vendor(s) will indemnify Sargent School District RE 33-J and the agents and employees, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by Sargent School District RE 33-J's negligence.
- Failure to submit a quote response on time may constitute grounds for the rejection of the quote

## General Rules Applicable to The Selection Process

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring Sargent School District RE 33-J of the quality of workmanship, materials, equipment, and service, Sargent School District RE 33-J will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- Sargent School District RE 33-J reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendor shall submit up to three (3) references which will be included in the proposal.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by Sargent School District RE 33-J.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to Sargent School District RE 33-J, taking into consideration price and other evaluation factors set forth in the specifications.
- Sargent School District RE 33-J reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by a Sargent School District RE 33-J official who is authorized to issue orders.
- Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.
- The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty Five (45) days.

All communications regarding this RFP should be referred to the contact below:

Rebecca Quintana  
Business Manager  
rquintana@sargent.k12.co.us  
719-588-1568

The following table lists the doors and suggested actions to meet the conditions of satisfaction:

Building	Door	Contact	Reader	Key Access	Double Doors	Door Handle	Comments
High School	101A		yes	yes	yes	yes	Door contact is not triggering the placard in the high school office when it is open. Only the west door is being controlled by the fob. Both doors should unlock with the fob. East door handicap buttons are working but will not open the door as it does not unlock. Re-key.
High School	101B		no	no	yes	yes	No change
High School	111		no	no	no	no	No change
High School	Main Interior		yes	yes	yes	yes	Re-key. Vestibule handicap button is not working.
High School	Office Vestibule		no	yes	no	yes	Re-key. Vestibule handicap button is not working.
High School	127A		no	yes	no	yes	Re-key
High School	151D		no	yes	yes	yes	Remove key.
High School	151E		no	no	yes	no	No change
High School	190		no	yes	no	yes	No change. Re-key only if necessary to match new key plan
High School	186B		no	yes	yes	yes	Remove key.
High School	183		no	no	no	no	No change
High School	176B		yes	yes	yes	yes	Only north door unlocks with fob. South door not unlocking. Remove key.
High School	176A		no	no	yes	yes	Latch does not easily engage. Doors get left open.
High School	175B		no	yes	no	yes	re-key or remove key
High School	166		no	yes	no	yes	add fob reader. remove key
High School	162A		yes	yes	yes	yes	Remove key.
High School	158B		no	no	no	no	no change
High School	154		no	yes	yes	yes	add fob reader. remove key
High School	141B		no	yes	no	yes	Remove key.
High School	140		no	no	no	no	no change
High School	193B		yes	yes	yes	yes	remove key.

Elementary	3206		no	yes	no	yes	Remove key. Open door contact.
Elementary	3205		no	yes	no	yes	Remove key. Open door contact.
Elementary	3103		no	yes	no	yes	Remove key. Open door contact.
Elementary	3222		no	yes	no	yes	Remove key. Open door contact.
Elementary	3116		no	yes	yes	yes	Mechanical room. Fob reader. Remove key.
Elementary	1st Hallway		no	yes	no	yes	Fob reader. Remove key. Open door contact
Elementary	3129		no	yes	no	yes	Remove key. Open door contact.
Elementary	3122		yes	yes	yes	yes	Remove key. Open door contact.
Elementary	Connector east						Fob reader. Remove key. Open door contact
Elementary	Connector west						Fob reader. Remove key. Open door contact
Elementary	Kindg Hall East		no	yes	no	yes	Fob reader. Remove key. Utilize existing door contact
Elementary	South Main Door	yes	yes	yes	yes	yes	Replace wireless fob reader with wired. Replace door handle. Open door contact.
Elementary	South Main Vestibule Door						Add card reader
Elementary	West entry	yes	yes	yes	yes	yes	Replace wireless fob reader with wired. Open door contact
Elem Gym	E4		no	yes	no	yes	Boy's Locker room exit. Remove key. Open door contact.
Elem Gym	E5		no	yes	no	yes	Girl's locker room exit. Remove key. open door contact.
Elem Gym	E6		no	yes	no	yes	Boy's RR. Re-key. Open door contact.
Elem Gym	E7		no	yes	no	yes	Girl's RR. Re-key. Open door contact
Elem Gym	N1		no	yes	no	yes	Maintenance office. Add fob reader. Door open contact
Elem Gym	N2		no	yes	yes	yes	Gym double doors. Fix/replace door. Add fob reader. Remove key. Door open contact.
Elem Gym	N3		no	yes	yes	yes	Re-key. Door open contact.
HS Shop	W 1		no	yes	no	yes	Add fob reader. Re-key. open door contact. Replace door

							hardware as necessary to secure door.
HS Shop	W 2		no	yes	yes		open door contact
Aux Gym	Main South Door		no	yes	yes	y	Add fob reader. Re-key. open door contact. Replace door hardware as necessary to secure door.
Aux Gym	East door S		no	no	no	no	open door contact
Aux Gym	East door N		no	yes	no	yes	Remove key. Open door contact.
Aux Gym	South Door Single						open door contact
Aux Gym	West door		no	yes	yes	yes	Add fob reader. Remove key. Open door contact.
Aux Gym	Boilder room South facing						Re-key. Open door contact.
Aux Gym	Boilder room west facing						Re-key. Open door contact.
Aux Gym	Staff Workout Room (Interior Door)						Add fob reader. Open door contact.
Admin	Front Door						Add fob reader. Open door contact. Re-key.
Admin	Rear Door						Add fob reader. Open door contact. Remove key.
Bus Garage	South Door Main Entry						Add fob reader. Open door contact. Re-key.
Bus Garage	West door						Remove key. Open door contact.
Bus Garage	East door						Remove key. Open door contact.
Bus Garage	North door						Remove key. Open door contact.
PowerHouse	South Door						Add fob reader. Open door contact
PowerHouse	east door						Remove key. Open door contact.
FB Press Box							Rekey