



# Marcellus

## COMMUNITY SCHOOLS

### REQUEST FOR PROPOSAL

**Marcellus Community Schools**

**High School: 303 West Arbor St. Marcellus, MI.**

**Middle School: 125 Burney St. Marcellus, MI.**

**Elementary School: 301 West Arbor St. Marcellus, MI.**

**Volinia Outcome Base School; 54080 Gards Prairie Rd. Decatur, MI**

**Security Card Access Project**

You are cordially invited to submit a proposal for the **Marcellus Community School Schools Card Access/Wireless Lock project** in accordance with the attached requirements and terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

*One (1) Copy of the Proposal must be submitted in a sealed envelope, plainly marked:*

**Marcellus Community Schools**

**P.O. Box 48, 305 W Arbor Street**

**Marcellus, MI 49067**

**RE: Card Access Upgrades and Additions**

All bids must be received at the District's Administrative Offices, on or before **June 26, 2023 at 2:00 p.m.** (local time). All bids will be opened publicly and if qualified, read aloud on **June 26, 2023 at 3:00 p.m.** (local time). Bidder shall coordinate their installation with other contractors and the Owner as appropriate.

#### Bidding Schedule

- |    |               |                        |
|----|---------------|------------------------|
| A. | June 12, 2023 | RFP Released           |
| B. | June 26, 2023 | Bid Due Date           |
| C. | June 29, 2023 | Bid Award Notification |

## **I. INTRODUCTION**

The Marcellus Community Schools (hereinafter referred to as the “District”) is requesting pricing on the replacement or upgrade of existing Avigilon Card Access to a Wireless Door Solution, located at Marcellus High School, Marcellus Elementary School, Marcellus Middle School and Volinia Outcome Base School. General information and specifications are as follows.

## **II. GENERAL REQUIREMENTS/INSTRUCTIONS TO BIDDERS**

1. Bidder’s (also referred to as Contractor in these documents) making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed consideration of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.
2. Any bid received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The District reserves the right to consider bids that have been determined by the District to be received late due to mishandling by the District after receipt of the bid and no award has been made).
3. In compliance with MCL 380.1267, the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district.
4. The bid shall be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012.
5. Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the Bidder submitting the proposal. The District reserves the right to select or reject any bidder that it deems to be in the best interest to accomplish the project specified. The District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and informalities of the proposals.
6. Any binding explanation by a bidder regarding the meaning or interpretation of the Request for Proposal (RFP) and attachments must be requested in writing at least 7 days prior to the bid due date. Questions should be directed in writing to Nanette Pauley, Superintendent, at [nanette.pauley@marcelluscs.org](mailto:nanette.pauley@marcelluscs.org)
7. All necessary insurance certificates shall be supplied when specifically requested.
8. Bids may be withdrawn in person by the bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bid.
9. The Board of Education reserves the right to: reject any and all bids without assigning any reason, be the sole judge of equivalency, waive any bid requirement in accepting or rejecting bids.

## **III. PROPOSAL/INTENT**

It is the intent of The District, to hire a Certified contractor to provide Low Voltage Security Card

Access services for Marcellus community Schools buildings, High School, Middle School, Elementary School, Volinia School

1. **PRE-BID MEETING** is scheduled for June 19, 2023 at 10:00 AM at the Operations/Maintenance Garage, 13125 M-40, Marcellus, MI 49067. A site walk through will follow the pre-bid meeting.

#### **IV. PROJECT REQUIREMENTS/INSTRUCTIONS TO BIDDERS**

The contractor having become thoroughly familiar with all the bid/contract documents incorporated herein, the project site and the location conditions affecting the work, hereby proposes to perform everything required to be performed in strict conformity with the requirements of these documents, and to provide and furnish all the equipment, labor and materials necessary to complete in a professional manner all of the following, meeting or exceeding the project requirements as set forth below.

**Bidders' Qualifications:** Bidders shall be able to demonstrate the following: Shall be a reputable, recognized organization with at least five (5) years' successful experience on work of this type and scope, of equal or better quality than this project.

**Work Schedule:** Work can start immediately after receipt of notification by Marcellus Community Schools to proceed.

**Clean-up and Disposal:** The Bidder shall be responsible to clean-up all debris and dispose of it off-site. This must be completed daily.

**Damage Repair:** A survey of the site will be conducted, and documented by the bidder, to determine current site conditions. The bidder shall be responsible to repair any damage to the site, which occurs during the project.

**Warranty:** Complete installation shall be free from defect and/or failure for a period of three (3) years. Any replacement, upgrade, or fix, including labor for any non-conforming or non-operational part of the system, shall be fixed and/or replaced at no cost to the Owner

**Safety:** Under the "General Conditions of the Contract for Construction" of the contract to be awarded, the bidder.

Shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures.

Shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the contract.

Shall take reasonable precautions for safety of all persons who may be affected, including employees of the Bidder and Subcontractor if applicable.

**Compliance with School Safety Initiative Legislation:** Meeting the requirement of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. The bidder/contractor acknowledges and agrees that the bidder will have any and all of its installation personnel (including sub-contractors) subjected to criminal history and background checks. The bidder/contractor is required to provide written documentation listing all personnel who fall into the group indicated in the above paragraph. The documentation will also verify that none of the personnel have offenses.

**Permits, Fees, Regulations and Taxes:** Bidder shall obtain and pay for all permits/ assessments, fees,

bonds, inspections and other charges necessary to perform and complete the work of this contract including disconnection charges, capping and unplugging utilities.

**District Is An Equal Opportunity Employer:** The District is an Equal Opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provision of this order,

Contractors and Subcontractors are obligated to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age or sex.

**Michigan Right to Know Law:** School Districts will comply with the Michigan Right to Know Law by informing Contractors of hazardous chemicals to which they may be exposed. All contractors will be required to provide material Safety Data Sheets for any hazardous chemicals brought to the workplace. The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

**Insurance Requirements:** The Bidder shall protect, defend and indemnify the District, its officers, agents, servants, volunteers, and employees from any liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result in injury or death to any persons, and for any result in injury or death to any person, and for loss or damage to any property, including property owned or in the care, custody, or control of the District in connection with or in any way incident to or arising out of the occupancy, use, with this agreement resulting in whole or in part from negligent acts or omissions of the Contractor, any Subcontractor, or any employee, agent or representative of the Contractor or any Subcontractor. The contractor shall maintain, at its expense, during the term of this contract the following insurance:

1. Workers' Compensation Insurance with statutory limits and Employers' Liability Coverage, with a minimum limit of \$1,000,000 per occurrence and in accordance with all applicable statutes of the State of Michigan.
2. Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate, in the amount made for bodily injury and property damage.
3. Automobile Liability including Michigan No-Fault coverages, with limits of liability not less than \$1,000,000 per occurrence, combines single limit for Bodily Injury, and Property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Proof of Coverage: The contractor shall provide the District at the time the contracts are returned a Certificate of Insurance as well as the required endorsements.
5. The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract.

**Bonds:** A five percent (5%) Bid Bond shall accompany each bid. The successful bidder will be required to provide a Performance Bond of 25% of the contract amount if the contract exceeds \$50,000.

**Bid Protests:** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Superintendent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the

closing date for proposal. In that event, bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

#### Central Management Software

A. Central management software shall meet or exceed the following:

1. Licensing and Support costs shall be valid for the term of the warranty specified. Be an onsite server or cloud based system.
2. Bidder shall work with Owner as needed to fully configure the software to Owner requirements for a fully functional system.
3. Configuration shall include but not be limited to definition of access groups, schedules, alarm notifications sent via text and email and door or other notification or configurations per Owners' requirements
4. The system must log information such as, but not limited to, user transactions, dates and time, door status, administrative changes, who initiated a lockdown or which lockdown button was pressed, and other system-based events.
5. The system must be able to send alerts on an after-hours or off hours schedule. The alerts must be able to be sent via SMS and email at a minimum.
6. The system must be able to generate and send reports on a schedule.
7. System shall have capability to be accessed remotely
8. Bidder will provide onsite training
9. New or upgraded card reader system must be able to integrate with the current Exacq Vision camera system.
10. Motion sensors in High School and Elementary School located at inner office door to inner build door will need to be programmed or installed to allow passage into offices
11. New or upgraded system must be compatible with the current badge printer the School District currently owns.

## B. Storage of Materials

1. All materials shall be secured when not in use.
2. It shall be the Bidder's responsibility to secure all equipment including material to be installed as part of the contract. No changes shall be made to the contract due to loss or theft of equipment and/or materials not officially accepted by the Owner.
2. Formal receipt of the materials shall not be completed by the Owner until completion of project closeout. The Bidder shall be responsible for all equipment until the time of closeout as provided for herein.

## C. Reference Specifications

1. All work, products, and materials shall conform with the following standards as applicable for the intended use:
  - a. IEEE
  - b. EIA/TIA Commercial and Administration Standards
  - c. NEC
  - d. FCC – All Applicable Rules and Regulations
  - e. UL
  - f. MIOSHA Safety Standards

## Technical Specifications:

Below are the specifications in which the District feel are acceptable to accomplish the Card Access Upgrade and additions at the Marcellus Community Schools. The requirements set forth in the specification are not intended to preclude use of any other approved manufacturers products or procedures which may be equivalent as determined by the District but are given for the purpose of establishing standards for design, function, quality of materials, construction and workmanship. Existing outside card readers and wiring/hardware should be reused if applicable.

### A. DOOR HARDWARE

1. The bidder shall include (65) new electronic entry doorknobs with keyed cylinder cores to be keyed to one specific master Corbin Russwin 6 pin key, specific master key to be supplied to bidder by owner. Six copies of master keys supplied by the bidder per building (24 copies). Old doorknobs and hardware removed by bidder to be turned over to and kept by the owner. See attached building maps for additional information and new electronic lock install locations.
2. New electronic doorknobs/card readers will be wireless and battery powered. Bidder will provide and install an initial set of batteries for all new electronic doorknob/card readers.

## B. DOOR OPERATION

1. Door sets of 1 will operate as follows:
  - a. Bidder to integrate card reader with electric strike or latch retraction hardware adapted to fit doors. Doors will be unlocked in the event of a successful card read. Add additional electronic strikes/retraction devices if needed.
  - b. Bidder to supply all necessary cabling and installation for a fully functional system.
2. Door sets of 2 will operate as follows:
  - a. Bidder to integrate card reader with either electric strikes or electric latch retraction devices where applicable. In the event of a successful card read, both doors shall unlock. Add additional electronic strikes/retraction devices as needed.
3. Door sets of 4 will operate as follows:
  - a. Doors 1-4 will be integrated with card reader and will unlock in the event of a successful card read.
  - b. Doors will be operable to unlock on a schedule. Bidder shall supply necessary door controllers and all necessary cabling and accessories for a fully functional system for each set of doors. Electric strikes or electric latch retraction devices where applicable. Add additional electronic strikes/retraction devices as needed.
4. Door sets of 6 will operate as follows:
  - a. Doors 1-6 will be integrated with provided card reader and will unlock in the event of a successful card read.
  - b. Doors will be operable to unlock on a schedule. Bidder shall supply necessary door controllers and all necessary cabling and accessories for a fully functional system for each set of doors. Electric strikes or electric latch retraction devices where applicable. Add additional electronic strikes/retraction devices as needed
5. All door strike and latch retraction cables shall of a sufficient length to be neatly routed by Bidder, to a location suitable to reach Credential Reader and/or power supply for door(s).
6. Provided Credential Readers and Door Controllers shall be integrated with door handicap operators where applicable. Bidder shall supply all labor and accessories to integrate Credential reader with handicap operators for a safe and fully functional system. A fully functional handicap operator door shall consist of:
  - a. External operator buttons shall only be functional in the event of a successful card read or remote door unlatch. Door operator motor should only be operable in the event of a successful card read.

- b. Internal operator buttons shall be functional at all times, and appropriate electrified hardware should unlock automatically to allow safe egress.
- c. Bidder to supply all hardware necessary including accessories, switches and installation to enable this capability

#### C. COMPONENT INTERCONNECTION

1. All wiring not installed in conduit shall be plenum type cable and shall be so identified with continuous marking.
2. Wiring color shall remain the same throughout the system. Colors used for coding shall be as directed by the system manufacturer and Owner.
3. Wire shall be copper.

#### **High School – Card Access:**

- Addition of wireless Gateways and Expanders as needed for connection to Wireless door locks.
- Supply and install Cat6 cables as needed for all Gateways and Gateway expanders.
- Supply and install Wireless locks in all classrooms as specified in supplied counts/maps. (21)
- Install new door release buttons in the High School office for front exterior and office interior doors (2)
- Replace or upgrade existing Avigilon card access with specified Card Access system in all closets covering existing exterior doors. (11)

#### **Middle School – Card Access:**

- Addition of wireless Gateways and Expanders as needed for connection to Wireless door locks.
- Supply and install Cat6 cables as needed for all Gateways and Gateway expanders.
- Supply and install Wireless locks in all classrooms as specified in supplied counts/maps. (10)
- Replace or upgrade existing Avigilon card access with specified Card Access system in all closets covering existing exterior doors. (5)

#### **Elementary School – Card Access:**

- Addition of wireless Gateways and Expanders as needed for connection to Wireless door locks.
- Supply and install Cat6 cables as needed for all Gateways and Gateway expanders.



- Supply and install Wireless locks in all classrooms as specified in supplied counts/maps. (29)
- Replace or upgrade existing Avigilon card access with specified Card Access system in all closets covering existing exterior doors. (9)

#### **Volinia Outcomes – Card Access:**

- Addition of wireless Gateways and Expanders as needed for connection to Wireless door locks.
- Supply and install Cat6 cables as needed for all Gateways and Gateway expanders.
- Supply and install Wireless locks in all classrooms as specified in supplied counts/maps. (5)
- Replace or upgrade existing Avigilon Card Access with specified Card Access system in all closets covering existing exterior doors. (1)

| Marcellus Community Schools |    |
|-----------------------------|----|
| High School                 |    |
| Exterior Door               | 11 |
| Classroom Door              | 21 |
| Middle School               |    |
| Exterior Door               | 5  |
| Classroom Door              | 10 |
| Elementary School           |    |
| Exterior Door               | 9  |
| Classroom Door              | 29 |
| Volinia Outcomes            |    |
| Exterior Door               | 1  |
| Classroom Door              | 5  |

- New or upgraded access system shall work with the existing door indicator switches, present on 13 doors in Elementary and 13 at High School. These doors only have indicators and no card readers. See building maps for specific additional information/locations for these doors. If override access switches/buttons are needed for front office staff located in High School, Middle School, Volinia School or Elementary School bidder shall provide and install. Note there are three sets of gym doors that require new wireless electric door lock/reader installations.

#### **D. TRAINING**

1. Training shall be conducted at the Owner's discretion and at times and places convenient to Owner personnel. Prior to any training being conducted, Bidder shall provide Owner with detailed training syllabus and schedule for proposed training event. Compliant syllabus and schedule shall be provided at least ninety-six 96 hours in advance. Owner reserves the right to postpone training if syllabus and/or schedule submitted are deemed inadequate. Training shall not be conducted until such time a syllabus and schedule submitted by Bidder are found to be acceptable to Owner.
2. Bidder shall provide training for the Owner designated system operators(s). Owner shall designate up

to eight (8) system operators to be trained. Training shall be a minimum of one (1), four (4) hour session(s) in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

- a. Basic credential and user adds, changes, and management.
- b. Creation of, review of, communication of and response to system alerts.
- c. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status.

3. Bidder shall provide training for the Owner designated system administrator(s). Owner shall designate up to eight (8) administrators to be trained. Training shall be a minimum of one (1), four (4) hour session(s) in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

- a. Basic troubleshooting of the installed system and components including diagnostic and problem-resolution actions.
- b. System back-up and restore functions and procedures for all system parameters and configurations.
- c. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status
- d. Bidder will provide after completion tech support either on site or remotely. For one year

#### **E. Warranty .**

1. Manufacturer's warranty shall be provided for all components of the system.
2. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Bidder. Warranty shall be no less than three years and cover product repair or replacement and labor costs.
3. Bidder shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
4. On-site services provided under the warranty shall be performed by personnel or representatives of the Bidder as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.

Bidders must provide product information sheets and warranty documents at the completion of the project.

BID PROPOSAL FORM

COMPANY NAME \_\_\_\_\_

The undersigned certifies that the bid contained meets or exceeds the attached specification.

To provide labor, materials, and equipment for as specified/where specified:

TOTAL BID \$ \_\_\_\_\_

Please state your warranty: \_\_\_\_\_

Do you conduct background checks on your employees?      Yes      No

Familial Relationship Affidavit included?      Yes      No

Iran Linked Business Affidavit included?      Yes      No

Provide your DUNS number, if you have one: \_\_\_\_\_

At least 3 references with contact person:

Company: \_\_\_\_\_      Contact: \_\_\_\_\_      Phone: \_\_\_\_\_

Company: \_\_\_\_\_      Contact: \_\_\_\_\_      Phone: \_\_\_\_\_

Company: \_\_\_\_\_      Contact: \_\_\_\_\_      Phone: \_\_\_\_\_

My signature certifies that the Proposal as submitted complies with all the terms and conditions set forth in the Request for Proposal unless specifically enumerated as an exception as part of our Proposal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

AUTHORIZED NAME (please print): \_\_\_\_\_

TITLE: \_\_\_\_\_      DATE: \_\_\_\_\_

PHONE #: \_\_\_\_\_      E-MAIL: \_\_\_\_\_

## CONSTRUCTION BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the School Board or the School District Superintendent must be accompanied with the bid. Bids without this disclosure statement will not be accepted.

The members of the Marcellus School Board are: Nicki Hackenberg, Justin Ware, Joe Tone, Vicki Essex, Sarah Engstrom, Laura Schug, Ed Asmus

The School district Superintendent is: Nanette Pauley

The following are the familial relationships:

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There are none.

STATE OF MICHIGAN )

COUNTY OF \_\_\_\_\_)

The undersigned, authorized representative of bidder (insert name) \_\_\_\_\_  
does hereby acknowledge that bidder has read the forgoing disclosure statement and the statements herein  
contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in Marcellus Community Schools request for Proposal for Upgrading and the addition of Card Access at 825 Burney St./Marcellus Community Schools hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”, and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become and “Iran linked business” at any time during the course of performing the work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for the civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_)

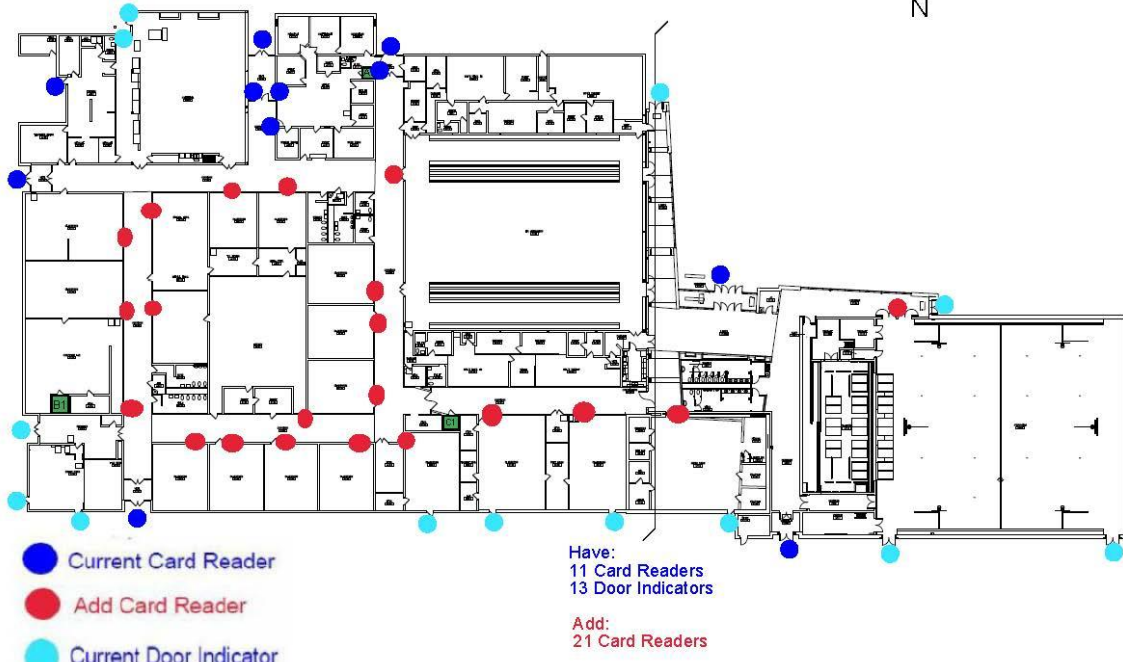
COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

## Marcellus High School

303 W Arbor, Marcellus, MI 49067



## Marcellus Elementary School

301 W Arbor St, Marcellus MI 49067

