

**SOAP LAKE SCHOOL DISTRICT
ELECTRONIC SAFETY, SECURITY, COMMUNICATIONS INTEGRATED SYSTEMS SERVICE PROVIDER
REQUEST FOR PROPOSAL (RFP)
PROPOSALS DUE: 3:00 PM WEDNESDAY MAY 9, 2018**

Project Summary:

Soap Lake School District resides on the south shore of Soap Lake in Grant County northwest of Moses Lake. The 500+ student district is a three-facility district comprising of the Soap Lake Elementary School, constructed in 2000, and Soap Lake High School modernized most recently in year 2000, plus a Transportation Facility.

The existing fire alarm, telephone system, and intercom systems are original to the 2000 modernization and construction. All of these systems are obsolete and have suffered significant failures. The surveillance system is of more current installation, is limited in coverage, and has ceased to function. The access control system has limited functionality and is not current technology.

The immediate project scope will include:

- Replacement of existing fire alarm in both school facilities with current technology that is not a closed proprietary system. Acceptable manufacturers include:
 - Honeywell
 - Silent Night
 - Notifier
 - Gamewell FCI
 - Potter
 - No Substitutions
- Replacement of existing obsolete IP telephone system and all handsets. System is to be scalable for future expansion to off-site non-instructional facilities. Preferred systems include:
 - Toshiba
 - Mi-Tel (Shore-Tel)
- Replacement of existing failed surveillance system covering both building critical entries with a current IP based “edge technology” system with a single user interface for all facilities. System is to be scalable for future expansion throughout both buildings and to off-site transportation facility. Preferred manufacturers include:
 - Avigilon
 - Exacq
 - Hikvision

Future project scope may include:

- Expansion of surveillance system throughout both schools.
- Planning and deployment of access control systems integrated with all other systems at both facilities.
- Expansion of all systems to the off-site transportation facility.
- All systems installed are to be compatible for integration of functions.

To accomplish these goals, the district prefers to contract with the fewest number of vendors as feasible for system integration. The District will select a single vendor or combination of, at most, two vendors who are most advantageous to the district to accomplish the desired scopes.

Selected Vendor(s) are to work collaboratively with the district’s staff and consultants to determine the best system specifications and deployment. The immediate and future scope of work for the vendor(s) will be to deliver a fully functioning, scalable and expandable integrated set of IP based fire alarm, surveillance, telephone/intercom, and future access control systems within allowable present and future budgets.

The systems designed and installed are to include all software, licensing, head- end and distributed equipment to meet the owner’s program requirements. Initial and ongoing training and support will be desired.

The district desires systems with low life-cycle costs, avoiding recurring annual license fees or regular software update fees required for continued operation, except as needed for expansion and version generation upgrades.

Funding and Project Schedule:

It is the desire of the district to install the system as soon as possible during sufficient non-school seasonal breaks, or, if necessary, during school season while keeping the existing system live and the buildings occupied.

The funding needs of the district are to perform the work through available state funded grants. Grant applications will be available for competitive award sometime in the spring of 2018. If the district fails to secure grants, the district intends to complete the work through other funding streams, to be determined, at a future date. Due to the uncertainty of funding streams, the schedule of installation cannot be determined until the funding is secured.

Awarded Vendor Responsibilities:

Please note that this RFP does not request replacement costs, but requests other cost indicators with an emphasis on life cycle and future recurring costs of the system.

Upon award of contracts, the responsibilities of the integrated security systems vendor(s) will be as follows:

- **Phase I – Pre-Grant Application**
 - Evaluate the two school facilities including available as-builts, existing systems, staff desires and needs, and code requirements.
 - Provide a conceptual fire alarm installation package for both school facilities.
 - Provide a conceptual IP telephone design that includes campus-wide intercom capabilities.
 - Provide a conceptual IP based surveillance design to replace the scope of the existing system at both facilities with ability to expand and scale coverage and server sizes throughout the campus and other district facilities.
 - Provide guidance on all owner provided additional services required to support the new fire alarm system including, but not limited to, electrical engineering, electrical infrastructure, modified Mechanical and Fire Suppression System sensors, valves, switches, and dampers where existing components cannot be integrated with the new system.
 - All of the above requirements allow the district to create an accurate grant application to complete the systems.
- **Phase II – After Grant Award of Funds**
 - Provide a final cost proposal for all agreed upon systems.
 - Provide complete engineering and/or design including AHJ review and all applicable state and local permits for fire alarm, telephone, and surveillance systems.
 - Coordinate with district’s professional consultants on required revisions to electrical, mechanical, and suppression systems.
 - Provide and install equipment and software for all systems.
 - Provide full system testing.
 - Provide initial training and documentation on the administration and maintenance of the systems.
 - Assemble a minimum of three complete system Operations and Maintenance manuals including all warranty documentation.
 - Respond to warranty issues in a timely manner.
 - Possibly provide maintenance contracts with the School District. (This is not a guaranteed scope item of this RFP.)
- **Phase III**
 - Future similar planning and execution for scope of work for access control, intrusion systems and expansion of surveillance.

Compliances:

This project is subject to Washington State Prevailing Wage Rates for Grant County without exception. Schedule of rates can be found at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.

Capital works projects for Soap Lake School District over \$1 Million are subject to Washington State Apprenticeship Utilization regulations if applicable. For more information go to <http://www.wsdot.wa.gov/NR/rdonlyres/589901DB-A129-4825-8280-0B904A0239DC/0/FactSheet.pdf>.

This RFP complies with RCW 39.04.270. This is NOT a “low bid” request for cost proposal of a designed system. Per the referenced RCW, this is a “competitive negotiation” request in order to select the vendor(s) and systems most advantageous to the district for acquisition of a data processing telecommunications systems and softwares. Price factors requested relate to upfront cost as well as life cycle cost considerations.

Soap Lake School District is required to reference the state debarment database. Proposals shall not be accepted from contractors that are identified on this database as ineligible to receive public works contracts.

Schedule:

The tentative schedule for the project is:

Proposals Due	Thursday May 10, 2018 3:00 PM
Selection and Award, Conditional Notice to Proceed	Wednesday May 16, 2018
Notice to Proceed	Friday May 18, 2018
Develop System Performance Requirements and ROM	Friday May 18 – Wednesday June 13, 2018, 26 Days
Anticipated Grant Application Deadline	Friday June 15, 2018
Anticipated Grant Award, Determination of Funding	Mid-July, 2018
System Design, Installation, Testing and training, assuming successful award.	Mid-July – Mid-October 2018, 90 Days

The District reserves the right to alter the above schedule for any reasons based on needs, actual grant schedule when communicated, or other limiting factors of the project. The District reserves the right to reject any or all proposals received in response to this RFP.

Submittal Requirements and Scoring Factors

All proposing vendors must submit **three hard copies plus emailed electronic(PDF)** copies of proposal. Vendors shall limit their proposals to **15 double-sided pages (30 printed pages) max**. The district expects, and will evaluate proposals based on the inclusion of, all content listed below. Clearly divide proposals into the following sections. Avoid technical jargon. Your audience are not subject matter experts in these areas.

Include a cover letter of interest signed by an owner or officer who is empowered to commit the vendor's resources to the Soap Lake School District project. The cover letter will provide general history of the firm and state the office location from which the contract would be served.

Project Experience and Fire Alarm Historical Costs (20 pts):

- Provide project examples of similar size from within the last five years that demonstrate the system value for each of the technologies. K-8 Educational projects preferred.
- For each project discussed, include a brief system description, scope, along with campus size and number of buildings.
- Use this opportunity to highlight the unique advantages that your company offers a district like Soap Lake which has limited funding sources.
- Provide cost per square foot of Fire alarm replacement projects discussed.

Flexibility and Ingenuity Overcoming Installation Obstacles (15 pts):

- The grant funding schedule for the replacement of fire alarm may not be coordinate exactly with summer vacation or other out of school season, necessitating replacement during occupied school season.
- Provide at least one example within the last ten years of fire alarm system replacement (s) in which your firm had to overcome difficult schedule or occupancy issues without disruption to work or instructional time.

Equipment (20 pts):

- List fire alarm manufacturer and systems installed and serviced by your company that may best suit Soap Lake School District's needs. Provide description of the system user interface and capabilities.
- Provide surveillance server and camera manufacturer and systems installed and serviced by your company that may best suit Soap Lake School District's needs. Provide description of the system user interface and capabilities.
- Provide IP Telephone server and handset manufacturer and systems installed and serviced by your company that may best suit Soap Lake School District's needs. Provide description of the system user interface and capabilities.
- Provide information on integration between each system and limitations.

Add-On Financial Obligations and Options (20 pts):

- Because Soap Lake School District needs accurate budgeting to determine funding sources, it is important to have reliable ROM or accurate cost development at minimal cost prior to securing full funding.
- At what point of deliverables in Phase I described above will your firm require financial obligation via contract and purchase order? Is your firm able to deliver conceptual designs and accurate budgets prior to financial obligations and payment?

Resumes (10 pts):

- Include resume(s) of the primary supervisory and foreman personnel on various phases of this project through substantial completion.
- Provide applicable licenses and certificates of key individuals.
- The awarded company may not substitute other individuals on this project without the written authorization of the district.

Location/proximity to project (10 pts):

- Provide narrative on how quickly and from what location(s) your company can provide ongoing support services for the project and approximate response time to trouble tickets.
- List the distance of this project from your nearest base of operations.
- Itemize anticipated travel reimbursement and service call fees for future maintenance and troubleshooting.

Adherence to the directions (5 pts):

- Page count, avoidance of technical language, all topics covered, delivery instructions followed, etc.

Attach Insurance Information and Signature Page (required) (0 Points):

- Include proof of insurance certificate of company. Attach completed signature page.

100 Points Total

Note: This RFP complies with RCW 39.04.270. This is NOT a "low bid" request for cost proposal of a designed system. Per the referenced RCW, this is a "competitive negotiation" request in order to select the vendor and system most advantageous to the district for acquisition of data processing and telecommunications equipment within the scope listed. Price factors requested relate to upfront cost as well as life cycle cost considerations.

The district intends to award the contract to the vendor that, in the opinion of the superintendent and board of directors, is most advantageous to the district. This is not to be construed as a low bid scenario.

The proposals will be reviewed and scored by district personnel based on the point weights indicated in the list above. Failure to provide the required information or adhere to the directions in the specified manner will be a basis for potential disqualification of the proposal and causing the proposal to be rejected without consideration.

The District may decide to short-list vendors for interviews but reserves the right to make a decision without further discussion of the proposal as submitted. Therefore, the proposal should be submitted with the most favorable terms. The District may contact the proposer for clarification, but there may not be an opportunity for proposers to present "best and final" offers. Proposers must be prepared to enter into a contract based on their proposal and the terms and conditions in this RFP.

Submittal:

Deliver Three (3) Hard Copy Proposals to:

Soap Lake School District
Sunshine Pray, Superintendent
410 Ginkgo Street South, Soap Lake, WA 98851
Label the Envelope "Soap Lake Capital Safety Security Proposal"

Email Electronic Copy Proposals to:

Sunshine Pray, spray@slschools.org
Nikkie Johnson, njohnson@slschools.org
Bryan Visscher bryan@vcllc.biz
Subject Line: SLSD Integrated Security

Faxed Proposals will not be accepted. Proposals failing to comply with the requirements of this Request for Proposal may be considered non-responsive. Submittals received after the due date and time may be considered rejected. All proposals shall remain the property of Soap Lake School District and shall not be returned.

Non-Discrimination

The District does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, physical, sensory or mental disabilities or use of a trained guide dog or service animal.

Acceptance Period

A proposer may not withdraw his/her proposal after the time and date the proposals are due and before the District has awarded a contract, unless the District does not award a contract within sixty (60) days of the date the proposals were due. If the District's decision to award a contract is delayed for more than sixty (60) days, the District may invite proposer to agree to extend their proposal.

Late or missing proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the District.

Questions about this RFP? Contact Bryan Visscher, Visscher Consulting LLC. bryan@vcllc.biz.

Rejection of Proposals

This RFP does not obligate the District to award a contract for the services specified herein. All published decisions by the district are final.

PROPOSAL SIGNATURE PAGE

Proposals are subject to all requirements furnished with this Request for Proposal document. By signing below, vendor affirms having read the terms and requirements, and agrees thereto and warrants that products and services supplied herein conform to specifications herein.

By signature on this proposal, Proposers certify that: they have read this Request for Proposal (RFP); are legally authorized to bind the Proposer; agree to furnish the requested services, supplies, equipment or services in accordance with this RFP.

VENDOR NAME:	CONTACT NAME:
ADDRESS	TITLE:
CITY, STATE, ZIP:	E-MAIL ADDRESS:
WASHINGTON UBI NO.:	TELEPHONE NUMBER:
FEDERAL TAX ID:	FAX NUMBER:
CONTRACTOR LICENSE #:	

ARE ANY DISTRICT EMPLOYEES OR FORMER EMPLOYEES ON THE GOVERNING BOARD?

Circle YES or NO IF YES, PLEASE GIVE NAME(S) AND POSITION(S).

If the proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the proposer's non-performance or poor performance and the issue of performance was either:

- (a) non-litigated due to inaction on the part of the proposer, or
 - (b) litigated and such litigation determined that the proposer was in default.
- Submit full details of the terms for default including the other party's name, address, and phone number. Present the proposer's position on the matter. The District will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the proposer in the past five (5) years, so indicate.

Legally Authorized Signature:

PRINTED NAME:

DATE:

TITLE:

SIGNATURE: _____
