REQUEST FOR PROPOSAL FOR:

S2 Card Access Testing, Service and Repair

NHTI – Concord’s Community College

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI – Concord’s Community College annual testing and repair of all components existing within the S2 card access system, as well as, purchase of materials for system enhancements, installation of material and service and repair existing components of the S2 system.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

The S2 system must be tested, repaired and serviced by a firm that is fully trained & certified on all of the platform’s subsystems. Responses from firms who are not fully certified, authorized, dealers-in-good standing for the S2 NetBox will be rejected.

Respondents meeting the above requirements shall submit with their proposal:

1. A letter from S2 stating that the respondent’s firm is a fully certified & authorized dealer-in-good-standing of S2 products, and stating how many of the firm’s technical personnel have completed S2 factory training (respondents having fewer than (3) three S2 certified technicians on-staff may be asked to provide an acceptable, written, contingency plan, stating how their firm will meet the 24/7/365 service coverage required by NHTI, prior to contract award).

Proposals received which do not include the requisite manufacturer authorizations will be rejected as unresponsive.

CONTRACT TERM:
The term of any resulting contract shall end on or before June 30, 2015.

NHTI – Concord’s Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI – Concord’s Community College. Partial payments are allowed.

SCOPE OF SERVICES:
Work within this request for proposal (RFP) shall include the following:

- Test all existing S2, devices to ensure proper functionality both via computer and the device location in the field. These devices include but are not limited to temperature alarms, photocell units, request to exit devices, card readers, card printers, panic devices, auto dialers, door contacts, cabling between device, S2 extreme controller and nodes, battery backup devices, keypads and handicap opener relays. After testing of all devices a detailed written report must be submitted to the Contracting Department of the devices status at the time of testing.

- The Contractor must be able to support the current API between the existing S2 database and the NHTI Student Information Banner database.
The Contractor shall respond to NHTI by telephone to all service calls within two hours of the initial call. The Contractor, if required, shall physically respond to NHTI within four (4) hours from the time of the first call or occurrence.

The Contractor shall, in performing the services as described herein, utilize technicians who are fully trained and certified on the platforms described herein.

The Contractor shall be required to repair and/or replace any defective components within the scope of this RFP within 24hrs. of the system being found defective.

The Contractor shall be required to coordinate all activities with prior Contractors as well as subsequent Contractors in order to maintain a smooth transition of service.

The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment.

Replacement items not readily available will be documented by the Contractor for NHTI to decide to stock or not.

The Contractor shall provide the following general services during each visit to NHTI:

1. Report all items requiring further attention (on the service report) to the Contracting Officer.
2. A service report is to be submitted to the Contracting Officer detailing the work that was completed during the visit with the start & stop times the contractor was on site.
3. All reports generated by the contracting office are required to have a signature by the contracting department.

The Contractor shall perform all their own maintenance. Sub-Contractors will only be allowed upon receiving written approval in advance from the site Contracting Office. The contractor must provide a list of proposed sub contractor’s that they plan to utilize with their response. Preference will be given to those respondents who meet all service, warranty, and maintenance requirements that have their own in house personnel.

If required, the Contractor shall provide only replacement parts that are new and have the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the Contracting Officer or his designated representative.

The Contractor shall present after each scheduled or emergency call and before leaving the jobsite, a written summery of the work performed and obtain the contracting officers signature thereon.

Remove and legally dispose of all waste generated by the work completed through the repair, testing, service and installation process through the duration of the contract.

Remove all unused material brought on site by the bidder.

**SITE VISITATION:**
A walk through will not be necessary.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Anne Breen at (603) 230-4042.
ADDITIONAL INFORMATION:
NHTI – Concord’s Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Safety Data Sheets (SDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to NHTI – Concord’s Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of NHTI – Concord’s Community College are privately owned. Any fines, damages, etc. assessed to NHTI – Concord’s Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase in two locations and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after April 1, 2011.

Workers’ compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-1:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor’s employees, and other related personnel who will be physically required to work at NHTI – Concord’s Community College, providing the following information for each person:

- Name
- Employer’s Company Name

NHTI – Concord’s Community College reserves the right to request a criminal background check on any employee of Contractor. NHTI – Concord’s Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.
INSURANCE:

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and NHTI – Concord’s Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by NHTI – Concord’s Community College.

The certificates are required to name NHTI – Concord’s Community College a component of the Community College System of New Hampshire as additional insured.

BOND/SECURITY AND POWER OF ATTORNEY:

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI – Concord’s Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on June 2, 2014 at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include the following:** Labor Total, Material Total and Project Total. **All the materials requested in this RFP document.** Bids should be mailed to NHTI – Concord’s Community College, Attention Melanie Kirby, Chief Financial Officer, 31 College Drive, Concord, NH 03301, faxed to (603) 230-9311, Attn: Melanie Kirby, or hand carried to 31 College Drive, Concord, NH. NHTI – Concord’s Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Melanie Kirby at (603) 230-4000 ext. 4225.

AWARD:

This contract will be awarded solely on the S2 Card Access, Testing, Service and Repair for NHTI – Concord’s Community College.

The contract will be awarded to the lowest bidder who meets the criteria listed in the specifications. **OR This contract will not be awarded solely based on price.**

NHTI – Concord’s Community College reserves the right to accept or reject any or all of the proposals.

NHTI – Concord’s Community College reserves the right to waive any and all informalities in its best interest.
**BID RESULTS:**
Bid results may be viewed when available, once the award has been made, on our web site only at: www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: *Only the names of the Vendors submitting responses will be made public.*
EXHIBIT A

PROJECT: S2 Card Access, Testing, Service and Repair

NHTI – Concord’s Community College

NHTI14-73

BID FORM

Company Name: ________________________________________________________________

Address: ________________________________________________________________________________

Telephone Number: _______________________________________________________________________

Fax Number: _____________________________________________________________________________

Labor Rates

Monday thru Friday 7:00 am to 5:00 pm $ _____________________ per hour/person 2014 – 2015

Parts Mark Up %___________________

(Contract will be awarded based on hourly rate)

Signature: _______________________________________________________________________________

Printed Name: ____________________________________________________________________________

Date: __________________________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature: _______________________________________________________________________________

Printed Name: ____________________________________________________________________________

Date: __________________________________________________________________________________

This bid must be signed by a person authorized to legally bind the bidder.
EXHIBIT B

PROJECT: S2 Card Access, Testing, Service and Repair

NHTI – Concord’s Community College

NHTI14-73

INTENT TO BID FORM

To: NHTI – Concord’s Community College
ATTN: Melanie Kirby
FAX: (603) 230-9311
31 College Drive
Concord, NH 03301

In filing this Intent to Bid, the firm of ____________________________, gives notice to the College of intent to bid for the work of providing S2 Card Access, Testing, Service and Repair at NHTI – Concord’s Community College. No obligation on the part of either party is assumed or binding in filing this notice.

Company Name: _________________________________________________________________________
Contact Person: _________________________________________________________________________
Address: ______________________________________________________
Email Address: __________________________________________________________________________
Telephone Number: _______________________________________________________________________
Fax Number: ___________________________________________
Signature of person filing the Intent to Bid Form: _____________________________________________
Date: ___________________________________________________________________________________

Date: ___________________________________________________________________________________

Acknowledging Inclusion of Addendum:
Signature: _____________________________________________________________________________
Printed Name: __________________________________________________________________________
Date: ___________________________________________________________________________________

This bid must be signed by a person authorized to legally bind the bidder.