

STATE OF NORTH CAROLINA

Wilson Community College

Request for Proposal #: 134-202425-002

Door Access Control

Date of Issue: October 25, 2024

Proposal Opening Date: November 20, 2024

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Will Robl

Purchasing & Capital Improvements Manager

Email: Manager-Purchasing@wilsoncc.edu

Phone: (252) 246-1240



STATE OF NORTH CAROLINA

Request for Proposal

134-202425-002

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Sealed, mailed responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Wilson Community College	
Refer <u>ALL</u> Inquiries regarding this RFP to: Will Robl <u>Manager-Purchasing@wilsoncc.edu</u> (252) 246-1240	Request for Proposal #: 134-202425-002
	Proposals will be publicly opened:
Using Agency: Wilson Community College	Commodity No. and Description: 921217 Security and Personal Safety

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR’S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Proposal Number: 134-202425-002

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

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1.0 PURPOSE AND BACKGROUND

The purpose of this Request for Proposal is for placement of a software managed access control system that will monitor and allow for management of all exterior doors at each of Wilson Community College’s four (4) campus locations. This system will provide a secure mechanism to close and lock campus doors in the event of a campus emergency. Currently, our on-campus safety personnel are responsible for manually locking each exterior door on campus.

The intent of this solicitation is to award an Agency Contract.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

The E-Procurement fee will not apply to this solicitation.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The College will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	College	October 25 th , 2024
Hold Pre-Proposal Meeting/Site Visit	College	November 6 th , 2024
Submit Written Questions	Vendor	November 8 th , 2024
Provide Response to Questions	College	November 13 th , 2024
Submit Proposals	Vendor	November 20 th , 2024 by 2:00 pm
Contract Award	College	December 5 th , 2024

2.4 SITE VISIT

Mandatory Site Visit

Date: 11/06/2024
 Time: 10:00 AM Eastern Time
 Location: Lee Technology Center
 R-158 and R-159
 Wilson, NC 27893
 Contact #: (252) 291-1195

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP.

2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to Manager-Purchasing@wilsonc.edu by the date and time specified above. Vendors should enter “RFP # 134-202425-002: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the College’s response, and any additional terms deemed necessary by the College will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become

an Addendum to this RFP. No information, instruction or advice provided orally or informally by any College personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Physical Location for Fed Ex/UPS Delivery
PROPOSAL NUMBER: 134-202425-002 Wilson Community College Attn: Will Robl 902 Herring Ave E Wilson, NC 27893 ***Please include electronic copy on flash drive***

CAUTION: Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered to the College’s Purchasing Office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit a **signed, original executed** proposal response, *FOUR (4)* of photocopies, *FOUR (4)* copies on flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) Copies of proposal files must be provided on separate read-only flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

Volume One must contain the entire Technical and Cost Proposal including any proprietary information and have the following label affixed to the disc: 1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words “Volume One - Technical and Cost Proposal Non-Redacted.”

Volume Two.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and

proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

The following label must be affixed to the file: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Volume Two Technical and Cost Proposal– Redacted Copy".

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the College rejecting Vendor's proposal, in the College's sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

The College reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The College will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the College reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the College.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to

further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

The College reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the College.

3.4 EVALUATION CRITERIA

All qualified proposals will be evaluated and award made based on considering the following criteria, to result in an award most advantageous to Wilson Community College:

EVALUTION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the College.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the College:

- 1. Vendor Technical Approach
- 2. Vendor Qualifications
- 3. Vendor Experience including references
- 4. Equipment
- 5. Pricing

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the College to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

This project is subject to State Construction rules and will be treated as an informal state construction project. Contractor must have a user role in SCO’s Interscope system to process and approve all required documentation with Owner.

Inspection and certification of compliance by local authorities is necessary if an architect or engineer was not employed on the project, or if the plans and specifications were not approved.

4.1 PRICING

Proposal price shall constitute the total cost to the College for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 INVOICES

Contractor shall invoice Wilson Community College through payment applications. The Owner will process all Contractor pay requests as the project progresses. The Contractor shall receive payment within thirty (30) consecutive days after Owner’s approval of each pay request. Payment will only be made for work performed as determined by the Owner.

Retainage:

- a. Retainage withheld will not exceed 5% at any time.
- b. The same terms apply to general contractor and subcontractors alike.
- c. Following 50% completion of the project no further retainage will be withheld if the contractor/subcontractor has performed their work satisfactorily.
- d. Exceptions:
 - 1. Owner/Contractor can reinstate retainage if the contractor/subcontractor does not continue to perform satisfactorily.
 - 2. Following 50% completion of the project, the owner is authorized to withhold additional retainage from a subsequent periodic payment if the amount of retainage withheld falls below 2.5%.

All change orders will be processed through Interscope

Final payment will be made within forty-five (45) consecutive days after acceptance of the work, receipt of marked-up “as-built” drawings and specifications and the submission both of notarized Contractor’s affidavit and final pay request. All pay requests shall be submitted to the College for approval.

The Contractor’s final payment affidavit shall state: "This is to certify that all costs of materials, equipment, labor, subcontracted work, and all else entering into the accomplishment of this contract, including payrolls, have been paid in full." **INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.**

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.4 CONTRACTOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the College. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.5 REFERENCES

Contractor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The College *may* contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained *may* be considered in the evaluation of the Proposal.

4.6 CONTRACTOR’S REPRESENTATIONS

If Contractor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The purpose of this Request for Proposal is for placement of a software managed access control system that will monitor and allow for management of all exterior doors at each of Wilson Community College’s FOUR (4) campus locations. This system will provide a secure mechanism to close and lock campus doors in the event of a campus emergency. Currently, our on-campus safety personnel are responsible for manually locking each exterior door on campus.

5.2 SPECIFICATIONS

Access Control System

Vendor will provide and install all materials, software and services proposed for the Wilson Community College (WCC) Access Control System for FOUR (4) separate college locations within Wilson, NC (locations listed in detail below). Vendor will install all necessary hardware and door devices per WCC specifications outlined in the proposal. Vendor will configure the system to work with existing ADA door operations. Vendor will provide all door locking mechanisms that need replacing for proposed system to work.

The system will consist of the following:

- All Campus Exterior Doors, including Rollup Doors and ADA Doors
- Safety function for each door (as needed)
- Relay closure for lockdown on overhead doors (as needed)

The specific items and any specifications that the Purchasing Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

VENDOR’S RESPONSE

Item #	Specifications	Product/Service Offered Meets Specification
1	Software must have integrations with Emergency Notification System (Rave)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Software must integrate with current Fire Control System	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Software must integrate with Active Directory	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Software must integrate with Camera Control System (ONVIF)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Software must integrate with Audible Alerting System (VoIP)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Software must have the ability to alert through Email/Text/Phone	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Software must be able to lockdown all doors or one door at a time	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Software must be capable of door scheduling	<input type="checkbox"/> YES <input type="checkbox"/> NO

9	Software must allow for granular control of user access	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	No recurring costs or subscription-based software components (perpetual licensing preferred, not including maintenance and support)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Software must be web-based w/ hybrid option	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Hardware must be vendor agnostic	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Provide cost for five (5) years of software maintenance and support	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	Hardware must not have recurring licensing costs for card readers or control boards or any other components other than support and maintenance	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	System must support remote campuses (integration w/ main campus)	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Hardware will be physically wired to the main campus (unless building conditions prevent cable runs. Then wireless will be considered)	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	Card Reader Specifications Bluetooth Badge MFA (secondary authorization for a select few)	<input type="checkbox"/> YES <input type="checkbox"/> NO
18	Badge printing system	<input type="checkbox"/> YES <input type="checkbox"/> NO
19	Emergency Maintenance – Vendor will be required to be on site within an hour of any system emergency (System Emergency is defined as a partial or system wide outage of more than one door)	<input type="checkbox"/> YES <input type="checkbox"/> NO
20	Vendor will provide training for up to (5) individuals after install	<input type="checkbox"/> YES <input type="checkbox"/> NO
21	Vendor will provide software demonstration PRIOR to selection	<input type="checkbox"/> YES <input type="checkbox"/> NO
22	Vendor will provide detailed documentation on system after install	<input type="checkbox"/> YES <input type="checkbox"/> NO
23	Full installation expected within 9-12 months of signed contract. Vendor to provide best estimate of completion	<input type="checkbox"/> YES <input type="checkbox"/> NO
24	Vendor to provide all network cabling and cabling components	<input type="checkbox"/> YES <input type="checkbox"/> NO
25	Vendor to provide battery backups for all electronic components	<input type="checkbox"/> YES <input type="checkbox"/> NO
26	Vendor to provide all door lockdown mechanisms	<input type="checkbox"/> YES <input type="checkbox"/> NO
27	Vendor to update existing door locking components that are not compatible with proposed system	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.3 TASKS/DELIVERABLES

Vendor will provide and install all materials, software and services proposed for the Wilson Community College (WCC) Access Control System for FOUR (4) separate college locations within Wilson, NC (locations listed in detail below). Vendor will install all necessary hardware and door devices per WCC specifications outlined in the proposal. Vendor will configure the system to work with existing ADA door operations. Vendor will provide all door locking mechanisms that need replacing for proposed system to work.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor’s proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers’ Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the College a contract manager. The contract manager shall be the College’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the College for customer service. The customer service point of contact shall be the College’s point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the College, shall be required to meet periodically with the College for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and College performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The College encourages the Vendor to identify opportunities to reduce the total cost the College. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

6.5 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the College’s Contract Manager for resolution. Any claims by the College shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the College and Vendor. Amendments to the contract can only be through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP in the table on attached next page.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

ATTACHMENT H: CAMPUS MAPS

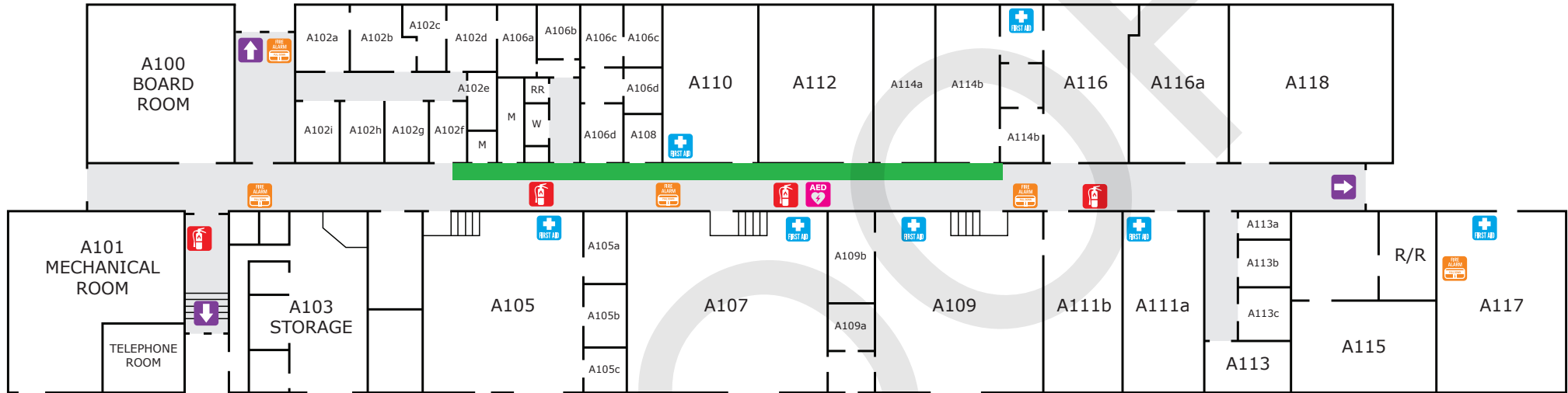
Campus Emergency Maps attached for reference.

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****

ATTACHMENT A: PRICING

Description	Cost
Mechanical and hardware components with a useful life span of at least TEN (10) years. Specify a list and doors that will need modification. *Permit requirements are the Contractor's responsibility*	\$ _____
Itemized Parts List with cost by Campus Building:	
• Building A	\$ _____
• Building B	\$ _____
• Building C	\$ _____
• Building D	\$ _____
• Building E	\$ _____
• Building F	\$ _____
• Building G	\$ _____
• Building H	\$ _____
• Building I	\$ _____
• Building J	\$ _____
• Building K	\$ _____
• Building L	\$ _____
• Building M	\$ _____
• Building PA (Coastal Plain Law Enforcement Training Center)	\$ _____
• Building R (Lee Technology Center)	\$ _____
• Building S (Lee Technology Center)	\$ _____
• Building W (Lee Technology Center)	\$ _____
• Building Z (Cosmetic Arts Center)	\$ _____
Software Solution Cost	
a. Supporting Hardware Costs for software solution (server/workstation/web based) to run the system	\$ _____
b. Include software training cost	\$ _____
Badge Printer with Supplies (200 badges)	\$ _____
a. Any associated maintenance costs with badge system	\$ _____
Annual Software Support Costs	\$ _____
Hardware Support Costs (and frequency)	\$ _____
Software Maintenance Agreement (Describe coverage and update procedures)	\$ _____
Total Cost of Project	\$ _____

Building A



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



Tornado Safety Zone



Automated External Defibrillator



Exit Route







Building B First Floor

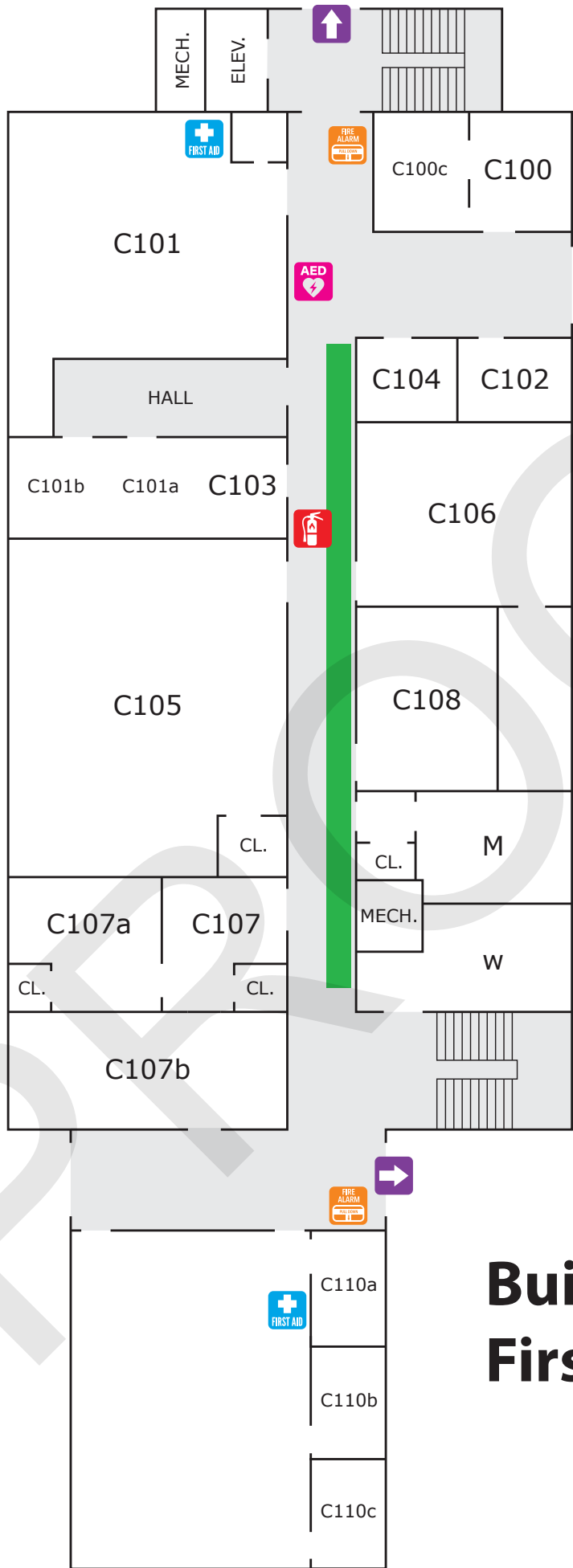










GO TO FIRST FLOOR

Building B Second Floor

-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

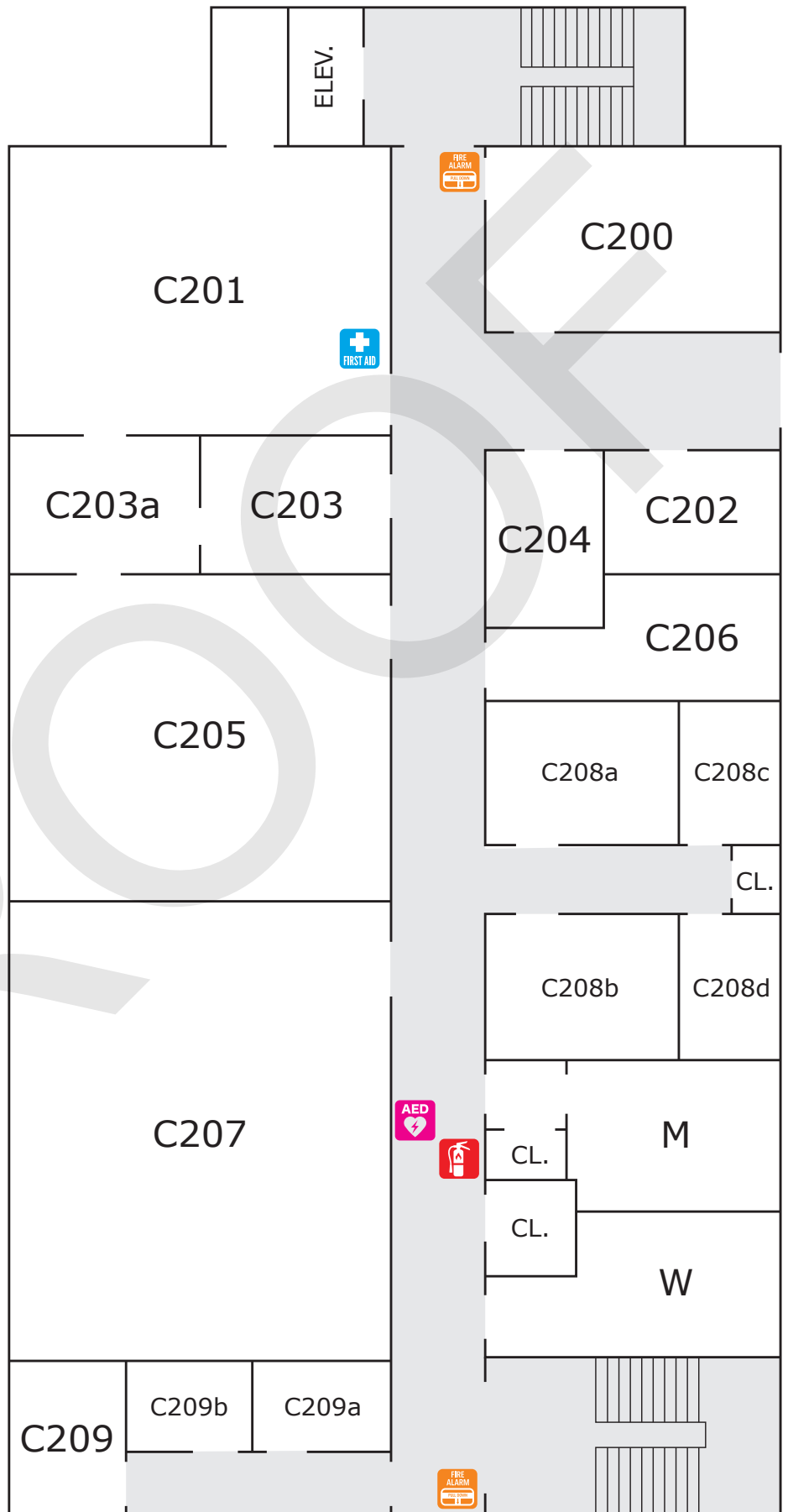


-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route







Building C First Floor

Building C

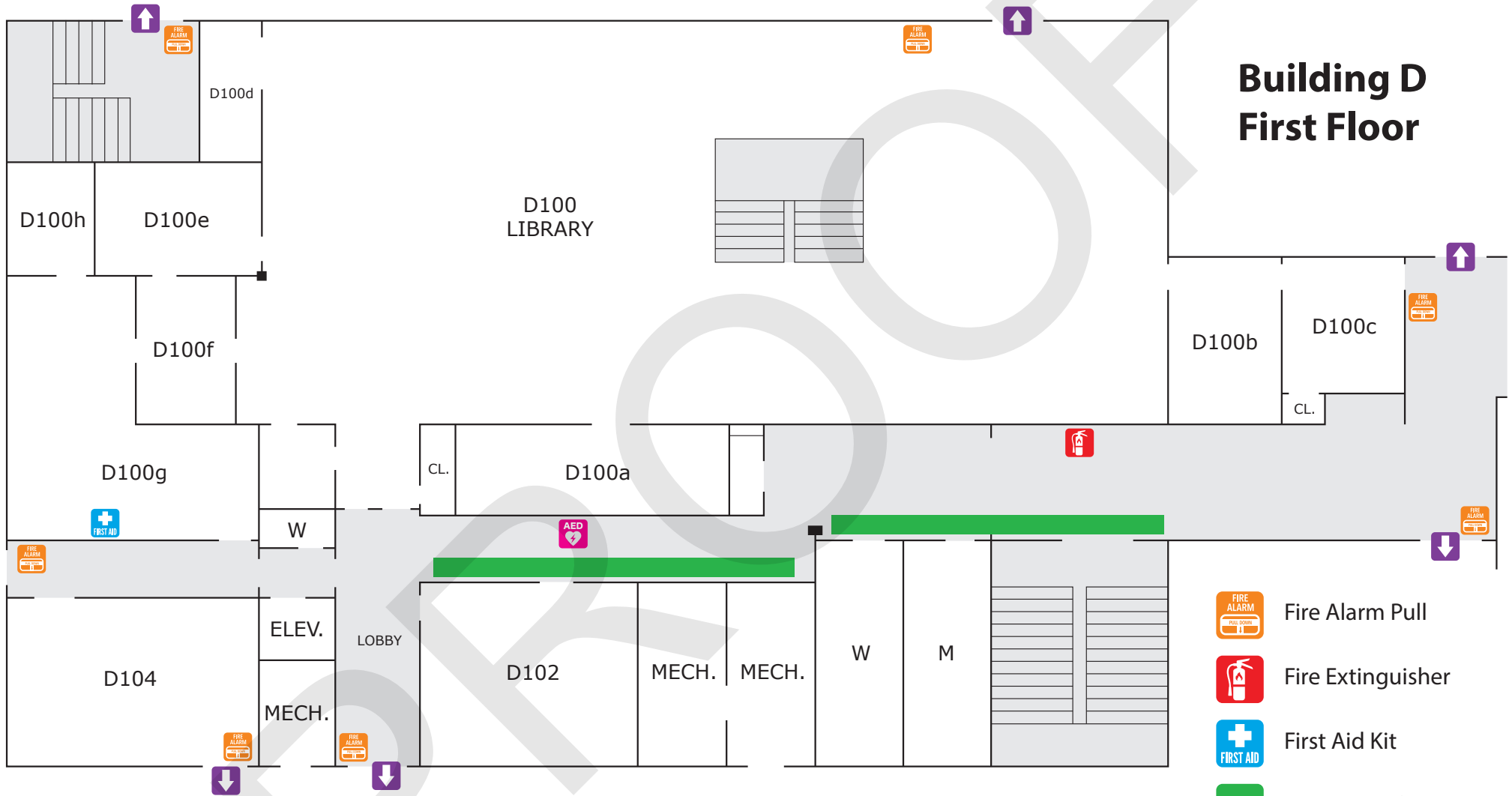
Second Floor









GO TO FIRST FLOOR

-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

Building D First Floor



-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

Building D Second Floor



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



Tornado Safety Zone

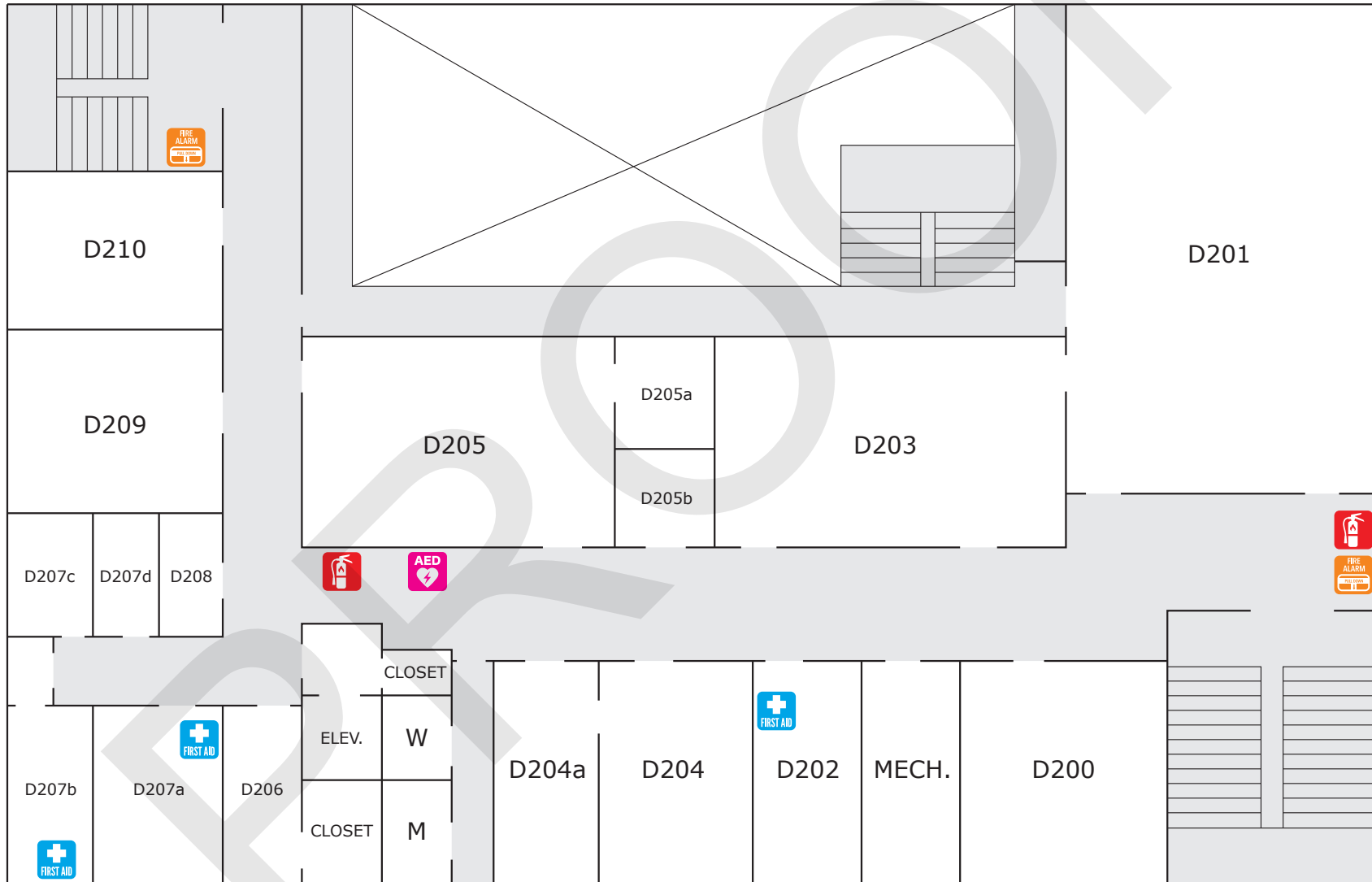


Automated External Defibrillator

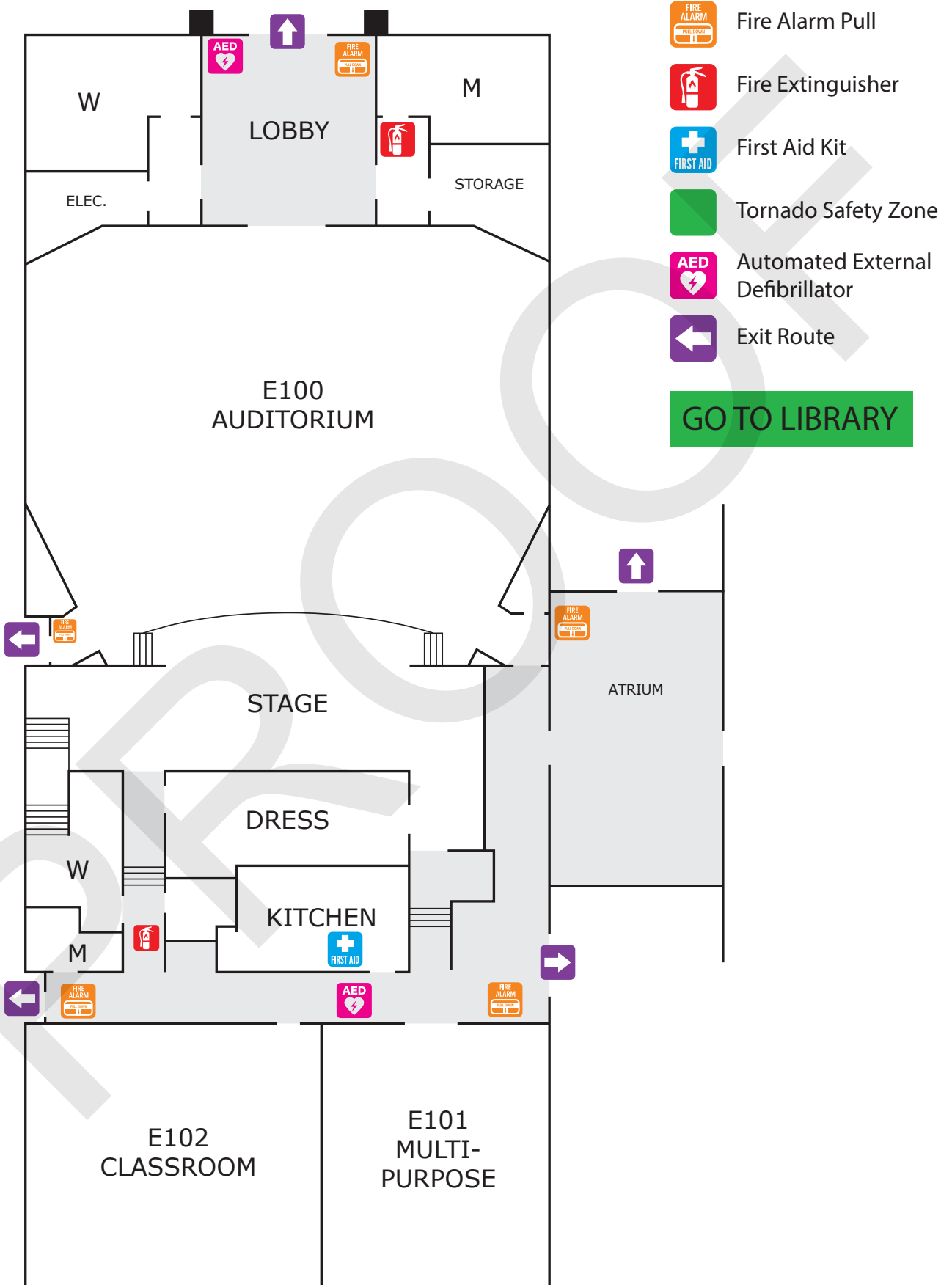


Exit Route

GO TO FIRST FLOOR



Building E



Building F



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



Tornado Safety Zone

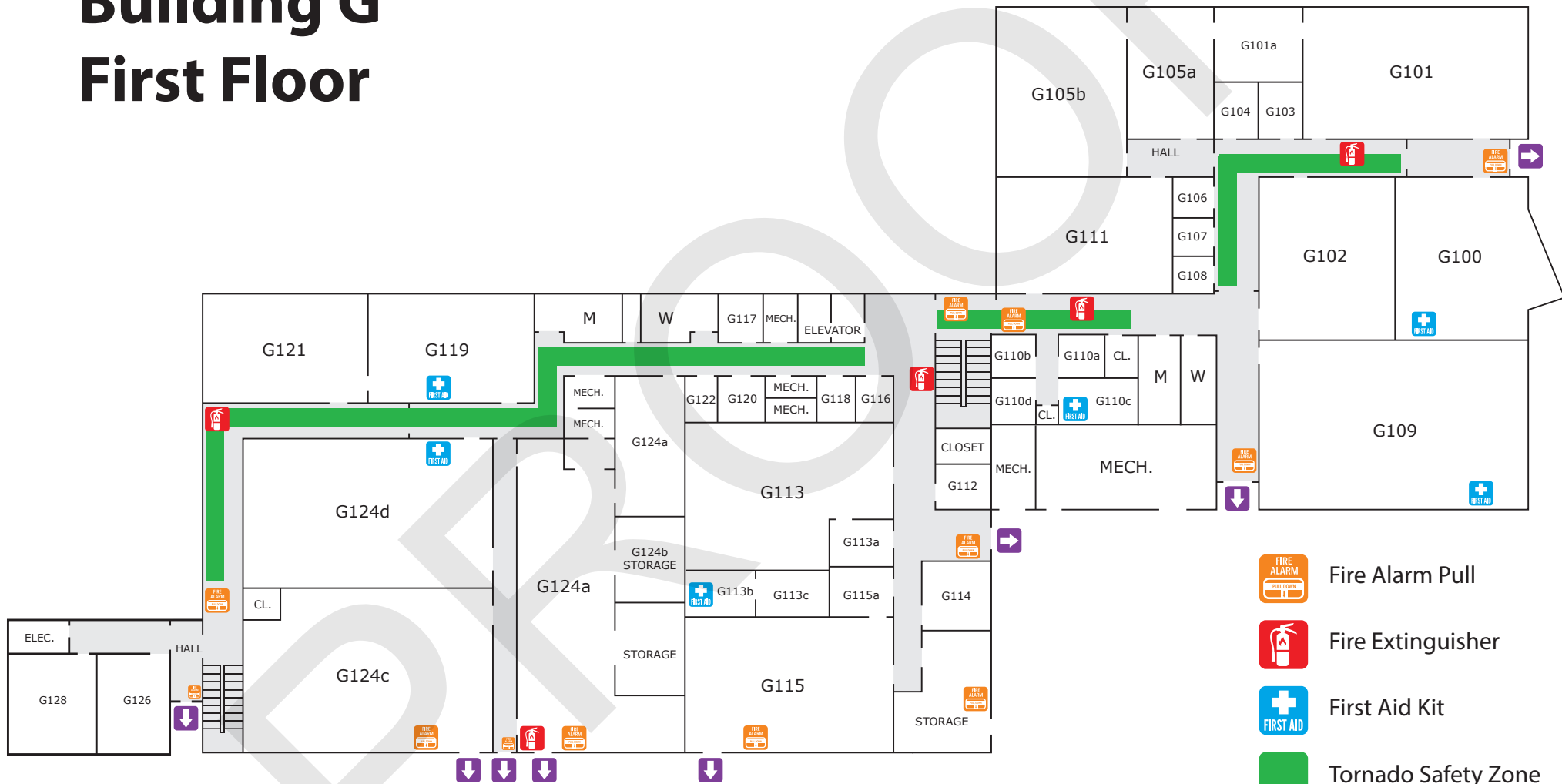








Automated External Defibrillator



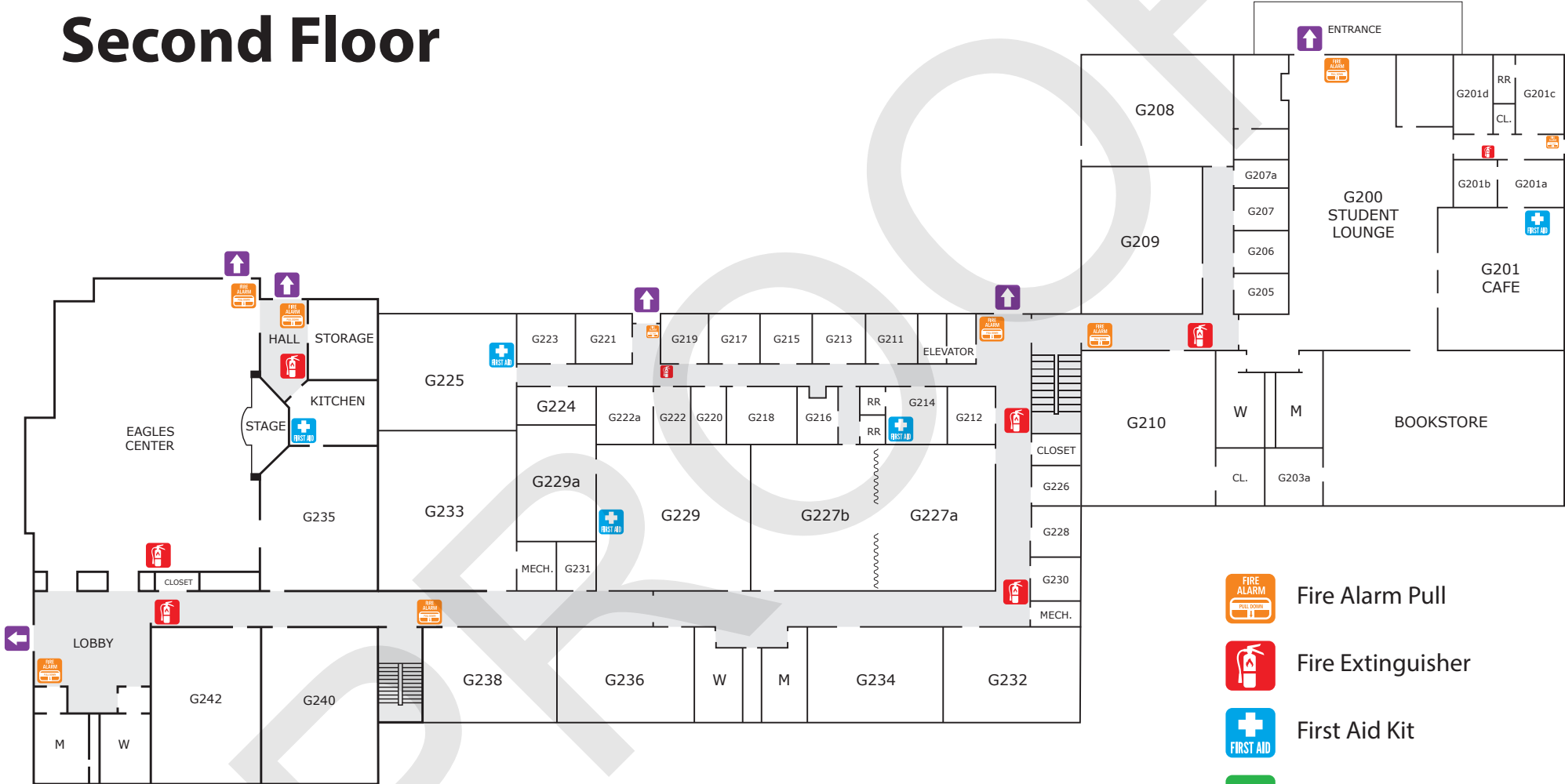
Exit Route

Building G First Floor









-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

Building G Second Floor



GO TO FIRST FLOOR

-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

Building H



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



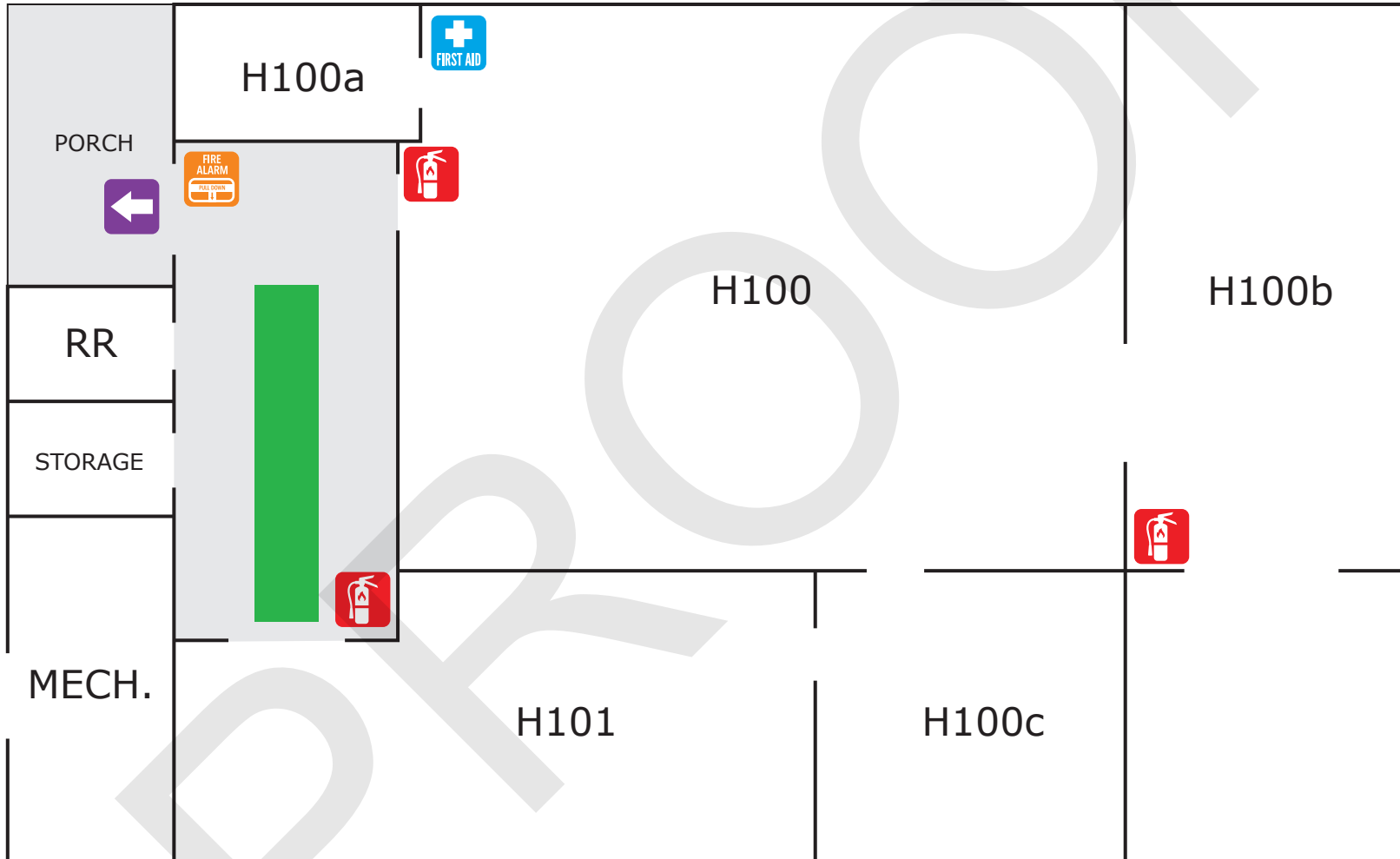
Tornado Safety Zone



Automated External Defibrillator



Exit Route



Building I



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



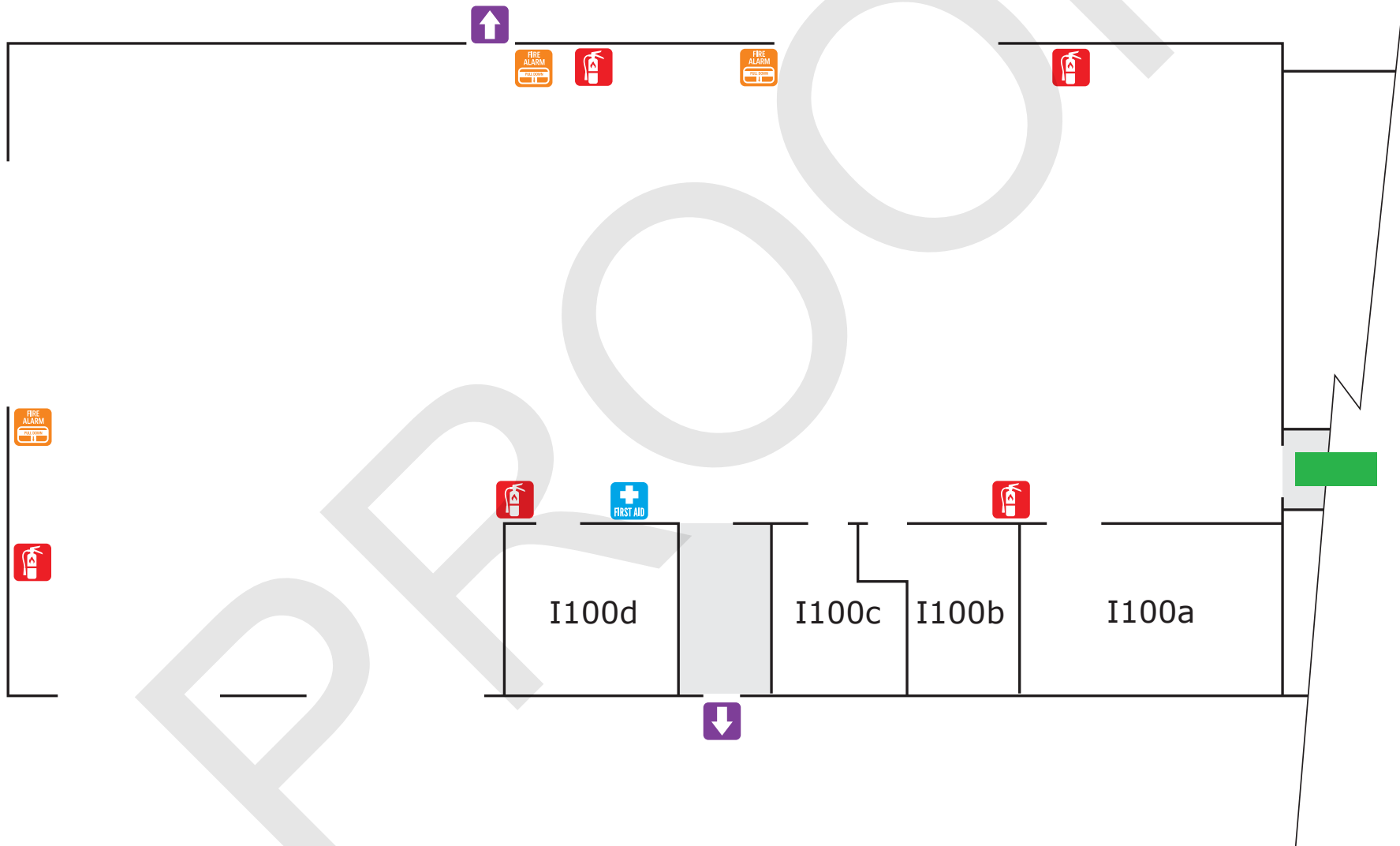
Tornado Safety Zone









Automated External Defibrillator

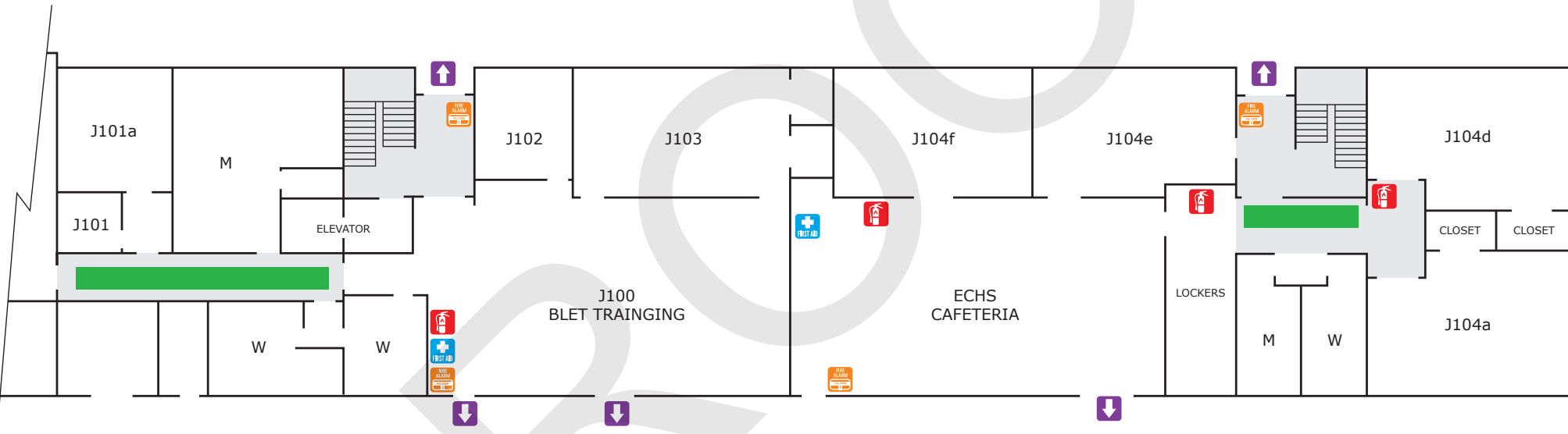


Exit Route



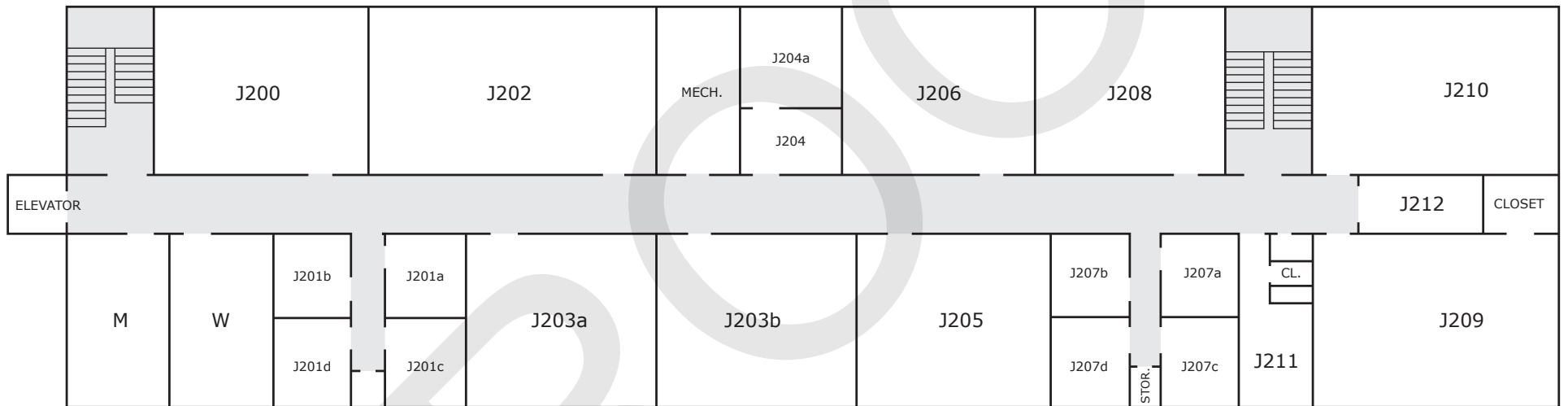
Building J First Floor

-  Fire Alarm Pull
-  Fire Extinguisher
-  First Aid Kit
-  Tornado Safety Zone
-  Automated External Defibrillator
-  Exit Route

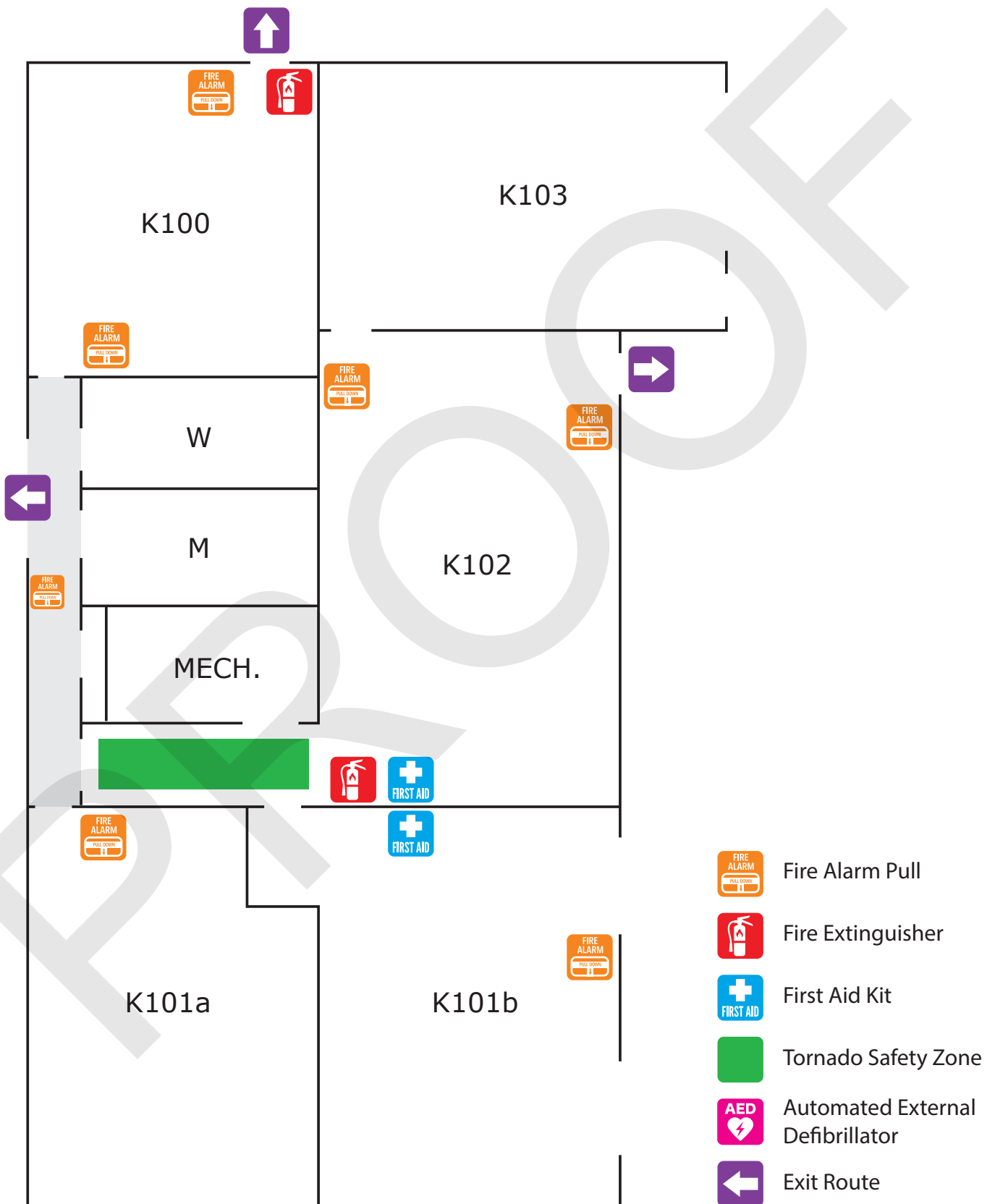


Building J

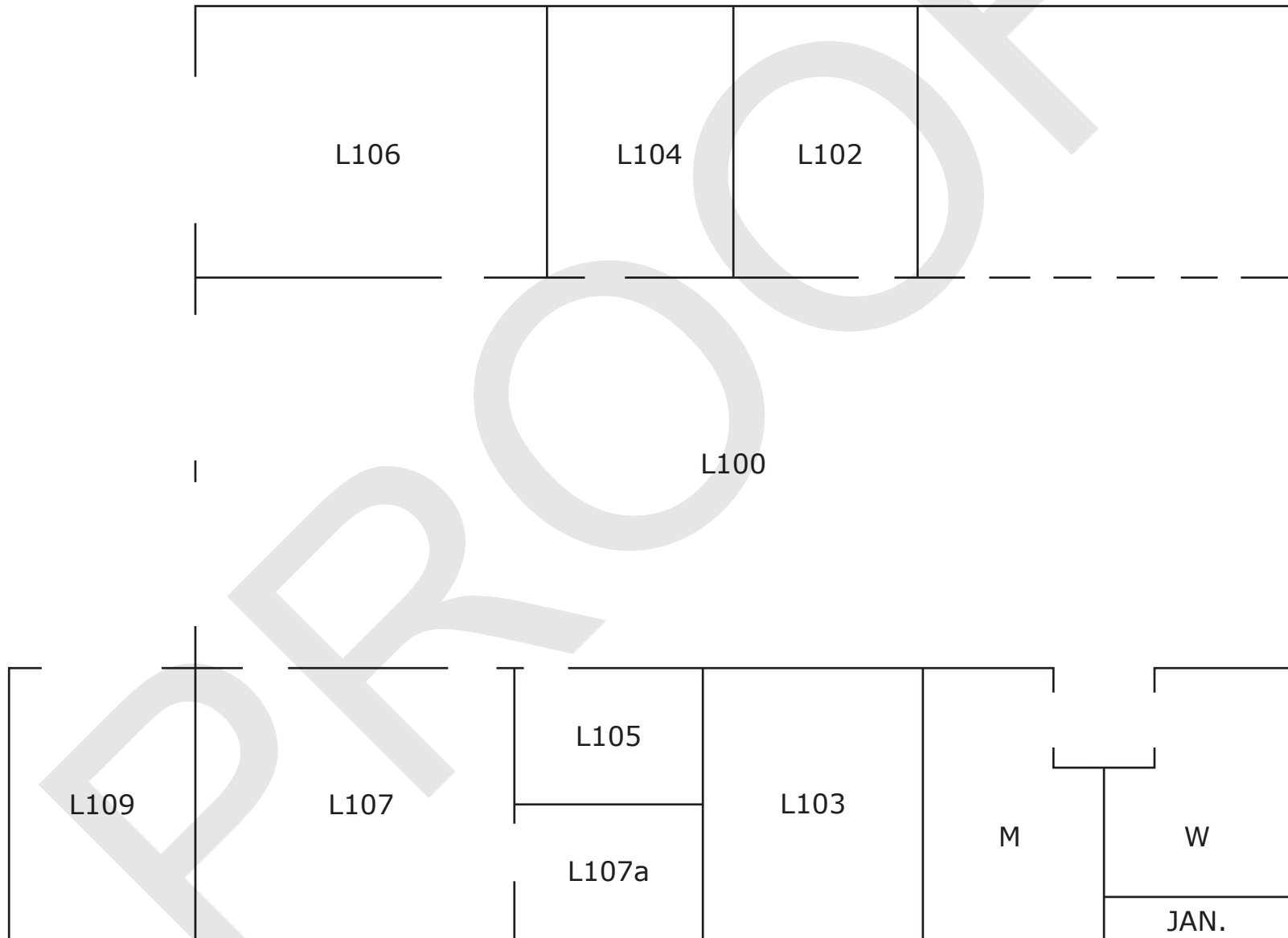
Second Floor



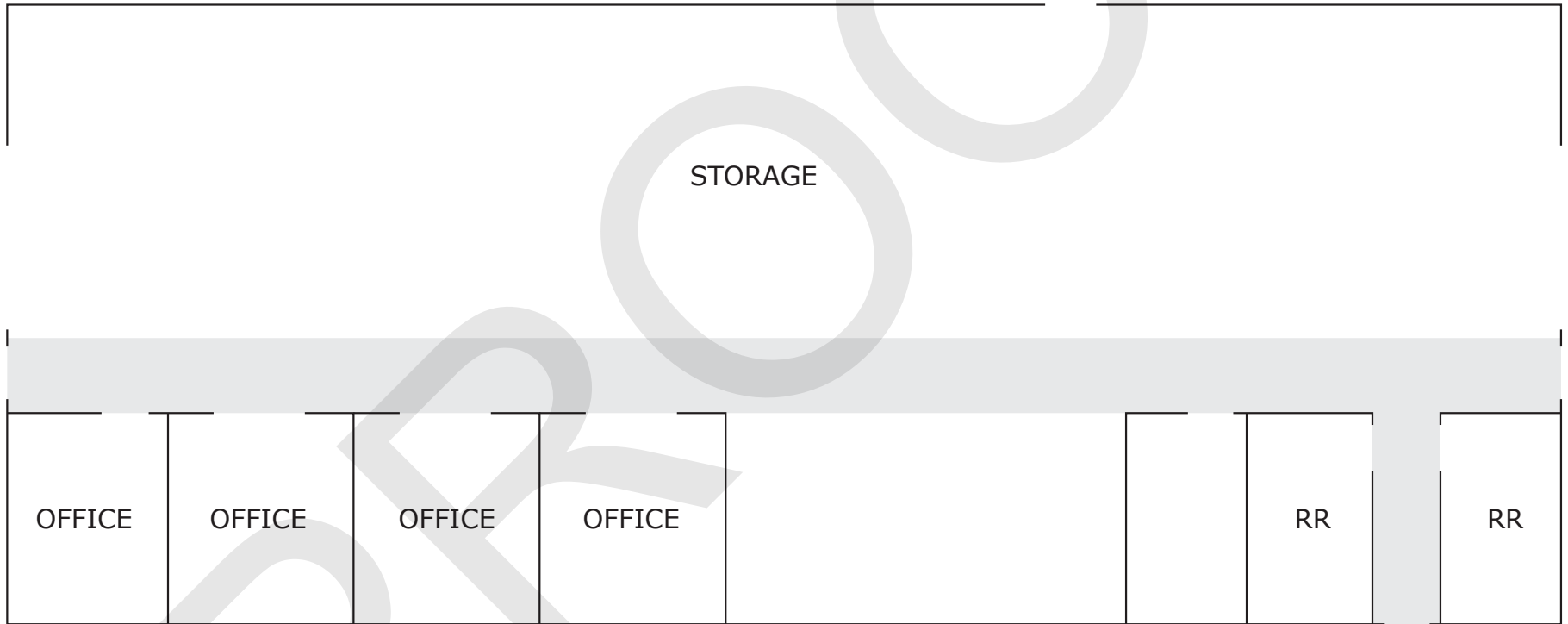
Building K



Building L



Building M



Building R



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



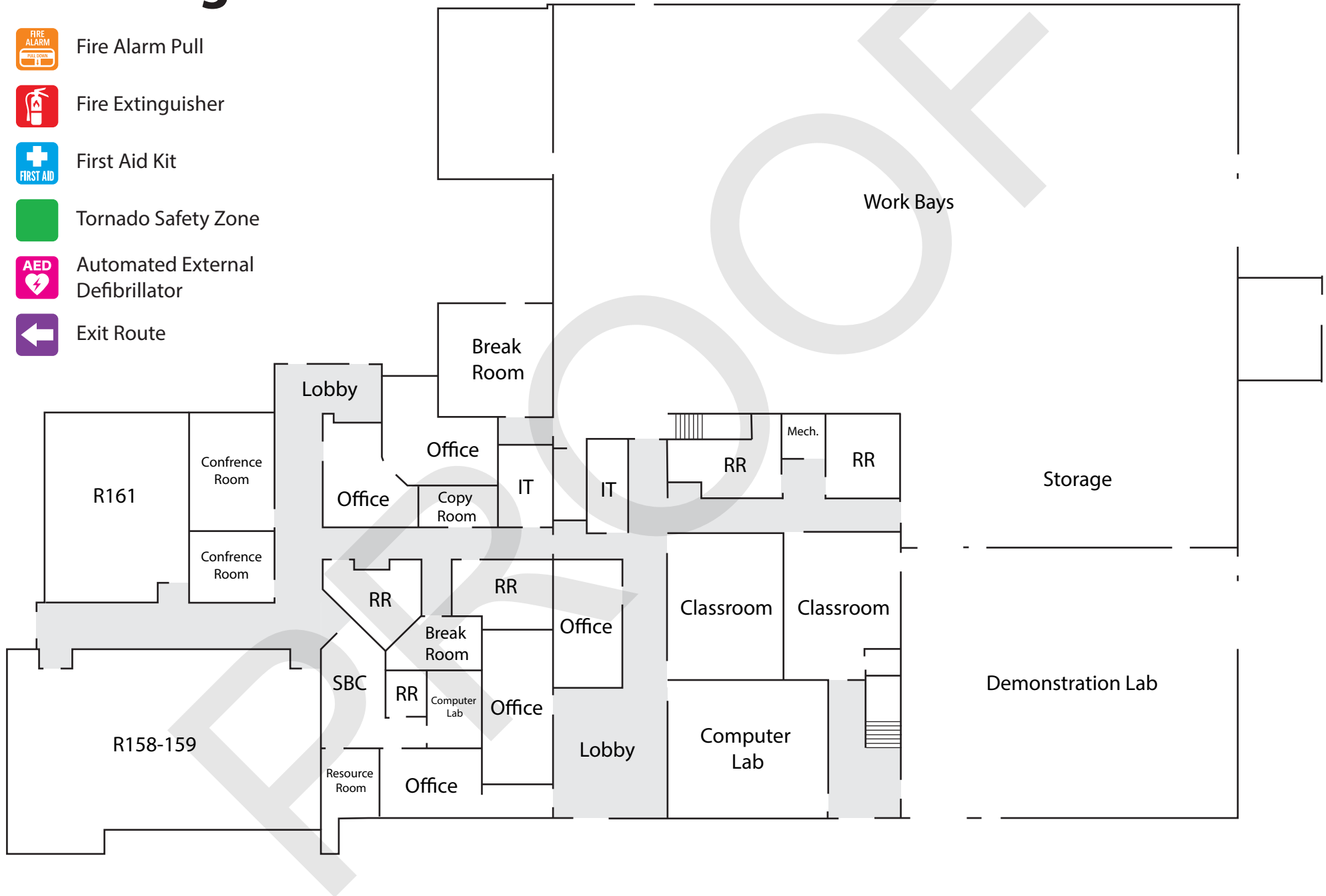
Tornado Safety Zone



Automated External Defibrillator



Exit Route



Building W



Fire Alarm Pull



Fire Extinguisher



First Aid Kit



Tornado Safety Zone



Automated External Defibrillator



Exit Route

