



STATE OF NORTH CAROLINA

Bladen Community College

Request for Proposal #: 79-806-202404

Campus Wide Security Upgrade

Date of Issue: September 17, 2024

Proposal Opening Date: October 24, 2024

At 2:00pm ET

Direct all inquiries concerning this RFP to:

Luis Araujo

Purchasing Specialist/CPC

Email: laraujo@bladencc.edu

Phone: 910-879-5573



STATE OF NORTH CAROLINA

Request for Proposal

79-806-202404

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.**

Contractor 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>

Electronic responses and sealed bids will be accepted for this solicitation.

Vendor: _____

STATE OF NORTH CAROLINA
BLADEN COMMUNITY COLLEGE

Refer <u>ALL</u> Inquiries regarding this RFP to: Luis Araujo Bladen Community College 7418 NC Highway 41 W Dublin, NC 28332	Using Agency: Bladen Community College
	Requisition No.:
	Request for Proposal #: 79-806-202404
	Proposals will be publicly opened: October 24, 2024 2:00pm
	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 Contractor 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, Contractor 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:

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.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of Bladen Community College)

Contents

- 1.0 PURPOSE AND BACKGROUND5**
- 2.0 GENERAL INFORMATION.....5**
 - 2.1 REQUEST FOR PROPOSAL DOCUMENT5**
 - 2.2 E-PROCUREMENT FEE5**
 - 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS5**
 - 2.4 RFP SCHEDULE6**
 - 2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE6**
 - 2.6 PROPOSAL QUESTIONS6**
 - 2.7 PROPOSAL SUBMITTAL7**
 - 2.8 PROPOSAL CONTENTS7**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....8**
 - 3.1 METHOD OF AWARD8**
 - 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....8**
 - 3.3 PROPOSAL EVALUATION PROCESS.....8**
 - 3.4 EVALUATION CRITERIA9**
- 4.0 REQUIREMENTS9**
 - 4.1 PRICING.....9**
 - 4.2 INVOICES.....10**
 - 4.3 HUB PARTICIPATION10**
 - 4.4 VENDOR EXPERIENCE.....10**
 - 4.5 REFERENCES10**
 - 4.6 VENDOR’S REPRESENTATIONS10**
 - 4.7 QUESTIONS TO VENDORS11**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK12**
 - 5.1 GENERAL12**
 - 5.2 SPECIFICATIONS12**
 - 5.3 TASKS.....12**
 - 5.4 PROJECT ORGANIZATION.....14**
 - 5.5 TECHNICAL APPROACH14**
 - 5.6 WARRANTIES.....14**

The objectives for this project are to provide a system that is compatible with our current server, to provide the services for wiring any electronic components, to provide warranty of services/products, and to provide adequate training and support of the system. A key element is that the system is expandable to add additional door access and/or camera access.12

5.7 CERTIFICATION AND SAFETY LABELS..... 14

6.0 CONTRACT ADMINISTRATION..... 15

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE..... 13

6.2 POST AWARD PROJECT REVIEW MEETINGS 15

6.3 CONTINUOUS IMPROVEMENT 15

6.4 ACCEPTANCE OF WORK..... 15

6.5 DISPUTE RESOLUTION..... 15

6.6 CONTRACT CHANGES..... 15

7.0 ATTACHMENTS..... 17

ATTACHMENT A: PRICING..... 17

ATTACHMENT B: INSTRUCTIONS TO VENDORS 18

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS..... 18

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION..... 18

1.0 PURPOSE AND BACKGROUND

Bladen Community College seeks to upgrade security entry locks, cameras, and other hardware campus wide to provide better safety for employees and students. This will give additional security infrastructure and provide modifications for existing building doors as well as wiring and access controls. All old hardware will be replaced to reflect up to date software and cameras.

All equipment must have a useful life of at least 10 years

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

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 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.

2.4 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	September 17, 2024
Hold Pre-Proposal Meeting/Site Visit	College	October 3, 2024 2:00pm
Submit Written Questions	Contractor	October 14, 2024 2:00pm
Provide Response to Questions	College	October 17, 2024
Submit Proposals	Contractor	October 24, 2024 2:00pm
Contract Award	College	TBD

2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Open Site Visit

Date: Thursday October 3, 2024
 Time: 2:00 PM Eastern Time
 Location: 7418 NC Hwy 41 W
 Building 14, Teaching Auditorium
 Dublin, NC 28332
 Contact #: 910-801-4147

Instructions: It shall NOT be mandatory that a representative from each Contractor or 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. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

The purpose of this visit is for all prospective Contractors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Contractors may stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Contractor would recognize as affecting the work called for or implied by this RFP. The college will also accommodate 2-hour site visits afterwards for Contractors who wish to apprise themselves of the conditions and requirements. 1-hour demonstrations are also welcome.

Contractors 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.

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors 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 laraujo@bladencc.edu by the date and time specified above. Contractors should enter “RFP #79-806-202404: 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	Contractor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State 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 State 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.

2.7 PROPOSAL SUBMITTAL

Sealed or electronic proposals shall be received at the address indicated in the table below, for furnishing and delivering.

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.

Mailing address for delivery of proposal	E-Delivery
Proposal Number: 79-806-202404 Bladen Community College Attn: Luis Araujo 7418 NC Hwy 41 W Dublin, NC 28332	Proposal Number: 79-806-202404 NCEVP https://evp.nc.gov/solicitations/

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’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.**

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.

IMPORTANT NOTE: All proposals must be received on or before the proposal deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** It is the sole responsibility of the vendor to verify that all proposals have been received.

2.8 PROPOSAL CONTENTS

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

Contractor 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 (pages 2-17).

- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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.

While the intent of this RFP is to award a Contract to single vendor, the State reserves the right to make separate awards to different Vendors for one or more-line items, to not award one or more-line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State 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 Bladen Community College; 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 State 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 State 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 State.

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.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State’s eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State 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 State.

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 Bladen 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 State.

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 State:

1. Vendor Experience
2. Equipment
3. Pricing

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Contractor 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 Contractor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Contractor 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 and the construction inspected by the State Construction Office.

4.1 PRICING

Proposal price shall constitute the total cost to the State 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 Bladen 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 Designer/Owner 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."

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, Contractor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Contractor 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 State 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, Contractor 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 Contractor'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, Contractor 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.

4.7 QUESTIONS TO CONTRACTORS

Contractor shall respond to each of the following questions. Contractors are requested to keep responses concise and relevant and should not include generic marketing materials. Responses will be reviewed as part of the evaluation process.

1. System Capacity – please specify
 - a. The theoretical number of reader-controlled doors that the system will support.
 - b. The number of credentials supported.
 - c. The number of alarm inputs supported.
 - d. The number of programmable inputs supported.
2. Describe in detail how we may use the system for real-time monitoring and reporting.
3. Are Smartphone apps available and/or is there a mobile web interface?
4. Please describe how the system reacts to a power outage, including on-board battery backups at the readers, failing open or closed, and other details.
5. How will cables be installed and tested?
6. Describe the processes which occur if wiring or readers are tampered with. Describe any physical safeguards which may be used to deter tampering.
7. Describe the power requirements for each door and reader.
8. Does the system support automatic expiration of a user's account (e.g., at the time of account creation)?
9. What are the annual licensing costs/terms of the system? Are upgrades included? Is a maintenance contract offered by the vendor?
10. Please describe the Technical Support offered by the vendor.
11. Please describe your testing and quality control process.
12. Describe the granularity of the software with respect to grouping users, programming door lock/unlock times, etc.
13. Please provide detailed system requirements of the server-side and client-side software components.
14. Specify any instances in which additional software modules or custom programming might be required to be purchased, above and beyond the built-in capabilities of the proposed software.
15. Clearly describe the basis for software licensing. How many users are permitted to monitor and/or operate the system?
16. Please specify the encryption of data on the network.
17. Please describe the network routing required.
18. On the client side, is the product a software package or a web-based application?
19. Is there a physical server required? If so, what are the specifications?
20. Is this system/software proprietary?

21. Do you have to pay for additional updates, if so give us a history of costs?

22. What is the cost of the annual maintenance and what is included in the agreement?

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

Bladen Community College is requesting proposals from qualified access control contractors to enhance our security system by implementing a keyless entry with a lockdown solution. This project will install electronic (keyless) door access controls on all exterior doors on the main Campus at Bladen Community College. This will allow an administrator to access this system through a phone/remotely. The software must allow for a log or a record of any utilization of this keyless entry including the name, time of entry, and building number.

All equipment must have a useful life of at least 10 years

5.2 SPECIFICATIONS

The objectives for this project are to provide a system that is compatible with our current server, to provide the services for wiring any electronic components, to provide warranty of services/products, and to provide adequate training and support of the system. A key element is that the system is expandable to add additional door access and/or camera access.

CAT5 or CAT6 cable is required and conduit is a preference. Licensing can be included up to a 5-year term. Rackmount cameras are preferred over desktop mount. Network switches will be provided by owner. Door contacts are to be recessed but can be surfaced where it is needed. Workstation is to be quoted if required.

3 Access Control System Alternatives:

Brivo

LenelS2

Software House

5.3 TASKS

Door Modifications

A large portion of this project will include a modification of our exterior entry doors to accommodate keyless entry. Bidders should include in their proposals to provide the hardware needed to accommodate electric strikes and door contacts as well as latches, concealed vertical rod crossbar exit devices, etc.

The parts used for the exterior door modifications should be of the highest quality with the intent to last for at least 10 years. Replacement parts selected should cover the door space from the existing hardware that will be removed if at all possible. Plates should be used to cover an existing screw hole. The appearance of the doors should not be sacrificed. Manufacturer and model numbers of the parts selected for the needed door modifications should be listed in order to evaluate the quality of the offering. These modifications will be judged in the technical solution portion of this RFP.

Each door should have each of its proposed modifications listed and returned as part of this RFP. Please note that doors contracted may be prioritized based on the overall cost of the project.

The contractor shall be responsible for any cabling that may be needed.

External Door Count by Building

Each building is listed below and a floor plan drawing will be attached.

There are 16 main buildings.

Building	Single Door	Floors
Building 1	4	1
Building 2	6	2
Building 3	5	1
Building 4		1
Building 6	2	1
Building 7	6	2
Building 8	2	1
Building 9	6	2
Building 10	4	1
Building 11	3	1
Building 12	4	1
Building 13	5	1
Building 14	5	1
Building 15	5	1
Building 17	4	1
Building 20	6	1

Section V: Performance Requirements

The system shall utilize a software-based system for access-control and credential-creation functions that shall interface dynamically with Active Directory users and groups, if possible.

System Network Requirements:

- A. System networking shall provide automatic communication of status changes, commands, field-initiated interrupts and other communications required for proper system operation.
- B. Communication shall not require operator initiation or response, and shall return to normal after partial or total network interruption such as power loss or transient upset.
- C. System shall automatically notify of any communication failures to the operator and identify the reader-controller that has experienced a partial or total failure.
- D. Host server/workstation shall provide operator interface, interaction, display, control, and dynamic and real-time monitoring.
- E. Determine if server cloud based, virtual, or physical.

Door Strikes

- A. Accommodate exit devices with latch projections.
- B. Added support and tamper resistance.
- C. Fail Secure.
- D. Prevent manipulation by vibration.
- E. Handicap Doors must be operational.
- F. All doors must close appropriately (existing doors should be used when possible).
- G. Doors should also include an emergency override whereas the lockset shall have the ability to utilize emergency mechanical key.

Training

Contractor shall provide training for all systems installed under this Contract. Training documentation shall cover concise detail to allow Operators, Administrator, Security and Maintenance personnel to fully operate and maintain the system and all components. Maintenance training shall include a site walk and identification of all installed components.

Vendor Service and Repairs

A. A complete maintenance and service agreement must be included as part of the bidder’s proposal to support the College between 7:00AM – 5:00PM Monday through Friday (EST) or under emergency situations as needed (Night classes, weekend classes, etc.) A 2-hour minimum response is acceptable for employees.

B. The Access Control System and all associated equipment in the bidder’s proposal must be warranted by the bidder and manufacturer to be free from defects in equipment, software, and workmanship for a period of not less than one year from date of system implementation.

C. During the warranty period and any subsequent maintenance agreement, any defective components shall be repaired or replaced at no cost to the College.

D. All system maintenance during the warranty period and under any subsequent maintenance agreements shall be performed by the successful bidding Contractor and at no additional cost to the College other than those charges stipulated to maintain the warranty.

E. The Bidder must include a description of the bidder’s repair commitment from time of trouble discovery through the time the trouble is rectified.

5.4 PROJECT ORGANIZATION

Contractor 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

Contractor’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 WARRANTIES

Contractor warrants to the State that all items furnished will be new, of good material and workmanship, and Vendor agrees to replace any items which fail to comply with the specifications by reason of defective material or workmanship under normal use, free of State’s negligence or accident for a minimum of 90 days from date of acceptance. Such replacement shall include transportation costs free of any charge to the State. This statement is not intended to limit any additional coverage, which may normally be associated with a product. Vendor shall assign to the State all third-party warranties applicable to such deliverables. Vendor warrants that the State has all rights necessary to utilize all deliverables for their intended purpose free from all third-party claims.

5.7 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 Contractor's planning purposes.

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Contractor, at the request of the State, 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 Contractor 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 Contractor to identify opportunities to reduce the total cost to 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 Contractor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Contractor'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 through change orders. Contractor shall provide pricing and documentation to the Owner and these will be processed for approval in SCO's Interscope system.

Proposal Number: 79-806-202404

Contractor: _____

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 below:

Description	Cost
Mechanical and hardware components with a useful life span of at least 10 years. Specify a list and doors that will need modification. *Permit requirements are the Contractor's responsibility*	
Software Maintenance Agreement (Describe coverage and update procedures)	
Total Cost of Project	

ADDITIONAL:

Training: (list number of hours and hourly rate) – recommended number of hours for set up and training.

Number of Hours Included: _____

Additional Hours - Hourly Rate: _____

Respectfully submitted this _____ day of _____, 2024

By _____ Signed: _____ Title: _____

(Contractor)

Accepted by Bladen Community College:

Total amount accepted by the Owner: _____

By: _____ Title _____

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://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf

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://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

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