



**Request for Proposals
#18-03
Campus-Wide Access Control**

Issued by:
South Florida State College
Purchasing Office
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Additional Forms required for submittal:

Forms will be located on College website at <http://www.southflorida.edu/community/doing-business-with-sfsc>

- Conflict of Interest Disclosure Form
- Drug Free Workplace Form
- IRS Form W-9, Request for Taxpayer Identification Number and Certification
- PUR 7068 Form Public Entity Crime Statement

SECTION ONE

INTRODUCTION

A. Project Description

The District Board of Trustees of South Florida State College, Florida, hereinafter referred to as 'College' is requesting proposals from qualified access control contractors, to provide a complete electronic door access control system on-building perimeter doors. Work includes the furnishing and installation of all equipment, materials, labor, and tools required for system installation, and a final terminations and system commissioning performed by a factory certified technician. In addition provide training to staff in the operation of IP Access Control door/entry points in order to control and monitor the flow of people throughout the SFSC District campus locations.

Locations: South Florida State College

<u>Highlands Campus</u>	<u>Hardee Campus</u>	<u>Desoto Campus</u>	<u>Lake Placid</u>
600 W. College Drive Avon Park, FL 33825	2968 US 17 North Bowling Green, FL 33834	2251 NE Turner Ave Arcadia, FL 34266	500 E. Interlake Blvd. Lake Placid, FL 33852

A **Mandatory** pre-proposal meeting will be held January 3, 2018 at the Highlands Campus, Building F, Conference Room F118, 600 W. College Dr., Avon Park, FL 33825 at 10:00am.

The Bid Response Form and related correspondence shall be signed, sealed, addressed, and delivered to South Florida State College, 600 West College Drive, Business Office-Building C-1, Avon Park, FL. 33825 by or before 2:00 p.m. on Tuesday, February 12, 2019. Submit One (1) original (signed in blue ink) plus six (6) copies, and an electronic version (via flash drive or CD) of your proposal. The outside of the envelope should be clearly marked RFP 18-03 – Campus-Wide Access Control and the Proposers' name. Bids submitted by Vendors will be opened and recorded at 2:01 p.m. in Building C-1. The RFP opening is open to the public. Bids arriving after 2:00 p.m. will not be accepted and will be returned, un-opened. The College will establish an evaluation committee to evaluate all formal responses to the RFP.

The College reserves the right to accept or to reject any or all bids, to waive any irregularities or informalities in any response or in the proceedings, and to accept or reject any item or combination of items. The award will be to the Proposer whose bid complies with all the requirements set forth in this RFP and whose response, in the opinion of the College, is the most advantageous to the College, taking into consideration all aspects of the Proposer's response, including the total net cost to the College, as well as all of the criteria set forth in this RFP.

Proposals must clearly and specifically detail all deviations to the exact requirements imposed upon the Proposer through this RFP. Such deviations must be listed on the attached Response Form; otherwise, the proposal package must be considered as being made in strict compliance with RFP 18-03 instructions and specifications.

The Bid package, in PDF file, may be downloaded from the Purchasing website at.

Direct all inquiries regarding this proposal to Deb J. Olson, Coordinator of Purchasing at 863-784-7275 or by e-mail: olsond@southflorida.edu

SECTION TWO

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR PROPOSERS

A. Definitions

SFSC:

The District Board of Trustees of South Florida State College, Florida; the 'College'

RFP:

Request for Proposal; a formal request soliciting proposals

PROPOSER/RESPONDENT:

An individual, firm, partnership, corporation, association or other legal entity permitted by law to provide a Campus-Wide Access Control for educational entities and who submits a response to the RFP

RESPONSE/PROPOSAL/SUBMITTAL:

Qualifications and other information submitted in response to an RFP

EVALUATION TEAM:

Comprised of college staff; established to review and score the submittals in accordance with the criteria and make recommendation for award; a representative from Procurement Services, or a designee, serves as the non-voting chairperson

CONTRACTOR/VENDOR:

A company or person which is awarded the RFP/agreement

ASSOCIATED LAYOUT:

Refers to Attachment F

B. Point of Contact

The College's point of contact for all matters relating to this RFP is Deb J. Olson, Coordinator of Purchasing. If there are any questions concerning the RFP, direct in writing, to Deb J. Olson VIA email olsond@southflorida.edu. **Neither questions nor answers will be provided via phone or in person.** The last day to submit questions will be the end of business (4:30 p.m. EST) on Thursday, January 17, 2019. Questions received after 1/17/19 will not be answered.

Proposers to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the College posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee, officer or agent of the College concerning any aspect of this solicitation, except in writing to the Coordinator of Purchasing or as provided in the solicitation documents. Violations of this provision may be grounds for rejecting a response.

C. Interpretation of Documents/Written Addenda

No interpretation of the meaning of the RFP document or correction of any apparent ambiguity, inconsistency or error therein will be made to any respondent verbally. Requests for such interpretation or correction should be made in

writing to the College's point of contact (Section Two, Letter B). Interpretation of the wording of this document shall be the sole responsibility of the College and that interpretation shall be final.

A written addendum may be issued by the Purchasing Office prior to the RFP submittal date, supplementing, modifying or interpreting any portion of this RFP and same will be posted on the College's website: <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing/active-bids>. No verbal or written information from other sources are authorized as representing the College.

In case the College finds it more expedient to supplement, modify or interpret any portion of the RFP document prior to the submittal date, such procedure will be accomplished by the issuance of written addenda to the RFP and posted at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing/active-bids>

It is the sole responsibility of all prospective respondents to visit the website, prior to submitting their response, <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing/active-bids> to view the solicitation and download any or all issued addenda.

D. Delays

The College, at its sole discretion, may delay the scheduled due dates indicated if it is to the advantage of the College to do so. The College will post delays or changes and information or addendums on the College's website: <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing/active-bids> it is the sole responsibility of interested proposers to consistently monitor this site for changes. Failure to note changes posted on the website will be the fault of the potential proposer and not the responsibility of the College.

E. Proposal Withdrawn

Respondents may withdraw their proposals by notifying SFSC, the Purchasing Office, in writing at any time prior to the time set for the submittal deadline. Respondents may withdraw their proposals in person or through an authorized representative. Once opened, proposals become the property of SFSC and will not be returned to the respondents.

F. Additional Information

No additional information may be submitted, or follow-up performed, by any proposer after the stated due date, outside of a formal presentation to the evaluation team, unless specifically requested by SFSC.

G. Award/Contract

The College intends to select the most responsible and responsive proposer(s) that can demonstrate in their written response with qualitative information based on the criteria contained herein. The proposer understands that this RFP does not constitute an agreement or contract with the proposer. An official contract or agreement is not binding until all related documents are reviewed and accepted by appointed staff, approved by the appropriate level of authority within SFSC and executed by the parties. The College reserves the right to select a proposal(s) which, in the opinion and discretion of the College, will be in the best interest of the College and/or the most advantageous to the College.

Following approval of the intended award(s) by the District Board of Trustees, if applicable, an agreement will be executed between the College and selected vendor(s). Should the College be unable to enter into a satisfactory agreement with the selected vendor(s), negotiations must be formally terminated and the College can undertake

negotiations with the next ranked proposer(s), and so on, until a satisfactory agreement(s) is executed that is fair, competitive and reasonable or until the College otherwise terminates the selection process.

All provisions of this Request for Proposal and the successful respondent's submittal provide the specifications for, and obligation of, both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement in hierarchal order:

- Resulting Agreement for Campus-Wide Access Control (RFP #18-03 Attachment A)
- South Florida State College RFP #18-03
- All addenda issued pursuant to the RFP #18-03 (if applicable) and
- To the extent consistent with RFP #18-03 (but only to that extent), the Proposer's formal response to the RFP #18-03

The District Board of Trustees of South Florida State College, Florida intends to establish one (1) agreement for a Campus-Wide Access Control. The College reserves the right, at its discretion, to select one firm or no firms. The College reserves the right to add, delete or modify services during the agreement period under the same terms and conditions of the resulting agreement.

H. Termination

If the awarded contract(s) is terminated or cancelled within the first year of the contract period, SFSC may elect to award the contract to the next ranked proposer, issue a new RFP or to cancel the project whichever is determined to be in the best interest of SFSC.

The College may, by written notice to the vendor, terminate the agreement for default in whole or in part if the vendor fails to:

1. Provide products or services that comply with the specifications herein or final negotiated specifications or fails to meet the College's performance standards
2. Deliver the supplies or to perform the services within the time specified in the agreement or any extension of same
3. Make progress so as to endanger performance of the agreement or
4. Perform any of the other provisions of the agreement

Prior to termination for default, the College will provide written notice to the vendor affording the vendor the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to cure the deficiency shall result in termination action. The vendor and its sureties (if any) shall be liable for any damage to the College resulting from the vendor's default of the agreement. This liability includes any increased costs incurred by the College in completing contract performance.

In the event of termination by the College for any cause, the vendor will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a termination notice and except as otherwise directed by the College, the vendor shall:

1. Stop orders/work on the date and to the extent specified
2. Terminate and settle all orders and/or subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work and other materials related to the terminated work as directed by the College and
4. Continue and complete all parts of that work that have not been terminated

If the vendor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the vendor, the contract shall not be terminated for default. Examples of such causes include acts of God or the

public enemy, acts of a government in its sovereign capacity, fires, floods, epidemics, strikes and unusually severe weather.

The contract may be terminated by College for convenience upon ninety (90) days written notice to the other party.

I. Proposal Preparation Costs

Neither SFSC nor its representatives shall be liable for any expenses incurred in connection with preparation of a proposal. Proposers should prepare their submittals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

J. Accuracy of Proposal Information

Any proposer which submits in its proposal to SFSC any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

K. News Releases

The proposer shall obtain the prior approval of SFSC for any news releases or other publicity pertaining to this RFP or other service, study or project to which it relates.

L. Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP response forms, proposer attests that they have not been placed on the "Convicted Vendor List". Any person submitting proposals in response to this Request for Proposal must execute and submit Form PUR7068, SWORN STATEMENT UNDER SECTION 287.133(3) (A), Florida Statutes. The form can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>.

M. Public Records

Upon award recommendation or until thirty (30) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Proposers will be responsible for all costs, including attorneys' fees, associated with defending such asserted exemptions from disclosure.

The vendor agrees to comply with Florida Public Record Law and specifically to comply with the requirements of Section 119.0701(2), Florida Statutes. The resulting agreement may be unilaterally terminated by the College in the event the vendor fails to permit public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by vendor in conjunction with the resulting agreement after being given 10 days written notice of noncompliance.

The resulting contract shall contain the following language:

- 1) Vendor, while acting on behalf of the College, shall keep and maintain public records required by the College to perform the service
- 2) Upon request from the College's custodian of public records, vendor shall provide the College with a copy of the requested records or allow the access to public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Chapter 119, Florida Statutes or as otherwise provided by law
- 3) In the event of a public records request pertaining to records in vendor's possession or control:
 - a) The vendor shall promptly provide the College copies of all records created or maintained in the course of performance under this contract or all such records to be inspected and copied within a reasonable amount of time
 - b) If the vendor fails to supply such records or make the records available within a reasonable amount of time then the College may apply to a state court of competent jurisdiction for an order compelling the production of such records. In the event the College seeks mandatory injunctive relief, vendor waives the requirement that the College must first prove: (a) its lack of an adequate remedy at law (b) the irreparable harm absent entry of the injunction, or (c) that injunctive relief will serve the public interest
- 4) Upon the completion of the contract, the vendor shall:
 - a) Transfer, at no cost, to the College all public records in possession of the vendor and shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements or
 - b) Keep and maintain public records required by the College to perform the service and shall meet all applicable requirements for retaining public records
- 5) All records stored electronically must be provided to the College, upon request from the College's custodian of public records, in a format that is compatible with the information technology systems of the College
- 6) Vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed for the duration of the contract term and following completion of the contract if the vendor does not transfer the records to the College
- 7) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (863) 784-7122, leem@southflorida.edu, SOUTH FLORIDA STATE COLLEGE, 600 W. College Dr., Avon Park, FL 33825

N. Acceptance/Rejection

SFSC reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. SFSC reserves the right to make the award to that proposer(s) who, in the opinion of SFSC, will be in the best interest of and/or the most advantageous to SFSC. SFSC reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in SFSC's opinion, is not in a position to perform properly under this award. SFSC reserves the right to inspect all facilities of proposers in order to make a determination as to the foregoing.

O. Conflict of Interest

All respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of South Florida State College. Further, all respondents must disclose the name of any college employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent's firm or any of its branches. Should the awarded proposer permanently or temporarily hire any college employee who is, or has been, directly involved with the proposer prior to or during performance of the resulting agreement, the agreement shall be subject to immediate termination by the College. The Conflict of Interest Disclosure Form shall be completed and submitted as part of the proposal response. The Conflict of Interest Disclosure Form can be found at the following website address: <http://www.southflorida.edu/community/doing-business-with-sfsc>.

P. Relationship of Parties

The vendor is an independent contractor and will furnish services upon its own credit rather than as an employee, agent or representative of the College. The conduct and control of the services performed pursuant to the agreement shall be solely with the vendor; however, such services shall be performed in accordance with generally accepted procedures and methods. None of the benefits provided by the College to its employees, including, but not limited to, compensation insurance and unemployment insurance, are available from College to vendor or the employees, agents or public servants of the vendor. Vendor will be solely and entirely responsible for vendor's acts and for the acts of vendor's agents, employees and public servants during the performance of the agreement.

Q. Personnel

Vendor, for the life of contract and any subsequent renewals, shall comply with any South Florida State College operating procedure requiring college operators, vendors, contractors and associates on any South Florida State College campus to submit to a fingerprint-based state and federal criminal history check as set forth under Florida Statute 1012.467 or any other fingerprint identification check as deemed necessary and requested by South Florida State College. Vendor shall, when so requested by South Florida State College, pursuant to a Florida Statute 1012.467 request, comply by filing with the Department of Law Enforcement a complete set of fingerprints and by providing any other documentation deemed necessary to comply with such state and federal criminal history check, of any vendor employees or agents working under this contract. Fingerprints shall be taken by an authorized law enforcement agency or other entity as permitted under Florida Statute 1012.467. To the extent South Florida State College requests fingerprint identification for a background or criminal check for purposes other than compliance with Florida Statute 1012.467, vendor shall comply with such other request by submitting the requested documentation to the Department of Public Safety within twenty-four hours of this request. Failure to comply with either a fingerprint-based state and federal criminal history request based on Florida Statute 1012.467 or other fingerprint-based background or criminal history request within twenty-four hours may result in actions being taken against vendor such as requiring that the noncompliant employee not work on the campus, up to and including, the cancellation of contract for non-compliance. Vendor shall be responsible for all costs associated with either a request for a fingerprint-based state and federal criminal history check under Florida Statute 1012.467 or other request for fingerprint-based background or criminal check.

R. Familiarity with Laws

All proposers are required to comply with all federal, state, and local laws, codes, rules and regulations controlling the action or operation of this RFP. Relevant laws may include, but are not limited to: the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act of 1990, Florida Administrative Code, Chapter 6A-14, State Requirements for

Educational Facilities (SREF), Florida Statute 1013 (K-20 Education Code – Educational Facilities), OSHA regulations, and all Civil Rights legislation.

S. Equal Opportunity Statement

South Florida State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator, 600 W. College Dr., Avon Park, Florida 33825, titleIXcoordinator@southflorida.edu, 863-784-7127 or to the Assistant Secretary for Civil Rights, United States Department of Education. The vendor shall have similar policies for employees assigned to the College.

T. Drug/Alcohol Free Workplace

South Florida State College believes in a drug free workplace and is committed through in-house policies to this objective. The vendor shall have similar policies for employees assigned to the College. The proposer shall complete and submit the "Drug Free Workplace Form". The form can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>.

U. Tobacco Free Organization

South Florida State College is dedicated to providing a safe and healthy environment for students, faculty, staff and visitors to the College, which includes eliminating tobacco use as part of the commitment to promoting healthy practices and choices for individuals. Tobacco use is prohibited on all property and in all facilities owned, leased or operated by South Florida State College, including all vehicles owned or rented by the College. There are no designated smoking areas on such College property. Tobacco use includes all types of tobacco and tobacco-like products including smokeless tobacco and any other smoking or smoking simulation products including electronic cigarettes.

V. E-Verify

Vendor, for the life of contract and any subsequent renewals, shall cooperate and comply with all legal requirements requiring college operators, vendors, contractors and associates on any South Florida State College campus to submit to a verification of employment eligibility through the U.S. Department of Homeland Security's E-Verify system as set forth under the State of Florida, Office of the Governor, Executive Order Number 11-116, Verification of Employment Status. The verification of employment eligibility will include all persons employed during the agreement term by the vendor to perform duties within Florida and all persons (including subcontractors) assigned by the vendor to perform work pursuant to the agreement with the College. Upon request by the College, evidence of compliance shall be provided to College. The proposer shall complete and submit the 'Employment Eligibility Verification Form' as noted in Section Four of this RFP, Evaluation Criteria.

W. Taxes/Licenses/Permits

Vendor shall pay all applicable taxes and purchase any licenses that may be required in the performance of the resulting agreement. In addition, the vendor shall be responsible for obtaining all necessary vendor and employee permits and/or registration cards in compliance with all applicable federal, state and municipal statutes.

X. Patents and Copyrights

Vendor agrees to indemnify and save harmless the College, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this RFP, and will assume the defense of any and all suits and will pay all costs and expenses thereto.

Y. College Liability

South Florida State College will be liable only for property damage and/or bodily injury pursuant to resulting agreement and which occur as a direct result of negligence of the College, its agents or employees. The College is self-insured through the Florida College System Risk Management Consortium as a state agency and liability is, therefore, limited to sovereign immunity limits of \$200,000.00 per person and \$300,000.00 per occurrence, in accordance with Florida Statute 768.28.

Z. Vendor Liability

Minimum Insurance Coverage and Requirements:

Prior to the commencement of work, the vendor must obtain and maintain the minimum insurance coverage set forth below. Dollar amounts may change in accordance with the Project. By requiring such minimum insurance, South Florida State College shall not be deemed or construed to have assessed the risk that may be applicable to the vendor. The vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The vendor is not relieved of any liability or other obligations assumed or pursuant to the agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration or types. Unless otherwise approved by the College, all insurance coverage must be written on an occurrence basis with the exception of Professional Liability.

I. Coverage:

1. Commercial General Liability – ISO CG 001 Form or equivalent. Coverage to include:
 - Premises and Operations
 - Personal/Advertising Injury
 - Products/Completed Operations
 - Broad Form Property Damage
 - Independent Contractors
2. Automobile Liability including all:
 - Any Auto (owned, non-owned, hired)
 - Personal Injury Protection (when applicable)
3. Workers' Compensation
 - Statutory Limits as per Florida Statute 440 including Employer's Liability
4. Excess/Umbrella Liability (as needed)
 - Excess of Commercial General Liability, Automobile Liability and Employer's Liability;
 - Coverage should be as broad as primary
5. Professional Liability – the policy/coverage shall be amended to include the following:

- a) Amendment of any Contractual Liability Exclusion to state that the exclusion does not apply to any liability of others which you assume under a written agreement provided such liability is caused by your wrongful acts
- b) Claims alleging improper supervision of sub-consultants
- c) Representative Insured Wording amended to include past principals/employees
- d) Cancellation Clause shall provide written notice prior to cancellation to College
- e) Policy is to be the primary basis; if other professional coverage is carried, an endorsement is to be issued acknowledging that there is excess coverage above this policy; the declaration page shall show the other policy is intended to function as excess, and shall be shown on the declarations page of this policy
- f) Notice Provision for Claims to be added stating that it is agreed that knowledge of an act, error, or omission by an agent or employee of the Insured, shall not in itself constitute knowledge by the Insured, unless an officer, owner, partner, or principal of the Insured shall have received such notice

II. Limits:

1. Required Limits:

The following minimum limits of liability are required; however, the limits are subject to change based on the type and extent of project.

Commercial General Liability	
Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
Property Damage	\$100,000
Medical Payments (Any One Person)	\$5,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$1,000,000
Personal Injury Protection	Statutory
Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employer's Liability)	\$1,000,000
Umbrella Liability	
Each Occurrence Limit (\$1-\$5M)	\$1,000,000
Professional Liability	
Each Claim (\$1-\$3M)	\$1,000,000
Annual Policy Aggregate (\$2-\$5M)	\$2,000,000
Pollution Liability	
Per Claim	\$1,000,000
Annual Policy Aggregate	\$1,000,000

2. Additional Requirements:

- a) Be on a primary basis, non-contributory with any other insurance coverage and/or self-insurance carried by the District Board of Trustees, South Florida State College
- b) Include a Waiver of Subrogation Clause that clearly states that the insurer paying any claim arising by reason of any operations under the agreement will not seek reimbursement from South Florida State College
- c) Include a Separation of Insured Clause (Cross Liability) for all liability policies

- d) The College prefers advance written notice prior to policy non-renewal, cancellation or material change or alteration
- e) Provide uninterrupted Professional Liability for three (3) years after contract end date

AA. Audit

All of the vendor's correspondence, records, vouchers and books of account, insofar as work done or money expended under the contract is concerned, will be subject to inspection by the College internal auditing and/or legislative auditors. The audit inspection may occur at any time during the term of the contract and for a period of two (2) years after the completion of the contract.

BB. Protest

A copy of this Intent to Recommend Award(s) as well as the Bid Tabulation sheet is posted on the South Florida State College Purchasing web site: <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing>

A copy of this Notice of Intent to Recommend Award(s) is also posted on a Bid Bulletin Board, Business Office Building C-1, and will remain posted for a period of 72 hours. Any person who is adversely affected by this decision or intended decision shall file with the College a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph. Failure to file a protest within the time prescribed in Section 120.57 (3), or failure to post the bond or other required security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any protest to this decision or intended decision must be delivered prior to the Protest Period End Date/Time specified in this Notice. Protest must be delivered to:

Deb J. Olson,
Coordinator of Purchasing
South Florida State College, Building C-1
600 W. College Drive
Avon Park FL 33825-9356

CC. Disputes

In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished hereunder, the decision of the College shall be final and binding on both parties.

DD. Miscellaneous

The vendor shall not use the name of the College, or any of the College's symbols or marks, in any way unless approved in writing by the College. The vendor shall not assign the agreement or any of the rights or duties hereunder without the prior written consent of the College. The agreement shall be governed by the laws of the State of Florida.

The College has reviewed purchasing agreements and state term contracts available under Florida Statutes Section 287.056 as required in Florida Statutes Section 1010.04.

EE. Indemnification

To the fullest extent permitted by law, the vendor shall defend, indemnify, and hold harmless the College, its officials, agents and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the vendor or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

FF. Proprietary Material

All rights to proprietary material must be transferable to the College in the event the vendor goes out of business.

GG. Ownership of Work Products

The College will be considered the Owner of all work products produced under the contract that results from this RFP.

HH. Oral Presentation

After submittals have been opened, a limited number of respondents submitting proposals in response to the RFP may be required, at the request of the College, to make an oral presentation/interview and/or provide written clarifications. Such presentations and/or clarifications will provide an opportunity for the respondent to clarify the proposal. Respondents will not be allowed to change their proposal. The Procurement Services Office will initiate and schedule a time and location for any presentations which may be required. The College reserves the right to select a vendor(s) based on phase one ranking, which includes a price proposal, and not conduct phase two screening, oral presentations.

II. Errors and Omissions

The proposer is expected to comply with the true intent of this RFP, taken as a whole, and shall not avail itself of any errors or omissions to the detriment of the service. If proposer suspects any error, omission, or discrepancy in the specifications or instructions, the proposer shall immediately notify the College, in writing, and the College shall issue and post a written addendum. The proposer is responsible for the contents of its qualification and for satisfying the requirements set forth in the RFP.

JJ. Firm's Responsibility

It is understood, and the proposer hereby agrees, that it shall be solely responsible for all services that it proposes, notwithstanding the detail present in the RFP.

KK. Qualification Rejection

The College shall have the right to reject any or all proposals and in particular to reject a proposal not accompanied by data required by the RFP or a qualification in any way incomplete or irregular. Conditional qualifications will not be accepted.

LL. Performance Inquiry

As part of the evaluation, the College may make inquiries to determine the ability of the proposer to perform the work. The College reserves the right to reject any proposal if the proposer fails to satisfy the College with proper qualifications to carry out the obligations of a resulting agreement.

MM. Severability

If any provisions of the agreement resulting from this RFP is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of the resulting agreement shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

NN. Prohibition Against Assignment

Neither the College nor the vendor shall assign, sublet, convey or transfer its interest in a resulting contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the College which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the College and the vendor.

OO. Availability of Funds

The obligations of South Florida State College under this award are subject to the availability of the funds lawfully appropriated for its purpose by the State of Florida and the District Board of Trustees, South Florida State College, Florida.

SECTION THREE **SPECIFICATIONS**

A. Purpose

The purpose of this RFP 18-03 is requesting proposals from qualified access control contractors, to provide a complete electronic door access control system on-building perimeter doors. Work includes the furnishing and installation of all equipment, materials, labor, and tools required for system installation, and a final terminations and system commissioning performed by a factory certified technician. In addition provide training to staff in the operation of IP Access Control door/entry points in order to control and monitor the flow of people throughout the SFSC District campuses.

Locations: South Florida State College

Highlands Campus

600 W. College Dr
Avon Park, FL 33825

Hardee Campus

2968 US 17 North
Bowling Green, FL 33834

Desoto Campus

2251 NE Turner Ave
Arcadia, FL 34266

Lake Placid

500 E. Interlake Blvd.
Lake Placid, FL 33852

The successful proposer shall perform its services in accordance with the highest standards and practices and operate within the guidelines of the following, but not limited to, State Requirements for Educational Facilities 2014 (SREF), State of Florida Statutes, OSHA and Department of Transportation regulations.

B. Minimum Qualifications

- a. It is preferred that each respondent be registered to do business in the State of Florida.
- b. Respondents shall provide evidence of current Florida State Low-Voltage Contractor License.
- c. Provide evidence of Installation Certification.

C. System Supplier: Certified by the equipment manufacturer for installing, supporting and servicing the products to be furnished.

D. Installer Qualifications:

- a. Company that is trained, authorized, and certified to install the specified products. Company to assign a qualified project manager for the entire course of the project.
- b. Company with a minimum of five (5) years documented system design, engineering supervision, and installation experience in the access control industry. Fully staffed local office within 2 hours of the work site.
- c. Within the local service center, installer must maintain an inventory of spare parts and other items critical to system operation and as necessary to meet the emergency service requirements.

E. Attend Pre-Installation Conference: Prior to installation arrange conference between supplier and related trades to review materials, procedures, and coordinating related work. Date to be announced.

F. Action Submittals

- a. Product Data: For each type of product indicated. Include rated capacities, operating characteristics, and furnished specialties and accessories. Reference each product to a location on drawings.
- b. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
- c. Diagrams for cable management system.
- d. System labeling schedules.
- e. Wiring Diagrams: For power, signal, and control wiring. Show typical wiring schematics.
- f. **Battery and charger calculations for workstation and controllers.
- g. Operation and Maintenance Data: Include in emergency, operation, and maintenance manuals.

G. Scope of Work

a. **Provide and install Enterprise level Access Control server within the Data Center.**

• **System to meet the following criteria at a minimum**

1. No re-occurring software licensing fees.
2. Provide and install (1) Badging Software integration
3. Provide and install the capability for the access control software to associate video surveillance footage with access/alarm events, and the ability to view video and access control within the same software window.
4. Provide and install Active Directory/LDAP software Integration.
5. System must have the capability to perform Visitor Management Integration.
6. System must have the capability to integrate with existing Burglar Alarm Control and enunciation system.
7. System must have the capability to integrate with IP cameras that will be installed in future.
8. System must have the capability for expansion of up to 2,048 reader doors.
9. Program the entire access control system, and instruct the Owner how to use the Client Workstation and badge printer.
10. Provide (100) card credentials for this project.

b. Installation should also include:

1. All cable
2. All connectors
3. All misc. materials (including conduit and wire-mold/Panduit – when surface running cable on interior of building)
4. Software training in a classroom setting for all End-Users/Administrators

H. **Inclusions and Deliverables/Door Schedule – Broken down per building, also refer to Attachment F**

a. **University Center: Door Schedule: Attachment #2**

1. **Head End (Telecom Room): 105A**

- a. Provide and install (1) Mercury Security Controllers and sub panels or equivalent, where applicable and required per design.

- b. Provide and install (1) Life Safety Power: Enclosure kits and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries or equivalent for up to 4 hours.
 - d. Provide and install (1) Inovonics wireless receiver or equivalent for receiving wireless door contact transmission, where applicable.
- 2. Door 100 (According to Associated Layout): Attachment #2a**
- a. Provide and install (2) single door mag lock, including door status – 1 for each door leaf
 - Tie into electronic relay of ADA auto-opener.
 - b. Provide and install (1) single gang multi-tech reader (both 125 kHz proximity and 13.56 MHz contactless smart card capability in one-unit handling multiple formats simultaneously. Wiegand and RS-485 output available for simple interface with most access control panels.) or equivalent, where applicable.
 - c. Provide and install (1) request-to-exit push button on secure side for egress, to meet AHJ requirements.
 - d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress, to meet AHJ requirements.
- 3. Door 100-1 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status -1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. Door 112 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status -1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 5. Door 211 (According to Associated Layout): 2nd Floor: Attachment #2b**
- a. Provide and install (2) single door mag lock including door status – 1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) single gang multi-tech reader to unsecure side of door
 - c. Provide and install (1) request-to-exit push button on secure side for egress
 - d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 6. Doors 102 Status Monitoring (According to Associated Layout):**
- a. Provide and install (1) wireless Inovonics transmitters
 - b. Provide and install (1) recessed door contacts

b. Health & Science Building: Door Schedule: Attachment #3

1. Head End (Telecom Room): Door 145

- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) Inovonics receiver for receiving wireless door contact transmission
- 2. Door 103 (According to Associated Layout): First Floor: Attachment #3a**
- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) mullion multi-tech reader to unsecure side of door
 - c. Provide and install (1) request-to-exit push button on secure side for egress
 - d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 3. Door 137 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) mullion multi-tech reader to unsecure side of door
 - c. Provide and install (1) request-to-exit push button on secure side for egress
 - d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. Door 137-1 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 5. Doors 103-1, 107, 148 Status Monitoring (According to Associated Layout):**
- a. Provide and install (4) wireless Inovonics transmitters
 - b. Provide and install (4) recessed door contacts

c. Building J/Cafeteria: Door Schedule: Attachment #4

- 1. Head End (Telecom Room): Door 20**
- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - Provide and install (2) 12V 7AH back-up batteries
 - c. Provide and install (1) Inovonics receiver for receiving wireless door contact transmission
- 2. Door 112-1 (According to Associated Layout): Attachment #4a**
- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) mullion multi-tech reader to unsecure side of door

- c. Provide and install (1) request-to-exit push button on secure side for egress
- d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 3. **Door 112-2 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
 - Tie into relay of ADA auto-opener.
- 4. **Door 112-3 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
 - Tie into relay of ADA auto-opener.
- 5. **Doors 104, 103, 117 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (3) wireless Inovonics transmitters
 - b. Provide and install (3) recessed door contacts

d. Building I/Data Processing & Computer Science: Door Schedule: Attachment #5

- 1. **Head End (Telecom Room): 014**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - b. Provide and install (1) 2DR-LCK Life Safety Power Supply Kit Access Control power supply meeting specifications.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) Inovonics receiver for receiving wireless door contact transmission
- 2. **Door 100-1 (According to Associated Layout): 1st Floor, Attachment #5a**
 - a. Provide and install (1) RIM strike
 - b. Provide and install (1) mullion multi-tech reader to unsecure side of door
- 3. **Door 100-2 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
- 4. **Door 200-1 (According to Associated Layout): 2nd Floor, Attachment #5b**
 - a. Provide and install (1) RIM strike
- 5. **Door 200-2 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
 - Tie into ADA auto-opener.
 - b. Provide and install (1) mullion multi-tech reader to unsecure side of door
- 6. **Door 007 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
- 7. **Door 009 (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
- 8. **Doors 102, 103, 117, 114, Status Monitoring (According to Associated Layout):**
 - a. Provide and install (5) wireless Inovonics transmitters
 - b. Provide and install (5) recessed door contacts

e. Building H/Adult Education: Door Schedule Attachment #6

- 1. **Head End (Telecom Room): (inside 112)**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.

- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) Inovonics receiver for receiving wireless door contact transmission
 - 2. **Door 200-A (According to Associated Layout): 2nd Floor, Attachment #6a**
 - a. Provide and install (1) RIM strike
 - b. Provide and install (1) single gang multi-tech reader to unsecure side of door
 - 3. **Door 200-B (According to Associated Layout):**
 - a. Provide and install (1) RIM strike
 - b. Provide and install (1) single gang multi-tech reader to unsecure side of door
- f. Bldg. F/Admin. Offices: Door Schedule Attachment #7**
- 1. **Head End (Telecom Room): Door 106**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable
 - c. Provide and install (2) 12V 7AH back-up batteries
 - 2. **Door 101-1 (According to Associated Layout): Attachment #7a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - b. Provide and install (1) single-gang multi-tech reader to unsecure side of door
 - c. Provide and install (1) request-to-exit push button on secure side for egress
 - d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 3. **Door 101-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 4. **Door 102 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 5. **Door 119 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 6. **Door 128 (According to Associated Layout):**
 - a. Provide and install (1) single door mag lock including door status
 - b. Provide and install (1) single-gang multi-tech reader to unsecure side of door

- c. Provide and install (1) request-to-exit push button on secure side for egress
- d. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress

g. Building C1/Business Offices: Door Schedule Attachment #8

1. Head End (Telecom Room): Door 010

- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable
- c. Provide and install (2) 12V 7AH back-up batteries
- d. Provide and install (1) Inovonics receiver for receiving wireless door contact transmission

2. Door 100-1 (According to Associated Layout): Attachment #8a

- a. Provide and install (1) cylindrical/mortise strike

3. Door 100-2 (According to Associated Layout):

- a. Provide and install (1) cylindrical/mortise strike

4. Door 140 (According to Associated Layout):

- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
- b. Provide and install (1) request-to-exit push button on secure side for egress
- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
Provide and install (1) single gang multi-tech reader to unsecure side of door

5. Door 147 (According to Associated Layout):

- a. Provide and install (1) cylindrical/mortise strike
- b. Provide and install (1) single gang multi-tech reader to unsecure side of door

h. Building C2/Mail Room: Door Schedule Attachment #9

1. Head End (Mail Room Closet): Door 003

- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
- c. Provide and install (2) 12V 7AH back-up batteries
 - Connect to telecom switch in C1 Bldg. using existing underground conduit.

2. Door 0001-1 (According to Associated Layout): Attachment #9a

- a. Provide and install (1) single door mag lock including door status
- b. Provide and install (1) request-to-exit push button on secure side for egress
- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - Provide and install (1) door contact for second door leaf (will remain mechanically locked at all times)

3. Door 0001-2 (According to Associated Layout):

- a. Provide and install (1) single door mag lock including door status
- b. Provide and install (1) request-to-exit push button on secure side for egress

- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- d. Provide and install (1) single gang multi-tech reader to unsecure side of door

i. Building Y/Library: Door Schedule Attachment #10

1. Head End (Telecom Room – Exterior Room): 020

- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
- c. Provide and install (2) 12V 7AH back-up batteries
- d. Provide and install (2) 4-zone Inovonics wireless receivers

2. Door 100 (According to Associated Layout): 1st Floor, Attachment #10a

- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
- b. Provide and install (1) request-to-exit push button on secure side for egress
- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- d. Provide and install (1) single gang multi-tech reader to unsecure side of door

3. Door 100-A (According to Associated Layout):

- a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- b. Provide and install (1) single gang multi-tech reader to unsecure side of door

4. Doors 020, 022, 023, 103, 105, 108, 109, 111 Status Monitoring (According to Associated Layout):

- a. Provide and install (10) wireless Inovonics transmitters
- b. Provide and install (10) recessed door contacts

j. Building T1/Dental: Door Schedule Attachment #11

1. Head End (Telecom Closet): 109A

- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
- c. Provide and install (2) 12V 7AH back-up batteries
- d. Provide and install (1) 4-zone Inovonics wireless receivers

2. Door 100 (According to Associated Layout): Attachment #11a

- a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
- b. Provide and install (1) request-to-exit push button on secure side for egress
- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for
- d. Provide and install (1) mullion size multi-tech reader to unsecure side of door

3. **Door 109-1 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress (mode
 4. **Door 109-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 5. **Door 119 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (1) wireless Inovonics transmitter
 - b. Provide and install (1) recessed door contact
- k. **Bldg. T/Advanced Center for Mechanical Engineering: Door Schedule Attachment #12**
- i. **(Head End mechanical room – refer to layout) Door 23**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) 4-zone Inovonics wireless receivers
 2. **Door 01 (According to Associated Layout): Attachment #12a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
 3. **Door 15 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 4. **Doors 05, 07, 20 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (3) wireless Inovonics transmitters
 - b. Provide and install (3) recessed door contacts
- l. **Building DD/Public Service Academy: Door Schedule Attachment #13**
1. **Head End (Telecom Room): Door 14**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader Interface module Mercury

- b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) 4-zone Inovonics wireless receivers
- 2. Door 101 (According to Associated Layout): 1st Floor Attachment #13a**
- a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang size multi-tech reader to unsecure side of door
- 3. Door 123 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. Door 148 (According to Associated Layout):**
- a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 5. Door 212 (According to Associated Layout): 2nd Floor Attachment #13b**
- a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 6. Doors 102, 107, 138 Status Monitoring (According to Associated Layout):**
- a. Provide and install (4) wireless Inovonics transmitters
 - b. Provide and install (4) recessed door contacts

m. Building D/Gym: Door Schedule Attachment #14

- 1. Head End (Telecom Room) Door 107**
- a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (3) 4-zone Inovonics wireless receivers
- 2. Door 101 (According to Associated Layout): 1st Floor Attachment #14a**
- a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
 - b. Provide and install (1) single gang multi-tech reader to unsecure side of door

3. **Door 139-1 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 4. **Door 139-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
 5. **Door 201-1 (According to Associated Layout): 2nd Floor Attachment #14b**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
 6. **Door 201-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 7. **Doors 112, 122, 128, 130, 133, 135-2, 135-1, 140, 141 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (11) wireless Inovonics transmitters
 - b. Provide and install (11) recessed door contacts
- n. Building B/Student Services: Door Schedule Attachment #15**
1. **Head End (Telecom Room – Exterior Room): Door 042**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - b. Provide and install (2) Reader Interface module Mercury
 - c. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - d. Provide and install (2) 12V 7AH back-up batteries
 - e. Provide and install (2) 4-zone Inovonics wireless receivers
 2. **Door 022 (According to Associated Layout): 1st Floor Attachment #15a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 3. **Door 101-1 (According to Associated Layout):**

- a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- b. Provide and install (1) single gang multi-tech reader to unsecure side of door
- 4. Door 101-2 (According to Associated Layout):**
 - a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- 5. Door 101-3 (According to Associated Layout):**
 - a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- 6. Door 101-4 (According to Associated Layout): 1st Floor Attachment #15a**
 - a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
 - b. Provide and install (1) single gang multi-tech reader to unsecure side of door
- 7. Door 107-1 (According to Associated Layout):**
 - a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- 8. Door 107-2 (According to Associated Layout):**
 - a. Provide and install (1) electronic relay connection between access controller/access power supply and auto-opener of sliding door.
- 9. Door 047-1 (According to Associated Layout): 2nd Floor Attachment #15b**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 10. Door 047-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 11. Door 074-1 (According to Associated Layout): 3rd Floor Attachment #15c**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 12. Door 074-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 13. Doors 030, 035, 039, 102, 104, 112-1, 112-2, 112-3 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (8) wireless Inovonics transmitters
 - b. Provide and install (8) recessed door contacts

o. Building A/Theater: Door Schedule Attachment #16

- 1. Head End (Telecom Room): Door 58A (inside Door 58 HVAC)**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (2) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (2) 4-zone Inovonics wireless receivers
- 2. Door 38 (According to Associated Layout): Attachment #16a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
- 3. Door 38-1 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. Door 40 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
- 5. Door 51 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 6. Door 0056 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 7. Door 100-1 (According to Associated Layout): Attachment #16a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door

- 8. Door 100-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 9. Door 100-3 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 10. Door 100-4 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 11. Doors 10, 13, 133, Status Monitoring (According to Associated Layout):**
 - a. Provide and install (4) wireless Inovonics transmitters
 - b. Provide and install (4) recessed door contacts

p. Building G: Door Schedule Attachment #17

- 1. Head End (Telecom Room): Door 104**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (2) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (2) 4-zone Inovonics wireless receivers
- 2. Door 101 (According to Associated Layout): Attachment #17a**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
Provide and install (1) single gang multi-tech reader to unsecure side of door
- 3. Door 102 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status– 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang multi-tech reader to unsecure side of door
- 4. Door 111 (According to Associated Layout):**
 - a. Provide and install (1) single door mag lock including door status
 - b. Provide and install (1) request-to-exit push button on secure side for egress

- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
Provide and install (1) single gang multi-tech reader to unsecure side of door
- 5. **Door 114 (According to Associated Layout):**
 - a. Provide and install (1) single door mag lock including door status
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 6. **Doors 101-2, 102-2, Status Monitoring (According to Associated Layout):**
 - a. Provide and install (2) wireless Inovonics transmitters
 - b. Provide and install (2) recessed door contacts

q. Desoto Campus/Building A: Door Schedule #18

- 1. **Head End (Telecom Room): Door 108**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) 4-zone Inovonics wireless receivers
- 2. **Door 101-1 (According to Associated Layout): 1st Floor Attachment #18a**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang size multi-tech reader to unsecure side of door
- 3. **Door 101-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. **Door 109 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 5. **Door 209 (According to Associated Layout): 2nd Floor Attachment #18b**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress

- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 6. **Doors 118, 120 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (2) wireless Inovonics transmitters
 - b. Provide and install (2) recessed door contacts
- r. **Desoto Campus/Building B**
 - 1. **Door 100 (According to Associated Layout): Attachment #18c**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang size multi-tech reader to unsecure side of door
 - 2. **Door 114 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - 3. **Doors 103, 114-1, 115, 115-1 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (4) wireless Inovonics transmitters
 - b. Provide and install (4) recessed door contacts
- s. **Hardee Campus/Building A: Door Schedule Attachment #19**
 - 1. **Head End (Telecom Room): Door 107**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) 4-zone Inovonics wireless receivers
 - 2. **Door 101-1 (According to Associated Layout): Attachment #19a**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - Provide and install (1) single gang size multi-tech reader to unsecure side of door
 - 3. **Door 101-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.

- b. Provide and install (1) request-to-exit push button on secure side for egress
- c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 4. Door 106 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 5. Door 200 (According to Associated Layout): Attachment #19b**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 6. Doors 102, 110 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (2) wireless Inovonics transmitters
 - b. Provide and install (2) recessed door contacts

t. Hardee Campus/Building B

- 1. Door 100 (According to Associated Layout): Attachment #19c**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang size multi-tech reader to unsecure side of door
- 2. Door 114 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
- 3. Doors 101, 104, 111 Status Monitoring (According to Associated Layout):**
 - a. Provide and install (3) wireless Inovonics transmitters
 - b. Provide and install (3) recessed door contacts

u. Lake Placid Center/Building 100: Door Schedule Attachment #20

- 1. Head End (Telecom Room): Door 106B**
 - a. Provide and install (1) Mercury Security Controller and/or sub panel or equivalent, where applicable and required per design.
 - Provide and install (1) Reader Interface module Mercury
 - b. Provide and install (1) LifeSafety Power: Enclosure kit and power supply or equivalent, where applicable.
 - c. Provide and install (2) 12V 7AH back-up batteries
 - d. Provide and install (1) 4-zone Inovonics wireless receivers

2. **Door 001B (According to Associated Layout): Attachment #20a**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
3. **Door 003-1 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
4. **Door 003-2 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
5. **Door 007 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
6. **Door 101 (According to Associated Layout):**
 - a. Provide and install (2) single door mag lock including door status – 1 for each door leaf.
 - Tie into relay of ADA auto-opener.
 - b. Provide and install (1) request-to-exit push button on secure side for egress
 - c. Provide and install (1) PIR request-to-exit sensor just above secure side of door for egress
 - d. Provide and install (1) single gang size multi-tech reader to unsecure side of door
7. **Doors 116, 140, 141, 155, 158 Status Monitoring (According to Associated Layout): (Attachment #20b shows doors 155 & 158)**
 - a. Provide and install (5) wireless Inovonics transmitters
 - b. Provide and install (5) recessed door contacts

END OF CAMPUS DOOR SCHEDULE

I. Exclusions

- a. Internet service and network switches.
- b. 120VAC power for new devices.
- c. Fire alarm integration (SFSC responsible for coordinating Fire Alarm Vendor to be on-site when Access Control Power Supplies are being brought online and connecting to Fire Alarm relay for code compliance with Mag Locks)

J. Requirements by others

- a. SFSC to provide access to all areas associated with project.

- b. SFSC to provide sufficient wall space and 120VAC availability within each telecom room/closet marked "HE" on associated layouts.
- c. SFSC to provide sufficient network switch port availability within each telecom room/closet marked "HE" on associated layouts.
- d. Customer to coordinate with fire alarm vender to have a technician on site to assist with fire alarm integration to access control power supply and final inspection.

K. Final Acceptance

- a. Project will be considered complete when all aforementioned work has been completed.

L. Reference Documents

- a. Attachment F – Campus Door Schedule and Notes taken during mandatory site survey.

M. Warranties and Disclaimers

- a. 90 day warranty on labor from date of install, or 3 years if Extended Service and Warranty Plan is accepted.
- b. 90 day warranty on parts from date of install, or 3 years if Extended Service and Warranty Plan is accepted.
- c. Damage or failure caused by natural disaster(s), lightning, electrical systems failure, network failure, vandalism, or any other damage caused by negligence of customer or others not associated with Cam Connections, Inc. are not covered under warranty.

N. Other

- a. Vendor must provide a detailed timeline of the installation
- b. If a name brand has been specified in our details, this is used solely as a standard of quality and product specification. Product can be substituted with others of equal or better quality and should be noted in response.
- c. Due to funding restraints this project may have to be split into phases, "deductions" are included on bid sheet (Attachment A) for a price deduction regarding Hardee, Desoto and Lake Placid campuses.

SECTION FOUR

SUBMITTAL INSTRUCTIONS, DATES AND SELECTION PROCESS

A. Instructions for Submittal of Responses

If there are any questions concerning the RFP, direct in writing, to the Purchasing Coordinator, Deb J. Olson, of South Florida State College VIA email olsond@southflorida.edu. Neither questions nor answers will be provided verbally.

The response shall be submitted in a sealed envelope/box with "RFP #18-03 Campus-Wide Access Control" clearly indicated on the outside of the envelope/box.

Submit to: **South Florida State College**
ATTN: Deb J. Olson
Business Office, Bldg. C-1
600 W. College Dr.
Sebring, Florida 33825
(Phone) 863-784-7275

One (1) original and six (6) copies of the response must be furnished on or before the stipulated deadline. **Include one (1) electronic copy on either a flash drive or CD/DVD.** It is the responsibility of the proposer to guarantee the electronic copy is 100% identical to the one (1) 'original' submitted proposal. In the event of a discrepancy, the one (1) original proposal will prevail. The electronic copy should be in PDF format. **Response must arrive at the address listed above no later than 2:00 P.M. Eastern Standard Time on Tuesday, February 12, 2019 to be considered. Responses received after 2:00 P.M. EST on 02/12/19 will NOT be considered.** In addition, responses received via Facsimile or Email will NOT be considered. If not responding to the RFP, please submit Attachment B - a "No Bid" form to Purchasing Coordinator.

Proposers that do not comply with the college's procedures or deadlines established will not be considered. All submittal information received will be retained by the College. Proposals received after the stipulated date and time will not be accepted and will be returned unopened to the proposer. Proposals that do not comply with the instructions set forth, and/or do not include the qualifying information required, may be considered incomplete and may be rejected.

Proposers are cautioned that they are responsible for delivery to the specific location cited in the RFP. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the specific address and office location. This office will not be responsible for deliveries made to any place other than the specified address and office location.

The College shall in no way be responsible for delays caused by any occurrence. The time/date stamp clock located in Business Office, Bldg. C-1, at 600 W. College Dr., Avon Park, FL 33825 shall serve as the official authority to determine receipt of any proposal. The RFP submittal time/date must be, and shall be, scrupulously observed. Proposals received after the specified time and date shall be considered nonresponsive and therefore not eligible for consideration.

Proposals will be evaluated by an evaluation team in accordance with procedures of Chapters 287.057 and 287.058, Florida Statutes. The College reserves the right to reject any or all proposals when it feels it is in the best interest of the College.

All information submitted by proposers is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event a proposer is found to have committed perjury, such proposer shall be ineligible for consideration for future projects.

B. Request for Proposal Pertinent Dates

Legal Ad to be advertised: Friday, December 14, 2018

College Closed – Winter Break December 17 thru January 1, 2019

Site Visit: Thursday, January 3, 2019
10:00 A.M. Eastern Standard Time
South Florida State College
600 West College Dr. Bldg. F, Room F118
Avon Park, FL 33825

Last Day for Questions: Prior to 4:30 P.M. Eastern Standard Time
Thursday, January 17, 2019

RFP Submittal: Tuesday, February 12, 2019
2:00 P.M. Eastern Standard Time
South Florida State College ATTN: Deb J. Olson
Business Office, Building C-1
600 W. College Dr.
Avon Park, Florida 33825

Oral Presentation/Interview: To be determined

Recommendation for intended award to be posted on website <http://www.southflorida.edu/community/doing-business-with-sfsc/purchasing/active-bids> on or about Day, March 18, 2019

District Board of Trustees Meeting: March 27, 2019

C. Screening Selection Process/Evaluation Criteria

Award of contract does not obligate the College to order or accept more than College’s actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. Contract may be awarded to the Proposer who provides goods or services at the best value for the College. In determining best value for the College, we can consider:

- 40% - The purchase price (total cost)
- 20% - Time to complete the project
- 20% - The references of the Proposer for previously completed projects
- 20% - All relevant criteria specifically listed in the RFP

D. Award of Contract/Evaluation Procedures

1. Award of contract, if made, will be made to the responsible Proposer whose proposal, conforming to this Request for Proposal, is most advantageous to South Florida State College. The College reserves the right to reject any and all RFPs and to waive any minor discrepancy (immaterial discrepancy) in the RFPs received.
2. The College will establish an evaluation committee to evaluate all formal responses to this RFP. The evaluation committee will review all timely received proposals and assign relative evaluation points to each proposal, per the Evaluation Criteria.
3. The top three proposals scoring the overall highest scores in evaluation of their written proposals may be invited to the College for a one hour oral presentation/interview. The College shall not be responsible for the cost of proposer's travel expenses or other costs which may result from this process. The proposer with the overall highest evaluation will be recommended for this contract.
4. Each proposer shall provide a list of all Campus-Wide Access Controls in which they have been contracted during the last five years. Indicate the Trailers facility Owner's name, location, contact person, phone number, and year built for each facility.

The College reserves the right to select proposals which, in the opinion and discretion of the College, will be in the best interest of the College and/or the most advantageous to the College. Following approval of the intended award by the District Board of Trustees, if applicable, an agreement will be executed between the College and selected vendor. Should the College be unable to negotiate a satisfactory agreement with the top ranked proposer, negotiations must be formally terminated and the College can undertake negotiations with the second ranked firm, and so on, until a satisfactory agreement is negotiated that is fair, competitive and reasonable or until the College otherwise terminates the selection process.

Required Documents

1. **SUBMIT** a properly executed "Conflict of Interest Disclosure Form". The form can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>
2. **SUBMIT** a properly executed "Drug Free Workplace Form". The form can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>
3. **SUBMIT** a properly executed "IRS Form W-9, Request for Taxpayer Identification Number and Certification". IRS Form W-9 can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>
4. **SUBMIT** a properly executed "PUR7068 Form". Form "PUR7068" can be found at the following website: <http://www.southflorida.edu/community/doing-business-with-sfsc>
5. **COMPLETE AND SUBMIT** Attachment A Price Proposal Template
6. **COMPLETE AND SUBMIT** Attachment B General Background Information/Authorized Signatory
7. **COMPLETE AND SUBMIT** Attachment C Litigation

8. COMPLETE AND SUBMIT Attachment D Addenda Acknowledgment, IF APPLICABLE

9. COMPLETE AND SUBMIT Attachment E Employment Eligibility Verification Form.

<END OF RFP 18-03>