

PROJECT REQUEST

Washington County Community College is investigating the cost to purchase a Security Management System (SMS) for 9 exterior doors. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

1. PROJECT DESCRIPTION

1.1 SUMMARY

1.1.1 This document includes a general description, functional requirements, operational characteristics, and criteria for the Security Management System (SMS).

1.2 REFERENCES

1.2.1 The Codes and Regulations listed below form a part of this specification to the extent referenced. Work shall follow the applicable international, federal, state, and local codes or standards in place at the commencement of installation. The following list summarizes other applicable standards:

1.2.1.1 UL 294, UL 1076, ULC

1.2.1.2 CE

1.2.1.3 FCC - Part 15, Part 68

1.2.1.4 NFPA 70, NEC

1.2.1.5 IEEE, RS 170 variable standard

1.2.1.6 Microsoft® Open Database Connectivity (ODBC) interface)

1.2.1.7 ISO Software Coding Standards

1.2.1.8 RoHS

1.2.2 Where more than one code or regulation is applicable, the more stringent shall apply.

1.2.3 Cable installation, identification and termination shall be performed in addition to the applicable codes above.

1.3 SMS DESCRIPTION

The Security Management System outlined in this section and detailed below is the key central component for managing physical security for this project. The system shall consist of 1) Access Control System. The Contractor is to provide a turnkey solution including all labor and material necessary to complete all tasks. The Contractor is to install all low voltage wiring including, but not limited to, communication and power support necessary for the operation of the SMS.

1.3.1 The contractor is to supply and install the Access Control equipment. Owner will supply network connectivity.

- 1.3.2 Contractor supplied power supplies to SMS equipment are required to be hard wired. Unsecured plug-ins to power supplies is not acceptable. Electrical work requirements include but are not limited to National Electrical Code (NEC) NFPA 70 and NFPA 101 - National Life Safety Code.
- 1.3.3 The electrical contractor will provide pathways and primary line voltage.
- 1.3.4 Provide grounding at security device location and ensure proper bonding to existing facilities.
- 1.3.5 Ensure grounding continuity by properly bonding proper cabling, closures, cabinets, conduits, service boxes, and head end equipment.
- 1.3.6 The SMS must be installed by, at a minimum, a journeyman electronic or security system technician, with a minimum of five (5) years' experience in similar installation. If any apprentices are used, they must be fully supervised by an experienced journeyman. The Contractor will provide sufficient oversight by a qualified Project Manager.
- 1.3.7 The Contractor will supply an as-built package including one electronic PDF format file and three (3) hard copies of the SMS diagrams showing the locations of all SMS components. This will include but is not limited to floor plans, riser diagrams, port charts, door details and device wiring details. Additionally, the as-built package (book) shall contain any other deliverable items to include documents generated as a result of the final walk through checklist and acceptance testing.
- 1.3.8 The contractor is to supply and install all equipment to include reader controllers, card readers, request to exit devices, door position switches, remote release, and all associated power for SMS operation. All SMS backend equipment (i.e. reader controllers etc.) Is to be installed in approved IDF rooms. All equipment must be hardwired- NO EXCEPTIONS.
- 1.3.9 The contractor shall supply all necessary wiring for all electrified door hardware, card readers, door position switches, request to exit devices, SMS network components, etc. and associated terminations.
- 1.3.10 Site Visit - Prior to starting work the Contractor must attend a site walkthrough with the project manager(s) to discuss aspects of the facility and job specific requirements.

2 ACCESS CONTROL SYSTEM

- 2.1 Accepted Access Control System shall include Mercury Security Open Architecture only. SMS qualified systems: RS2 Technologies SMS. No substitutions.
- 2.2 Lock hardware is to provided by contractor and is to be Assa Abloy products. No substitutions. Magnetic Locks will not be accepted.
- 2.3 SMS contractor is responsible for the SMS hardware components.

- 2.4 No cloud-based system will be accepted.
- 2.5 Door monitoring for exterior doors will be handled through the access control system.
- 2.6 Panic alarms will be handled through the access control system. Triggering of lockdown sequences will alert the mass notification system. Integration with mass notification system is to be provided by others.
- 2.7 An auto dialer will be installed and linked to the panic alarms. A dedicated telephone line shall be provided by others.
- 2.8 100 13.56 MHZ MIFARE will be provided. No badge printing is required.
- 2.9 The SMS shall utilize a single seamlessly integrated relational database for all functions utilizing a fully multi-tasking, multi-threading Microsoft Windows Server 2008/2012/2016 or Windows 7/8/8.L/10 operating systems. The SMS shall be written so that all modules (access control, alarm monitoring, ID badging are developed and built from a unified single source code set).
- 2.10 Upgrades or expansion of the SMS to a larger size system in scale shall not require installation of a different and/or new SMS application or require the administrator/operator to learn a different and/or new interface from the previous version. Added functions can require additional licenses.
- 2.11 The SMS shall be written using recognized standard software coding techniques. The SMS shall be written to support multiple languages without re-engineering. The SMS software shall be written to Microsoft's published standards for user interface design, secure coding practices and database implementation guidelines (Microsoft Open Database Connectivity (ODBC) Interface).
- 2.12 The SMS software shall be written to ISO standards of software development for Microsoft operating system.
- 2.13 The SMS software developer shall be a Microsoft certified independent software vendor.
- 2.14 The SMS shall be able to communicate with system control panels via TCP-IP/Ethernet, RS-485, and RS-232 using ports (Plain Old Telephone Service) dial-up line.
- 2.15 All tasks shall be accessible from any compatible client workstation on the network. Utilizing one or all of the following:
- I. Traditional Client Server (TCP/IP) Architecture.
 - II. N-Tier architecture where the SMS shall support the expansion of the system architecture and allow for end-user deployment based upon their system architectural needs. The SMS shall allow but not require the separation of the database, application server, web server, and client interface. The system shall require that all connections to the database are performed through a trusted link from the client or internet browser interface.

III. The system architecture shall support Microsoft Windows clustering, hot standby, fault tolerant servers and fault tolerant hot standby servers running Windows Server 2008/2012/2016, Windows 10.

IV. The SMS shall only be able to connect to and interface with data sources utilizing a Windows service.

2.16 Integration Support for:

2.16.1 ASSA ABLOY - Sargent, Persona, and Corbin Russwin. Wi-Fi, POE, and Aperio locksets.

2.16.2 Allegion -SCHLAGE AD-300/301 and AD-400/401

2.16.3 Salto - Sallis SX4 line

3. ACCESS CONTROL SYSTEM

3.1 SMS ACCESS CONTROL SOFTWARE - ACCEPTED SYSTEMS: RS2 TECHNOLOGIES

3.2 SMS FIELD HARDWARE AS NEEDED (MERCURY SECURITY) NO SUBSTITUTIONS.

3.2.1 System Control Processors (SCP shall be - EP-1501, EP-1502, EP-2500

3.2.2 System Input Output (SIO) units shall be - MR-50, MR-51E, MR-52

3.2.3 System Input/Output module (SIO) 16 Inputs shall be - MR-16IN

3.2.4 System Output module (SIO) 16 Outputs - MR-16OUT

3.2.5 Communications Multiplexer RS-485 shall be - MUX-8

3.2.6 SMS Authentication Hardware

3.3 SMS CREDENTIAL PRINTERS

3.4 The SMS credential management module shall be compatible with printers and printer encoders that support Windows 2008/2012, 2016 Server, Windows 7/8/8.1/10 operating system and drivers.

3.5 SMS THIRD PARTY INTEGRATED DEVICES-

3.6 VIGILANCE- MASS NOTIFICATION

4. QUALITY ASSURANCE

4.1 MANUFACTURER QUALIFICATIONS

I. Manufacturers of the SMS shall be an established organization with referenced and documented experience delivering and maintaining security management systems of equal or high sophistication and complexity as compared to the system detailed in this specification.

II. SMS manufacturer's manufacturing facilities shall be certified ISO-9000:2000 operations, utilize ISO-9000:1000 manufacturing procedures and maintain their ISO certifications.

4.2 BIDDER QUALIFICATIONS

The bidder shall be a factory authorized local service organization that shall carry a complete stock of parts and provide maintenance for the SMS and related systems under this contract. The bidder is to be an authorized channel partner with RS2 Technologies and Assa Abloy. Local is defined as an area in a 100-mile radius of installed location.

4.3 PROJECT COORDINATION

I. SMS installation to be coordinated with General Contractor

4.4 WARRANTY

4.4.1 SMS Software and Field Hardware Warranty

I. SMS Software shall be warranted for a period of one (1) year from the date of shipment from the manufacturer to be free of defects and will function in substantial accordance to the published specification.

II. SMS Field Hardware shall be warranted for a period of one (1) year from the date of shipment from the manufacturer, will be free from defects and will function in general accordance with the product specifications.

III. SMS Third Party Device warranties are transferred from the manufacturer to the contractor, which may then transfer third party warranties to the owner. Specific third-party warranty details, terms and conditions, remedies and procedures, are either expressly stated on, or packaged with, or accompany such products. The warranty period may vary from product to product. These products include but are not limited to devices that are directly interconnected to the SMS field hardware or computers and are purchased directly from the SMS manufacturer. Examples may include but not be limited to: Credential Printers, Reader Heads, Biometric Devices, Computers etc.

4.4.2 Contractor Installation Warranty

I. Contractor shall warrant all equipment, not covered under Part 1 Section 1.11.A of this specification and associated installation labor for a period of one (1) year from date of beneficial use.

4.5 SMS STARTUP & COMMISSIONING

4.5.1 Contractor shall demonstrate all system functionality to owner's representative prior to project close out

4.5.2 Contractor will provide One (4) Four-hour training session at completion of project.

4.6 MAINTENANCE SERVICES

4.6.1 General Requirements: The Contractor shall provide a detailed maintenance plan to maintain the entire SMS in an operational state for a period of three year(s).

Include at minimum:

- I. Description of planned work and annual pricing per year.
- II. Labor rates for all time and material repairs or installation

4.6.2 Emergency Service: The owner will initiate service calls when the SMS is not functioning properly. Qualified personnel shall be available to provide service to the complete SMS. The owner shall be furnished with a telephone number where the service supervisor can be reached at all times.

4.7 SUBMITTALS

4.7.1 Shop Drawings: Provide complete shop drawings which include the following:

- I. Indicate all system device locations. No other system(s) shall be included on these plans.
- II. Include full schematic wiring information on these drawings for all devices. Wiring information shall include cable type, conductor routings, quantities, and connection details at device.
- III. Include a complete SMS one-line, block diagram.

4.7.2 Product Data: Provide complete product data that includes the following:

- I. Manufacturer's technical data for all material and equipment at the system and sub system level to be provided as part of the SMS.
- II. A system description including analysis and calculations used in sizing equipment required by the SMS. The description shall show how the equipment will operate as a system to meet the performance requirements of the SMS.

4.7.3 The following information shall be supplied as a minimum:

- I. Provide complete shop drawings.
- II. Server(s) processor(s), disk space and memory size.
- III. Description of site equipment and its configuration.

1. SUBMISSION REQUIREMENTS:

- a. Site Visit: A site visit is scheduled for **Friday, March 20, 11:00 a.m.** No other time will be provided for this campus walk-through.
- b. Bid Opening/Identification of Bid Envelope: A signed original of the bid must be received in the Dean of Finance office, Washington County Community College, 1 College Drive, Calais, ME 04619, in a sealed envelope by **4:00 p.m. March 30, 2020**. The signed bid should be returned in a sealed envelope or package and clearly identified as follows:

Enclosed: Quotation #WC2016

Attention: Desiree Thompson, Dean of Finance

Quotes may also be emailed to dthompson@wccc.me.edu by 4:00 p.m. March 30, 2020.

- c. Insurance: The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the response.
- d. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".
- e. Bid Amount: The bid amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine. Refer to Bid Submission Sheet.
- f. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices listed in Appendix A.
- g. **Project Schedule:** Project may start upon bid award. Development of actual project timeline will occur at that time. WCCC will be experiencing major construction over the summer months and some areas will not be accessible so timing of project is crucial. In any event, the project must be completed no later than July 31, 2020.

Bid Submission Sheet

Vendor Information:

Date:
Vendor's Representative name and title:
Representative e-mail address:
Vendor Firm Name:
Vendor Mailing Address:
Vendor City/State/Zip:
Vendor Telephone
Vendor Web Site Address:

Cost submission:

Equipment and Setup Costs	
Hourly labor rate for additional work:	
Additional Equipment/Equipment Modification Costs:	
Costs of annual maintenance/subscription:	

Add on:

Added cost to integrate Access Control System with Vigilance Emergency Notification System (see next page for details on this system).	
--	--

Additional sheets may be added for a more comprehensive presentation.

Vigilance Emergency Notification System

Vigilance Emergency Notification System is a computer application used for sending alerts through the network from the user's desktop. The system is used to send notification (or alerts) to all users during a crisis.

The system is Cloud base and communicates with our domain controller through LDAP and operates on any Microsoft Window and Mac application. All the S2 doors will be wired to the nearest switching rooms with its own VLAN. Static IP addresses will be assigned to each door. Once the doors are connected to the WCCC domain it is then transferred through the LDAP connection to the Vigilance software. Once it hits the Vigilance WCCC web-based software it will be added to the Access Control tab in Vigilance

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.