

PROPOSAL

Washington County Community College is investigating the cost to purchase a magnetic door lock system for 15 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.

PROJECT DESCRIPTION:

This request is for the installation of automated magnetic locks for 15 exterior doors located on three buildings on our college campus. The automatic locking system must integrate with the Vigilance software for remote operations. Vigilance is an emergency notification system that quickly sends notifications or alerts to all users during a crisis. The software is located on our host server locally. The locking mechanism shall be hardwired to the exterior doors and can perform locking and unlocking through any mobile device remotely. One location must provide an entry point available by keycard for access by emergency personnel.

Mandatory on-site visit is scheduled for August 19, 2019 at 10:00 a.m. to determine materials needed, map layout of buildings and structures. Project completion date is on or before October 31, 2019.

HARDWARE REQUIREMENTS

- Magnetic type locks for locking. System components shall withstand the environmental conditions without mechanical or electrical damage or degradation of operating capability. Must withstand extreme weather conditions and ambient temperatures at -30° to 120°F.
- The hardware concept should enable simple system expansion and utilize a three-tiered hardware hierarchy:
 - a. At the top tier is the Network controller, which shall contain the database engine, web server, application software, and configuration data. It is at this level that System Users, through a browser interface, shall interact with Vigilance, set configurations, monitor activities, run reports, manage alarms, and manage cameras and video and storage.
 - b. At the second tier is the Network Node, an intelligent device with native TCP/IP support, which shall make and manage access control decisions.
 - c. The Network Controllers and Network Nodes shall run on existing building TCP/IP networks and shall be configurable for access from separate subnets, through gateways and routers and from the Internet.
- Locks must be fail-safe
- Card reader for at least one location which provides open and close access for Emergency Responders and Public Safety for any crisis.
- Locks and systems components must be scalable for the future add-on or upgrades to the equipment.

WARRANTY

- Manufacturer's standard form in which manufacturer agrees to service, repair or replace system components as needed for proper system operation as specified herein.
- Warranty Period: a 1-year warranty on hardware and a 1-year warranty on labor and software from date of date of Owner Acceptance.

QUALITY ASSURANCE

- Installation shall comply with federal, state, and local codes.
- All equipment shall be new, in current production, and the standard products of a manufacturer of ESS equipment.
- On-site maintenance and repair service shall be available within 12 hours of notification of condition.

TRAINING

- Provide Training on software configurations and troubleshooting of remote locks to Information Technology staff. Provide Topology on network layout with configurations.

SUBMISSION REQUIREMENTS:

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

Closing Date/Time: August 30, 2019, at 1:00 p.m. Any bids received after this time will not be considered.

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2004

Attention: Desiree Thompson, Dean of Finance

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 proposal 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 Proposal Amount: The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

F. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS included herein.

QUOTATION SUBMISSION SHEET

Please contact Desiree Thompson at (207) 454-1021, for additional information

Total Cost _____ (all inclusive of training, shipping, product cost, labor, etc.)

Bid sheet submitted by:

Company Name _____

Contact Name _____

Phone Number _____

Email: _____

**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, 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; and
9. Automatic renewals for term(s) greater than month-to-month.

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 font 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.