



Technology Services Department

REQUEST FOR PROPOSAL (RFP)

DISTRICT WIDE ACCESS CONTROL PROJECT

PROJECT#:

AP-24-04

IMPORTANT: READ ALL CONDITIONS AND INSTRUCTIONS CAREFULLY.

PROPOSALS MUST BE SUBMITTED TO:

EASTSIDE UNION SCHOOL DISTRICT

JOANNE DOWNEN

CHIEF BUSINESS OFFICER

JDOWNEN@EASTSIDEUSD.ORG

44938 30TH STREET EAST

LANCASTER, CA 93535

DUE ON:

MAY 21, 2024, BY 1:59 P.M. (PST)



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1. SUMMARY AND BACKGROUND

Eastside Union School District is looking to set a new standard of safety and security for all students and staff. We will accomplish this by utilizing modern technology to be able to remotely monitor and secure all our district locations. Our objective is to implement access control for roughly 400 doors across our district. Automatic lock down, Badge/Id card reader access, door position sensors, and networked smart door locking software are all things we are requiring for this project.

We are a K-8 district with 7 geographic sites employing 580 staff members serving a total of 3,200 students.

2. PROPOSAL GUIDELINES

To be considered Proposals must contain the following.

1. Company Name.
2. 3 references of projects completed.
3. Estimated time of completion.
4. Acknowledgment of after student hours work schedule 3:30-10:30 pm PST or non-student days.
5. Total overall cost for all services, materials, and hardware combined itemized with explanation.

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1:59 PM on May 21, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Eastside Union



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School District legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The purpose of this project is to automate access to all points of entry and all classroom environments. Bringing smart technology by way of automatic lock down features, access schedules, entry point status, and Card reader technology at all entry points.

Project Description:

400 doors will need to be electrified with automatic locking mechanisms, card reader access, and door position sensors. There will need to be smart controls as well as real-time reports showing what doors are open and closed at a moment's notice. With the ability to lock doors at the push of a button. Control center application software for each of the 7 sites is required as well as district master control for all sites in one software application dashboard.

4. PROJECT SCOPE

1. Comprehensive assessment of all sites, Cable runs, panel mounting locations, card reader mounting locations, door frames, electrified door locks totaling 400 doors, network runs back to applicable IDF's.
2. Create Hardware list utilizing Verkada access control products broken down by site, with total cost per site and total cost overall.
3. Create labor/materials list broken down by site, with total cost per site and total cost overall.
4. Provide timeline of Installation and Testing broken down by site.
5. Perform all labors and services necessary to provide a turnkey solution, all 400 doors tested and verified functional within the online access control application. Provide online access control application training to EUSD designated staff.
6. Utilize after hours 3:30-10:30 pm PST or non-student days to complete installation.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1:59pm PST, May 21, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.



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Mandatory Job Walks Each Day from 8 AM to 4PM:

(Lunch Break from 12PM to 1PM)

Eastside Elementary: April 8 & April 9

Cole Middle School: April 10 & April 11

Enterprise Elementary: April 12 & April 15

Columbia Elementary: April 16 & April 17

Tierra Bonita Elementary: April 18 & 19

District Office and Community Center: April 22

Sealed Bids Accepted Until: May 21, 2024, at 1:59 pm

Sealed Bids will be open in a public forum: May 21, 2024, at 2:05 pm

Sealed Bids delivered to 44938 30th St. East Lancaster, CA. 93535 in person or by Federal Express, UPS or USPS. Sealed Bids must be stamped by the district time clock no later than May 21, 2024, 1:59 pm.

If Bidder to whom Contract is awarded fails or neglects to enter into Contract and submit required bonds, insurance certificates, and all other required documents, within SEVEN (7) calendar days after the date of the Notice of Award, District may deposit Bid Bond, cash, cashier's check, or certified check for collection, and the proceeds thereof may be retained by District as liquidated damages for failure of Bidder to enter into Contract, in the sole discretion of District. By submitting a bid, Bidder agrees that calculation of the damages District may suffer as a result of Bidder's failure to enter into the Contract would be extremely difficult and impractical to determine, and that the amount of the Bidder's required bid security shall be the agreed and conclusively presumed amount of damages.

Bidders must submit with the Bid the Designated Subcontractors List for those subcontractors who will perform any portion of Work, including labor, rendering of service, or specially fabricating and installing a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in excess of one half of one percent (0.5%) of total Bid. Failure to submit this list when required by law shall result in Bid being deemed non-responsive and the Bid will not be considered.

Bidders shall submit the Non-Collusion Declaration with their Bids. Bids submitted without the Non-Collusion Declaration may be deemed non-responsive and may not be considered.

Bids shall be clearly written without erasure or deletions. District reserves the right to reject any Bid containing erasures or deletions.



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Bidders shall not modify the Bid Form and Proposal or qualify their Bids. Bidders shall either: 1) submit a bid on a filled-out Bid Form and Proposal in the form as provided by the District, or, 2) may submit a bid that is on a retyped, word-processed version of the Bid Form and Proposal so long as the retyped or word-processed Bid Form and Proposal (and other documents) do not materially deviate from the content of the District's forms and clearly set forth all required information in a format that is substantially identical to the format of the District Bid Form and Proposal. Bids submitted on a retyped or word-processed version of the Bid Form and Proposal that materially deviate from the content of the District's forms may be deemed non-responsive and may not be considered.

The Bidder and all Subcontractors under the Contractor shall pay all workers on all work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are available upon request from the California Department of Industrial Relations. Prevailing wage rates are also available on the internet at <http://www.dir.ca.gov>.

Submission of a Bid by Bidder signifies careful examination of Contract Documents and complete understanding of the nature, extent, and location of Work to be performed. Bidders must complete the tasks listed below as a condition to bidding, and submission of a Bid shall constitute the Bidder's express representation to District that Bidder has fully completed the following:

- a. Bidder thoroughly understands the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions and federal, state and local laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of Work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto;



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- b. Bidder has conducted or obtained and has understood all examinations, investigations, explorations, tests, reports, and studies that pertain to the subsurface conditions, as-built conditions, underground facilities, and all other physical conditions at or contiguous to the Site or otherwise that may affect the cost, progress, performance, or furnishing of Work, as Bidder considers necessary for the performance or furnishing of Work at the Contract Sum, within the Contract Time, and in accordance with the other terms and conditions of Contract Documents, including specifically the provisions of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, studies, or similar information or data are or will be required by Bidder for such purposes;
- c. Bidder has correlated its knowledge and the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- d. Bidder has given the district prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the actual conditions, and the written resolution thereof by the district is acceptable to Bidder.
- e. Bidder has made a complete disclosure in writing to the district of all facts bearing upon any possible financial interest, direct or indirect, that Bidder believes any representative of the district or other officer, or employee of the district presently has or will have in this Contract or in the performance thereof or in any portion of the profits thereof.
- f. Bidder must, prior to bidding, perform the work, investigations, research, and analysis required by this document and that Bidder represented in its Bid that it performed prior to bidding. Contractor under this Contract is charged with all information and knowledge that a reasonable bidder would ascertain from having performed this required work, investigation, research, and analysis. Bid prices must include entire cost of all work "incidental" to completion of the Work.
- g. Conditions Shown on the Contract Documents: Information as to underground conditions, as-built conditions, or other conditions or obstructions, indicated in the Contract Documents, e.g., on Drawings or in Specifications, has been obtained with reasonable care, and has been recorded in good faith. However,



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District only warrants, and Contractor may only rely on, the accuracy of limited types of information.

- i. As to above-ground conditions or as-built conditions shown or indicated in the Contract Documents, there is no warranty, express or implied, or any representation express or implied, that such information is correctly shown or indicated. This information is verifiable by independent investigation and Bidder is required to make such verification as a condition to bidding. In submitting its Bid, Bidder shall rely on the results of its own independent investigation. In submitting its Bid, Bidder shall not rely on District-supplied information regarding above-ground conditions or as-built conditions.
- h. Conditions Shown in Reports and Drawings Supplied only for Informational Purposes:
 - i. These reports and drawings are not Contract Documents and, Bidder may not in any manner rely on the information in these reports and drawings. Subject to the foregoing, Bidder must make its own independent investigation of all conditions affecting the Work and must not rely on information provided by District.
- 1. Bidders may examine any available “as-built” drawings of previous work by giving District reasonable advance notice. District will not be responsible for accuracy of “as- built” drawings. The document entitled Existing Conditions applies to all supplied “as- built” drawings.
- 2. Addenda may also be issued to modify other parts of the Contract Documents as deemed advisable by the District.
- 3. Each Bidder shall acknowledge each Addendum in its Bid Form and Proposal by number or its Bid shall be considered non-responsive. Each Addendum shall be part of the Contract Documents.
- 4. Bids shall be based on products and systems specified in Contract Documents or listed by name in Addenda. Whenever in the Specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name, or by name of manufacturer, that Specification shall be deemed to be followed by the words “or equal.” Bidder may, unless otherwise stated, offer any material, process, or article that shall be substantially equal or better in every respect to that so indicated or specified. The District is not



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responsible and/or liable in any way for the Bidder's damages and/or claims related, in any way, to that Bidder basing its bid on any requested substitution that the District has not approved. Contractor and materials suppliers who submit requests for substitutions prior to the award of the Contract must do so in writing and in compliance with Public Contract Code section 3400. All requests must comply with the following:

- a. District must receive any request for substitution a minimum of TEN (10) calendar days prior to bid opening.
- b. Requests for substitutions shall contain sufficient information to assess acceptability of product or system and impact on Project, including, without limitation, the requirements specified in the Special Conditions and the Specifications. Insufficient information shall be grounds for rejection of the substitutions.
- c. Approved substitutions shall be listed in Addenda. District reserves the right not to act upon submittals of substitutions until after bid opening.
- d. Substitutions may be requested after Contract has been awarded only if indicated in and in accordance with requirements specified in the Special Conditions and the Specifications.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project. All categories must include itemized breakdown and total overall cost per category.

Project Initiation and Planning
Research/ assessment.
Labor/ construction
Installation Materials
Verkada products
Door locking hardware.

NOTE: All costs and fees must be clearly described in each proposal.



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7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience with access control, construction, Verkada products
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more large scale access control projects completed preferably in an educational K-12 school campus environment.
- Testimonials from past clients on successful installs
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full comprehensive testing plan
- Timeframe for completion of the project
- Project management methodology
- Proof of License and bonded with / comprehensive General liability insurance.

OTHER REQUIREMENTS:

Proposals should also include the following:

- SB 854 became effective July 1, 2014, and requires contractors to register with the Department of Industrial Relations prior to bidding on public works projects. This registration form is attached. **All contractors and sub-contractors MUST register with the Department of Industrial Relations @ www.dir.ca.gov**
- Prevailing Wage: Proposal will include labor at Prevailing Wage Rates. Proposal will be rejected if Prevailing Wage is not included in price.
- Public Works Contractor Registration Certification: Pursuant to Labor Code sections 1725.5 and 1771.1 all contractor's and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations (DIR). **Proposals will be rejected if vendor is not registered with the DIR**
- Fingerprinting and Employee Background Checks: In circumstances that may involve workers having more than limited contact with students, the District may require that all workers on the project (including without limitation, employees of the bidder and its subcontractors) undergo criminal- history background checks requiring submission of the fingerprints to the Department of Justice. The District may impose other requirements designed to protect the students regardless of whether it requires such



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criminal history background checks. The vendor to which the District awards a contract for the project shall be responsible for compliance with any and all such requirements of its own forces and by its subcontracted forces.

- A reference list of at least three (3). Please also include the name and contact information for all references.
- Prior to contract, the winning vendor will be required to show evidence of insurance coverage.
- Information concerning any suits filed, judgments entered, or claims made against the vendor during the last five (5) years, with respect to any declaration of default or termination for cause against the vendor with respect to such services. In addition, state whether during the past five (5) years the vendor has been suspended from bidding or entering any public works contract.

All Bids must include Payment and Performance Bond (forms Attached)

8. PROPOSAL EVALUATION CRITERIA

Eastside Union School District will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to access control installation as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.



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9.Site List

1. Columbia Elementary School 2640 E Avenue J 4, Lancaster, CA 93535
2. Enterprise Elementary School 3730 E Avenue J 4, Lancaster, CA 93535
3. Eastside Elementary School 6742 E Ave H, Lancaster, CA 93535
4. Tierra Bonita Elementary School 44820 27th St E, Lancaster, CA 93535
5. Gifford C. Cole Middle School 3126 E Avenue I, Lancaster, CA 93535
6. Eastside Union School District offices 44938 30th St E, Lancaster, CA 93535
7. EUSD Community Center / Academy 45006 30th St E, Lancaster, CA 93535

10. QUESTIONS AND ANSWERS:

Submittal Questions shall be submitted by email to:

kklein@eastsideusd.org by 11:59 AM on May 7, 2024

ANSWERS WILL BE PUBLISHED ON THE DISTRICT WEBSITE BY 4 PM May 14, 2024



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