

Millington Community Schools
Request for Proposal – School Security System – Complete
Installation of Proximity Reader Access Control System at three
School Buildings
July 23, 2008

Submission of Bid

All bids must be in a sealed envelope labeled “2008 School Security System.” Bids will be publicly opened and read ***in the Business Office conference room at the High School, 8780 Dean Drive, Millington, Michigan, 48746, at 10:00 A.M., August 8, 2008*** for recommendation to the Board of Education. No oral, telephonic, telegraphic, e-mail, or facsimile proposals will be considered. No proposals will be accepted after **4:00 P.M., August 7, 2008.**

After bids are opened, the Board of Education will have the opportunity to award the bid to one (1) of the vendors involved in the Bid process.

All bids will be considered firm for 120 days from the bid opening date.

All questions should be directed to James Simmons 989-871-5250
james.simmons@mcsdistrict.com

Right to Reject Bid

Millington Community Schools reserves the right to waive irregularities and to accept and/or reject any or all Bids.

Award

It is the intent of Millington Community Schools to award the Bid on or before **August 13, 2008 (board meeting scheduled for August 13, 2008)**. It is highly desirable for all equipment to be installed and operational during the last week of **August 2008**. All equipment must be installed, operational, and on site personnel trained no later than **September 10, 2008**.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to Bidders and that the bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award:

- (a) Cost of equipment purchase/lease and maintenance/service agreement.
- (b) Conformity to listed specifications.
- (c) Service and warranty provided.
- (d) Delivery of the equipment within the required time schedule.
- (e) References.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer's number.
2. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Millington Community Schools.
3. It is understood that Millington Community Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes.
4. The following items must be included in your bid price:
 - (a) The equipment and devices offered including brand name, model number and market introduction date.
 - (b) Delivery and installation of the equipment.
 - (c) Instructions and in-services to individual school building personnel concerning operation of equipment on a mutually acceptable date as agreed to between the district administrators and Bidder.
 - (d) Maintenance of all equipment in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of parts and drums. **Bidders must indicate annual cost of maintenance and supplies on a cost per copy basis for the duration of contract.**
8. The Bidder must submit the names of three (3) organizations that have an equal or larger amount of equivalent equipment and have had the equipment for at least 1 year. Please provide organization name, contact name, address, phone number, and number of years the Bidder has serviced the organization.
9. The attached bid proposal sheet must be completed and enclosed as part of the bid proposal. Additional information may be attached but the bid proposal sheet must be completed and submitted.

Equipment Specifications

High School:

- 1 Hub Max Control Panel
- 4 Door Control Modules
- 4 Proximity Point Door Readers
- 1 Secure Ethernet Gateway

Meachum Middle School:

- 1 Hub Max Control Panel
- 3 Door Control Modules
- 3 Proximity Point Door Readers
- 1 Secure Ethernet Gateway

Kirk Elementary School:

- 1 Hub Max Control Panel
- 3 Door Control Modules
- 3 Proximity Point Door Readers
- 1 Secure Ethernet Gateway

Miscellaneous:

10 Electric Strikes, Proximity Key Fobs or Cards, Power Supplies, Batteries, Door Reader and Strike Wiring, Surge Protectors etc...

All systems will be Networkable and Controllable from Designated PC's.

Features:

- 1000 Users per School
- 1500 Event Storage per Door
- Will Network up to 64 Doors
- Add and eliminate users from PC's

Training

The Bidder will provide training to the district in a groups of 30-35 people at each school location. Those times and dates will be agreed upon by the Millington Community Schools and the Bidder.

BID PROPOSAL SHEET

Millington Community Schools
REQUEST FOR PROPOSAL – School Security System

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT NAME: _____

**OUTRIGHT PURCHASE OF
EQUIPMENT:**

TOTAL COST OF PROPOSAL: _____
(TOTAL COST MUST INCLUDE ALL DELIVERY, SETUP, ETC. COSTS)

**I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL
UNLESS OTHERWISE STATED IN MY BID PROPOSAL.**

Authorized Signature

Date

Print Name, Title

